

INSTOW PARISH COUNCIL
Minutes of the Instow Parish Council
On Thursday 16 April 2026
Held in the Village Hall

Present

Nick Arthur, Jane Bunclark, Mike Foster, Paula Lopez, (Minute taker for this meeting), Susie McCrum (Vice Chair), and Mary Jane Scott (Chair).

In attendance

Cllr Coombs
Cllr Biederman

Members of the public

There were six members of the public present.

The Chair opened the meeting at 19:05

314/0426 Apologies for Absence

Chris Hopkin (prior commitment), Eliot Johnson (prior commitment), Dom Yeadon (formal authorised leave of absence)

It was resolved to approve these apologies.

315/0426 Declaration of Interests

None

316/0426 Public Presentation

- a) A member of the Sand Action Group attended the meeting to update the Council on the actions of the Instow Sand Action Group and to raise concerns regarding the movement of sand during the recent winds.
- b) Another member of the public was also concerned about the high level of sand against the wall as it continually blows into his house. He was advised to write the Chair with his concerns following his email.
- c) A member of the public asked whether more children's play equipment could be added to the already existing equipment in the Chapel garden. The Chair advised that this was managed by the PCC. He was advised that the Church Warden was Jane Bunclark and that he should apply to her. Cllr Biederman invited the PCC to apply to him for grant money. The speaker also thanked everyone for the work that is carried out on behalf of the parish of Instow and felt that there was a good community spirit.
- d) A member of the public requested that the white lines in the bus stop/loading bay be repainted as they had become very faint and asked that signs were erected in the location to advise no parking for any vehicles including those with disabled badges. Cllr Biederman to take forward. He also asked when the access gate would be mended and was advised that Cllr Hopkins had this in hand but was not at the meeting to give any update on this.

317/0426

To Approve the request to vary the order of business

None

318/0226 Reports County & Ward Members.
Reports - In Person

District Councillor Report (Becky Coombs)

Updates:

Cllr Coombs advised that there had been more uptake on the car park permits and was in discussion to see what more could be done.

With regards to the planning applications 81332 & 81333LB – 4-5 Bath Terrace the application would be re-registered once the missing Bat Survey was received.

Cllr Coombs was thanked for all her work in progressing this planning application.

County Councillor's Report (Cllr Frank Biederman)

Cllr Biederman advised that he recently had a successful meeting regarding parking in the village with Highways and he advised that he would be happy to fund the signs suggested for the bus stop/loading bay area.

Highways were coming to deal with the sand on the pavements on 24th April. ISAD volunteered to stop people parking stopping the work.

319/0426 Minutes of the Meeting for Instow Parish Council

Council resolved to adopt the minutes of the meetings held on Thursday 19 February 2026 and Wednesday 1st April 2026. The Chair was authorised to sign these as a correct record.

320/0426 Any matters arising from the minutes.

- a) Step by the beach & beach safety - these were discussed on the tracker update, minute 322/0426 g) refers.
- b) In the absence of the Clerk it was not known if the defibrillators had been delivered or the status of the memorial bench.

321/0426 Committee Minutes

None

322/0426 Tracker update

Reviewed progress on open actions on publicly discussed matters.

- a) The gate opposite the Boathouse, in hand with Cllr Hopkins. The signage however is complete.
- b) Parking & Congestion – the meeting that Cllr Biederman had in March with Highways was successful, various solutions were suggested including the possibility of Pay and Display machines all year round.
- c) Section 106 – No further update.
- d) Beach Safety – No further update.
- e) Bus shelters – No further update
- f) Solar Lights on some bus shelters – No further update.

- g) Sand management – The Chair requested that rules for the management of sand on the beach be posted on the website and in the parish news advising what needed to be done to enable interested parties to seek permission to carry out any works on the sand, this applies to all groups except for the Environment Agency as they have their own licence. This was agreed unanimously. The Chair advised that Instow Parish Council do not own the foreshore along the top of the beach where the sand is piled against the wall. This land is owned by Christie Estates. Instow Parish Council only lease the lower part of the beach below the high tide mark. There is a copy of the lease on the website. Regarding the sand accumulating behind the wall near the bus shelter by the Boathouse. - To ensure that there is no sand behind the wall there would have to be a major movement of sand or it would fill in again quickly. The sand hills are owned and maintained by Christie Estates. So Instow Parish Council can only advise those preparing for any future plan, and indeed we are asking for the present licence to be extended at least.
- h) Emergency Plan – No further update.
- i) Hut in Instow Recreation ground – The leaseholder to be advised on the intention to demolish the hut. Cllr Arthur will do this.

323/0426 Correspondence

The correspondence was noted with the following updates,

The potential trip hazard reported regarding the stub of the car park barrier had now been made lower.

Instow Signal Box – the voluntary members to be asked to complete the application form on the parish website to request the grant towards repainting and general maintenance of the box.

Late correspondence received regarding the proposed new benches behind the flood wall in Marine Parade. The Chair to respond by email.

