

## **Instow Parish Council**

To: Cllrs. Arthur, Bunclark, Foster, Hopkins, Johnson, Lopez. McCrum, Scott, Yeadon

You are hereby summoned to attend a meeting of the Instow Parish Council, which will be held on **Thursday 16<sup>th</sup> April 2026 at 7:00pm** at **Instow Village Hall** for the purpose of transacting the following business:

### **Agenda**

#### **1. Apologies**

- a) To receive apologies for absence
- b) Cllr Yeadon approved absence authorised.
- c) Apologies received from Cllr Hopkins.

#### **2. Councillors' Declarations of Interest**

*A Councillor with voting rights who has a disclosable pecuniary interest or other interest as set out in our councillor's standing order or code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions and of code of conduct and their right to participate and vote on the matter.*

#### **3. Public Participation**

A total of 15 minutes has been set aside for this. Members of the public are invited to speak on issues on this agenda, raise issues for future consideration, other matters which the council has some control over or are of interest to the Parish. Members of the public may not speak during other items of Parish Council business.

#### **4. To Approve requests to vary the order of business**

#### **5. County and Ward Members report in person or by email**

- a) NDC Cllr Coombs
- b) DCC Cllr Biederman

#### **6. Minutes**

To adopt and sign as a correct record the minutes of the meeting held on 19 February 2026 & 1 April 2026

#### **7. Any matters arising from the minutes**

- a) Step by the beach – See 9a
- b) Beach safety See Agenda Items 9e, 9f & 20
- c) Defibrillators– Delivered to be fitted w/c 12/04/2026. Clerk to advise, a better price was obtained from the original quote, therefore a delay in delivered goods.

- d) IPC purchase of a memorial bench

## **8. Committee Minutes**

None

## **9. Tracker update**

To review progress on open actions on publicly discussed matters as agreed at previous meetings. List for clarification updates.

- a) Gate opposite Boathouse Signage complete – Cllr Hopkins update on repair.
- b) The sands – the pre-ap is still continuing
- c) Parking & Congestion – there will be a meeting in March between Highways and IPC – Update required. Cllr Biederman
- d) Section 106 – EA met with IPC to discuss benches – Update Cllr. Scott
- e) Beach Safety –Bollard Cllr Hopkins to confirm specification.
- f) Beach Safety – Walking see agenda item 19
- g) Bus shelters – Cllr Scott to obtain information on grants from DCC towards repairs on Bus Shelters.
- h) Clerk quotes for solar lights in some bus shelters. Clerk to advise on RJH construction (SW) Limited quote.
- i) Sand management – Update from Cllr Hopkins, Clerk to update on recent correspondence
- j) Emergency plan – see agenda item 17
- k) Defibrillator training – see agenda item 16
- l) Hut in Instow Recreation ground – Cllr Scott to confirm to Mr. Skinner demolition of the Hut

## **10. Correspondence**

- a) North Devon Hospice are planning to host our annual Floating Bye Memorial event on Sunday 26<sup>th</sup> July on Instow Beach. For info. Christies have approved Via email 07/04/2026
- b) Sand Levels Emailed to all Cllrs from Carolyn Marnard 09/04/2026
- c) Beach clean taking place at Instow on Saturday, April 11<sup>th</sup> 10:00am High winds in recent weeks has added to the problems with the sand movement. Meet up at Glorious Oyster as usual. Free parking from Christie Estate and hot drinks for participants. If anyone is up for helping to promote the event, here are some materials to print out or share on your social media. Link to [Facebook event page](#) Link to [poster/social media pic](#) – Sent via email 10/04/2026
- d) Speed watch email forwarded on 9/3/2026 with apologies that it had not been dealt with before.
- e) Email complaint about stub of car park barrier being a trip hazard 23/3/2026. Forwarded to clerk and Cllr Hopkins
- f) Application for a replacement bench from Dark family, forwarded to clerk
- g) NDDC trade waste information email 28/3/2026
- h) Instow Signal Box voluntary members team have asked the Council for approximately £150.00 towards repainting and general maintenance. Via email 27/03/2026

## **11. Training Cllrs**

- a) Good Councillors Training at Instow Village Hall Thursday 23rd April 2026 at 10:30. all 9 Cllrs. Have been booked in as per 244/1125 mins

## **12. To consider Planning Applications received**

None received to date

### **Note: 81332 & 81333LB - 4-5 Bath Terrace Marine Parade Instow Bideford Devon EX39 4JL**

These applications have now been invalidated by our planning team pending further information & so a consultation response is not required at this time.

Once the applications are re-registered, they will re-send further consultation requests to you

## **13. The Councils Policy**

The following policies have been circulated to Cllrs and will be reviewed at this meeting, when finalised these will be ratified at the Annual meeting in May.

Standing Orders 2026 – It is recommended that the Council adopt the NALC Model Standing Orders

Beach Risk Assessment 2026

Financial Regulations 2026 – It is recommended that these are reviewed at a later date as more work needs to be done on these and to adapt and adopt the NALC Model Financial Regulations. In the meantime, approve the original document.

Risk Assessment 2026

Code of Practice for handling complaints 2026

Disciplinary Rules and Procedures 2026

Equal Opportunities Policy 2026

Training Policy 2026

Members Code of Conduct 2026

IT policy 2026

Publication scheme 2026

## **14. Working Parties / Committees**

To note that a review of Working Parties and Committees will be carried out in time for the May meeting.

**15. Barrier to Car Park**

Clerk to update on the damage to the car park barrier.

**16. 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's Potentially June 2026 – Date to be confirmed.

**17. Emergency Plan**

As Cllr. Hopkins has given his apologies for the meeting this item will be deferred to the next meeting. Review and approve quotes for leaflets if available.

**18. Finance**

- a) Invoices for approval and payment and ratification of payments already made Finance sheet April 2026
- b) Ratification of payment Financial Sheet March 2026
- c) Authorisation to 'roll' the £10,000 car park provision deposit due 20/5/2026
- d) Authorisation to put on deposit the £10,000 car park and toilet provision for 2026-2027.

**19. Village Hall 'Go Green Project'**

Update on refurbishment and future plans.

**20. Beach Safety – Walking**

No reports received from councillors while walking the beach.

**21. Any other Agenda Items for the next meeting**

None

Next meeting **21 May 2026**

**Note:**

7.00pm Instow Annual Parish Meeting

7:30pm Instow Parish Council Annual General Meeting (AGM)

8:00pm Instow Parish Council Meeting