

INSTOW PARISH COUNCIL
Draft Minutes of the Instow Parish Council
On Thursday 19 February 2026
Held in All-Saints Chapel Down Rd, Instow, EX39 4JU

Present

Nick Arthur, Jane Bunclark, Mike Foster, Chris Hopkins, Paula Lopez, Susie McCrum and Mary Jane Scott (Chair).

In attendance

Jo-Ann Middleton Clerk.

Cllr Coombs

Cllr Biederman

Members of the public

Two

The Chair opened the meeting at 19:00

285/0226 Apologies for Absence

a) Eliot Johnson (prior commitment), Dom Yeadon (formal authorised leave of absence)
Resolved to approve these apologies.

286/0226 Declaration of Interests

Jane Bunclark and Mary Jane Scott both declared an interest in item 22 of the agenda.

287/0226 Public Presentation

Two members of the public attended the meeting to update the Council on the actions of the Instow Sand Action Group, and to ask when the Marines would be able to come and help.

288/0226

To Approve the request to vary the order of business

None

289/0226 Reports County & Ward Members.

Reports - In Person

District Councillor Report (Becky Coombs)

Clerk circulated to all Cllrs before the meeting via email (16.2.2026)

Updates:

I have done further investigating on the NDC spaces in the car park being they not being used. To date three licences have been granted. There has been a handful of other enquires. Spaces have been advised to outside of persons that had garages there. I have asked for an update early March. If this still lack of interest I will be asking for a meeting to look at what next.

Trade Waste- NDC has voted to cease operating a trade recycling service. The collection of trade waste will continue. To enable this to happen there will be an increase of around 46%

in cost. This will be to ensure that the service will be at no cost to taxpayer. The council will also be offering a full services to the customers on schedule 2. This covers business/charities where regulation allows for collect alongside household waste.

The government has published a public consultation on Local Government Reorganisation (LGR) in Devon. It will run for 7 weeks finishing on 26th March. This can be found on the home page of North Devon Council website.

Budget setting has started for the up coming year and will be voted upon in next full council meeting. It is proposed an increase of 2.99% in the NDC element. This would see a raise of £6.48 to band D houses. The councils funding it receives from government in real term from 2026 to 2029 will decrease around 10%.

Cllr Coombs also mentioned that the report on the sand had been prepared and was being peer action reviewed.

County Councillor's Report (Cllr Frank Biederman)

Cllr Biederman delivered an update on several matters:

Car Parking and Traffic Issues:

Ongoing concerns regarding congestion and parking pressures were noted. In reply to Cllr Nick Arthur it was noted that the proposed parking scheme is in the first 40% of the waiting list.

Hut in recreation Ground

Cllr Biederman was asked if a grant might be available to help build the hut.

290/0226 Minutes of the Meeting for Instow Parish Council

Council resolved to adopt the minutes of the meeting held on Thursday 15 January 2026, with two amendments:

272/0126 Under Hut in Recreation Ground Cllr Scott to approach previous contact not Cllr Hopkins.

281/0126 c) Two councillors out of three present confirmed that when applying for annual grants, a letter setting out why the grant is required is sufficient, the Grants Policy to be amended to reflect this.

270/0126 A minor amendment was made to the speeds watch project response.

After amendments the Chair was authorised to sign these as a correct record.

291/0226 Any matters arising from the minutes.

a) IPC purchase of a memorial Bench:

Delivery scheduled for week commencing 17 February. Exact delivery date to be confirmed. Memorial to be delivered to the Chair's address.

b) Repair of concrete by beach gate

Cllr Hopkins to repair when the weather is better as concrete will not set when raining

c) Beach Safety Bollard Erection:

No quotes received

d) Defibrillator– Clerk confirmed delivery date as 18 February

292/0226 Bus Shelter

Both quotations were considered. Cllr Scott to obtain information on grants from DCC towards repairs. Clerk to chase quotes for solar lights in some bus shelters.

293/0226 Committee Minutes

None

294/0226 Tracker update

Reviewed progress on open actions on publicly discussed matters.