324/0426 Training Cllrs.

It was agreed that the Good Councillors training which was to take place on Thursday 23rd April 2026 be cancelled as not enough councillors could attend on that day. To rearrange at a later date.

325/0426 Planning Applications.

- a) 81332 & 81333LB - 4-5 Bath Terrace Marine Parade Instow Bideford Devon EX39 4JL. These applications have now been invalidated by the planning team pending further information and so a consultation response is not required at this time.
- b) 81588 – The Quay Inn. This is a retrospective application for an extraction duct – No objection.

326/0426 The Councils Policies

The draft policies were approved at this meeting with no changes. The Standing Orders and Financial Regulation to be updated at a later date.

327/0426 Working Parties / Committees

The Committees and Working Parties still to be reviewed.

328/0426 Barrier to Car Park

Still nothing heard since original email admitting liability. Cllr Arthur to write to them.

329/0426 Defibrillation Training

No further update on this.

330/0426 Emergency Plan

Item deferred in Cllr Hopkins absence.

331/0426 Finance

- a) Council resolved to **approve** payments on Finance Sheet April 2026
- b) Council **resolved** to ratify payments already made on Finance Sheet March 2026
- c) The 'roll' of the £10,000 car park provision deposit due 20/5/2026 was **approved**.
- d) The deposit of the £10,000 car park and toilet provision for 2026-2027 was **approved**.

		Finance - 16.03.2026 - 09.04.2026 Invoices & Credits					
Ref Number Internal	Statutory Power	Payment now due & Description	Notes	Net Cost (£)	VAT (£)	Sub Total (£)	Total
1	LGA 1972 s111 & s.113	North Devon Council (SD11656695) – Staff costs Salary		£0.00	£1.29	£0.00	£ 1,151.33
2	LGA 1972 s111	Clerks Monthly Expense <small>See attached breakdown</small>					£ 50.00
3	LGA 197 Section 135	Paul Fletcher – Pavement Cleaning					£ 216.07
4	LGA 1972 (Misc. Prov.) Act 1957, s4 & Act 1953, s4	Julie Braddick – Toilet Block, 10 Bus shelters Inc. Cleaning materials					£ 881.40
5	Local Government (Misc. Prov.) Act 1953, s4 Act 1953, s4	Peter Parker & Sons – 6 Bus Stop frames and glass cleaning					£ 90.00
6	LGA 1972 Section 137	Flowbird <small>(U1024579)</small> Airtime and transaction charges					£ 276.71
7	LGA 1972 Section 137	Flowbird Battery		£ 215.00	£ 43.00	£ 215.00	£ 258.00
8		Mary Jane Scott - Micheal Williams Footpaths by Marine Camp 23.03.26			£ -		£ 60.00
9		Mary Jane Scott - Micheal Williams Sless Corner strimming and Hoing weeds 01.04.26					£ 50.00
10		All Saint Church Instow Hire Meetings					£ 30.00
11		Beach Cleaning - April (3 weeks)					£ 164.64
12		Dave Budd - Grass Cuttings 7 & 8 April					£ 350.00
13		RJH Constustion - Repairs to Bus Stop and Toilet Block		£ 300.00	£ 60.00	£ 300.00	£ 360.00
14		RJH Constustion - Installation of Solar Lights and removal of steel Beam base plates		£ 300.00	£ 60.00	£ 300.00	£ 360.00
15		RJH Constustion - Steel Beams cut to size to remove safely for transport		£ 97.37	£ 19.47	£ 97.37	£ 116.84
16		RJH Constustion - Instalation of defib housing		£ 97.91	£ 19.58	£ 97.91	£ 117.49
17		Flowbird Ticket Paper 2 x Boxes to save on shipping costs £25.00 + vat for shipping		£ 505.00	£ 101.00	£ 505.00	£ 606.00
18		Domestic Rates 01.04.2026 - 31.03.2027		£ 2,600.00			£ 2,600.00
19		DALC Training for all Cllrs Booked 244/1125		£ 266.00	£ 39.94	£ 266.00	£ 305.94

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20		Servenside Defibs	To Be Ratified				£	3,678.00			
21		Mary Jane Scott VT Licence	To Be Ratified				£	246.00			
22		Flowbird Smart UI00023845	To Be Ratified				£	207.76			
23		Peter Parker & Sons – 6 Bus Stop frames and glass cleaning	To Be Ratified				£	90.00			
24		Julie Braddick – Toilet Block,10 Bus shelters Inc. Cleaning materials	To Be Ratified				£	833.00			
25	LGA 1972 s111 & s.113	North Devon Council (SD11652585) – Staff costs Salary	To Be Ratified	£0.00	£1.29	£0.00	£	1,151.33			
26		Paul Fletcher – Pavement Cleaning	To Be Ratified				£	451.77			
27		Clerks Expences	To Be Ratified				£	50.00			
28		Informations Comms	To Be Ratified				£	52.00			
29		HRMC Paid 08/04/2026	To Be Ratified				£	1,427.26			
		Total		£	-	£	1.29	£	-	£	5,138.48
Ref Number Internal	Statutory Power	Direct Debits Already Paid	Notes	Net Cost (£)	VAT (£)	Sub Total (£)		Total			
LGA 1972 Section 137		AIMBS Payment for car park transactions					£	132.79			
Pensions Act 2008		Nest 07/04/2026	DD				£	76.70			
BSCS LGA 1972 s111		Bank Charges 30/03/2026	PAY				£	11.71			
		Flowbird Smart					£	-			
		Bookers					£	-			
		DALC - Credit									
		Total					£	221.20			
		Total Outgoings									
		Monies In									
LGA 1972 Section 137		Car Park Card Payments > 15/03/2026					£	5,052.00			
LGA 1972 Section 137		Car Park Cash >15/03/2026					£	2,210.25			
		Car Park Permits 6 Purchased					£	1,814.40			
		Instow Marine Services 16.03.26 & 19.03.26					£	900.00			
		Refund from DX Signs					£	271.80			
		Compensation from complaint to the bank due to logging in issues					£	100.00			
		Total					£	10,348.45			
		Bank Accounts									
		Treasurers/ Community					£	76,748.58			
		Business	Check				£	8,723.99			
		Deposit & Investment	April M eting Check				£	55,379.25			

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Finance - 20.02.2026 -19.03.2026 Invoices & Credits							
Ref Number Internal	Statutory Power	Payment now due & Discription	Notes	Net Cost (£)	VAT (£)	Sub Total (£)	Total
1	LGA 1972 s111 & s.112	North Devon Council (SD11652585) – Staff costs Salary	Admin Charge (incl.)	£0.00	£1.29	£0.00	£ 1,151.33
2	LGA 1972 s111	Clerks Monthly Expense <i>as per contract</i>					£ 50.00
3	LGA 197 Section 135	Paul Fletcher Pavement cleans and tidy ups 37 hrs					£ 451.77
4	LGA 1972 (Misc. Prov.) Act 1957, s4 & Act 1953, s4	Julie Braddick – Toilet Block,10 Bus shelters incl.cleaning materials					£ 833.00
5	Local Government (Misc. Prov.) Act 1953, s4 Act 1953, s4	Peter Parker & Sons – 6 Bus Stop frames and glass cleaning					£ 90.00
6	LGA 1972 Section 137	Flowbird (UI00023845) Airtime and transaction charges			£ -		£ 207.76
7		Reimbursed MJ Scott M Williams Strimming footpath by Marine Camp 18/03/2026		£ 30.00	£ -		£ 30.00
8		Reimbursed MJ Scott M Williams VT Transaction+ annual subscription to 31/3/2027		£ 180.00	£ 36.00	£ 180.00	£ 216.00
9	Public Health Act 1936 and the Localism Act 2011,	Defibrillators x 2 cabinits - 1 lockable 1 unlocked Phone Box installation kit & Training session (TBC) Approved 239/1125 & noted in 246/1125 (d)		£ 3,065.00	£ 613.00	£ 3,678.00	£ 3,678.00
10		IOC GDPR Dat Protection renewal		£ 52.00	£ -	£ 52.00	£ 52.00
11							£ -
		Total		£ -	£ 1.29	£ -	£ 6,759.86
Ref Number Internal	Statutory Power	Direct Debits Already Paid	Notes	Net Cost (£)	VAT (£)	Sub Total (£)	Total
	LGA 1972 Section 137	AIMBS Payment for car park transactions					£ 132.79
	Pensions Act 2008	Nest (Clerk)					£ 76.70
	BSCS LGA 1972 s111	Bank Charges					£ 14.89
		Flowbird Smart					£ -
		Bookers					£ -
		Total					£ 224.38
		Total Outgoings					
Need ratification	Section 137	Commodore Hotel Thank you to volunteers	Already within balance 35 H				£ 589.15
		Monies In					
	LGA 1972 Section 137	Car Park Card Payments > 20.02.2026					£ 3,433.50
	LGA 1972 Section 137	Car Park Cash >20.02.2026					£ 1,665.80
		Ins Marine services 16/03/2026					£ 500.00
		Ins Marine services 19/03/2026					£ 400.00
		Deposit Dept					£ 168.00
		Total					£ 6,167.30
		Bank Accounts					
		Treasurers/ Community					£ 75,415.56
		Business					£ 8,727.34
		Deposit & Investment					£ 55,379.25

332/0426 Village Hall 'Go Green Project'

Cllr McCrum advised that the project was now complete.

333/0426 Beach Safety

Councillors were asked that if they had spotted anything that could cause a problem to put this in writing to the appropriate party and to take a photo if possible.

334/0426 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)

Next meeting 21 May 2026 in the Village Hall

Annual Parish Meeting 7.00pm

Instow Parish Meeting, AGM 7.30pm

Instow Parish Meeting, 8.00pm

The meeting closed at 8.45pm

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