- a) The sands – the pre-ap is still continuing
- b) Parking & Congestion – there will be a meeting in March between Highways and IPC
- c) Section 106 – EA met with IPC to discuss benches
- d) Beach Safety – see 292/0226 c)
- e) Bus shelters – see 293/0226
- f) Sand management – Cllr Hopkins reported that he had bought a Barber Surf Rake Beach Cleaner/stone picker/litter picker for use on the beach
- g) Emergency plan – see 303/0226
- h) Defibrillator – see 292/0226 d)
- i) Repair of Gate & Beach Notice Installation: As noted in 292/0226 (b) Cllr. Hopkins to repair gate when there is drier weather. Sign installed **check**
- j) Notice Board – Due to arrive soon, to be delivered to Cllr Scott house
- k) Hut in Instow Recreation ground – A quote of £3,500 to rebuild hut. It was felt that as the damage was due to vandals having a fire in there, and the hut was not used as originally intended, that the hut should not be repairs, and instead demolished. Cllr Scott to let Mr. Skinner know.

295/0226 Correspondence

- a. Speed watch – Advert was inserted in Parsh News, clerk has received one contact. Forwarded.
- b. Parking along Lyndale terrace. Via two emails 12/02/2026 Noted.
- c. Hut in Instow Recreation ground Via email 09/02/2026 – see 295/0226 k)
- d. AOB Litchdon Cross – Cllr Arthur informed the council that the first round of grants had been agreed. Next applications are due in September and the process will be announced in April.

296/0226 Planning Applications.

- a) Document/s had been circulated to Councillors for studying ahead of the meeting

80058 at Land at Brynsworthy Barnstaple EX31 3QQ

Council decided to object on traffic grounds. It was felt that the addition of two more crossings on the A39 would impede through traffic too much.

81109 1 Lyndale Terrace Anstey Way Instow

Documents circulated 27/01/2026 IPC objected

297/0226 Agar Assertion 10 – Update

The councillors were informed that they will all have to undertake Data Protection training.

298/0226 The Councils Policies

It was agreed that the Clerk with guidance from Cllr Lopez will work together to review the following,

- a) IT Policy - Email Internet and Computer System Use Policy to comply with Assertion 10.

- b) Current policies
- c) Both reviews to be presented as a future agenda item for comments and approval by Council.

299/0226 Working Parties / Committees

It was agreed that the Clerk, with guidance from Cllr Lopez, to undertake a review of the Working Parties and/or Committees and Terms of Reference for these. Councillors are to confirm whether any revisions are necessary.

- a) Finance
- b) Personnel Committee.
- c) Environment and Community Committee
- d) Assets and Facilities Committee
- e) After review to be presented as a future agenda item at next meeting for comments and any changes to be approved by Council.

300/0226 Barrier to Car Park

Nothing heard since original email admitting liability. Clerk to chase if not heard by 28/2/2026.

301/0226 Defibrillation Training

The Wi have confirmed they would be happy to help with refreshments, once IPC have confirmed a date for training First Aid and Defibrillator.

302/0226 Emergency Plan

Cllr Hopkins presented a draft questionnaire to go out to all households in Instow, along with a draft emergency plan. Cllrs were asked to read through these and comment by 6/3/2026, so corrections can be made and the questionnaire distributed in the magazine in April.

303/0226 Finance

- i. Payment of Accounts. Approved as per minute 304/0226 Council resolved to authorise the payments specified in the Clerks finance sheet and reproduced below
- ii) To Approve Clerk's Holiday Pay to be sent to payroll. This item was deferred.

304/0226 Chairs Communication & Annual Volunteer Party

The clerk reported that 38 people were expected.

305/0226 Village Hall 'Go Green Project'

Cllr McCrum reported that the work on the village hall was delayed due to work on the windows, but that everything should be finished by end of February.

306/0226 Churchyard

Instow PCC (church council) are in the process of acquiring more land for the churchyard as the present one is nearly full. As it is a public churchyard they asked if the Council had any objection. There were no objections.

307/0226 Beach Safety

Councillors were reminded when walking the beach to report back to the Clerk on the condition of the beach so this can be recorded. It was suggested that the beach cleaners should also be asked if they would report back as well.

308/0226 Any Agenda Items for the next meeting

None

DATES OF FUTURE MEETINGS

Meetings will take place in 2026 on 3rd Thursday of each month (except December 2026 meeting which is one week earlier)

March 19, April 16.

Annual Parish Meeting & Instow Parish Council Meeting including the AGM

Thursday 21 May 2026

Note - No meeting in August

The Next meeting 19 March 2026 7.00pm in the Village Hall

The meeting closed at 8.50pm

Signed.....Date.....2026