

Instow Parish Council Annual Meeting followed by the Full Council meeting.

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

You are hereby summoned to attend the Annual Meeting followed by the Council meeting of the Instow Parish Council which will be held on **Thursday 21 May 2026 at 7:30pm** at **Instow Village Hall**.

Agenda

1. Election of Chair

To elect the Chair for the 2026-2027 Municipal Year.

The Chair elect to sign the Declaration of Acceptance of Office.

2. Election of the Vice Chair

To elect the Vice Chair for the 2026-2027 Municipal Year.

The Vice Chair elect to sign the Declaration of Acceptance of Office.

3. Apologies for Absence

4. 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.

5. Register of Members Interests

Register of Members Interests annual review. Under the Council's Code of Conduct, Members Register of Interests, Members are required to set out their interests and to make amendments when appropriate. Please check your details.

6. Bank Signatories

To approve the continuation of the current bank signatories to the Councils bank account/s, and to approve others if deemed necessary.

7. Standing Orders and Financial Regulations

To review and adopt the Councils Standing Orders and Financial Regulations.
NB These two polices will be further reviewed over the coming months.

8. Council Procedures, Policies.

- a) To adopt the Councils Policies following the recent review. Minute 326/0426 refers.
- b) To consider providing a Scheme of Delegation for the Clerk to be presented at the next meeting.

9. Register of Assets 2025/2026

To review the end of year register.

10. Financial Risk Assessment

To review the Financial Risk Assessment.

11. Subscriptions, Direct Debits & Standing Orders

To review and approve the following,

- a) Devon Association of Local Councils.
- b) Booker Limited
- c) Nest
- d) Service Charges
- e) Allied Irish Bank Machine Costs
- f) HM Custom & Excise
- g) SLCC Enterprises
- h) South West Water Board

12. Committees, Working Parties & Terms of Reference

To consider the committees and working parties, and its members, required for 2026-2027, the Terms of Reference for these committees to be presented at the next Full Council meeting for approval. Present working groups are: Finance, Car Park, Beach Management, Emergency Planning, Planning Rota.

13. Appointments to Represent Council on outside bodies

Present appointments

Nick Arthur and Mike Foster on Lichard Cross Solar Farm Body.

Susie McCrum and Mike Foster as Trustees of Parish Hall.

Mary Jane Scott, Eliot Johnson and Susie McCrum as Trustees of Instow Recreation Ground

To approve or change these appointments.

14. Council Insurance.

To note that the Councils Insurance policy expires on 31st May 2026, the policy to be renewed and emailed to councillors to approve and to be ratified at the next council meeting.

15. Accounts for the year to 31st March 2026

The accounts for the year will be considered and adopted.

16. Meeting Calendar

To adopt the meetings calendar for 2026-2027

COUNCIL

17. 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.

18. To Approve requests to vary the order of business

19. County and Ward Members report in person or by email

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

20. Minutes

To adopt and sign as a correct record the minutes of the meeting held on 16 April 2026

21. Any matters arising from the minutes

Access gate to the beach
Hut in recreation ground
Car Park Barrier repair

22. Vacancy for Clerk to the Parish Council

- a) To report that the current clerk is leaving the Parish Council on 22nd May 2026. The Council wish her well for the future.
- b) To discuss the recruitment of the next Parish Clerk and the next steps.

23. To appoint a Responsible Fianance Officer (RFO)

Local Government Act 1972 Section 151, appointment of a Responsible Finance Officer. Council to appoint someone as RFO on a temporary basis until a new clerk is appointed.

24. To appoint Locum Support

To consider and approve the hire of Locum support for the car park management and to attend Parish meetings for the purpose of taking the minutes until a new clerk is appointed.

25. Committee Minutes

None

26. Tracker update

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

27. Correspondence

17/4/2026 Philip Coles confirmation of questions asked in council meeting. Replied.

23/4/2026 Report of Hazard on beach – removed by Christies

24/4/2026 Nicola Harpin – query on car park permits – replied with confirmation that each permit is for a registered vehicle, and that vehicle only.

24/4/2026 Report of Bonfires on beach with photos

27/4/2026 Defibrillators – question when will they be working.

06/5/2026 Carolyn Maynard Request for representative and release of reserves for work

13/5/2026 Notice of new local plan

11/5/2026 NDADA requesting permission to start a sponsored walk on the beach

10/4/2026 Darren Pascoe requesting update on benches on front

10/5/2026 Dave Budd reporting damage to the wild flower areas on the verges

28. Car Park Ticket Machines

Consideration of requirement for a new machine.

29. Training Cllrs

To note that following the cancellation of the recent training a new date will be arranged in due course – suggested date 13th June.

30. To consider Planning Applications received

Reference: 81755

Extensions to front and rear together with internal alterations at Watersmeet Lane End Road Instow Bideford Devon EX39 4LE

Reference: 81690

Demolition of conservatory and erection of rear extensions together with alterations to dwelling at Lyncroft Instow Bideford Devon EX39 4LZ

Reference: 81675

Variation of condition 2 (Approved plans) attached to planning permission 79519 (Conversion of former Methodist Church into one residential unit & reinstatement of window opening) to allow amendments to the internal layout, external amenity space and a new access at Instow Methodist Church Anstey Way Instow Devon

31. Defibrillation Installation and Training

Date still to be confirmed.

32. Emergency Plan

Cllr Hopkins to give an update.

33. Instow on Show 9th August 2026

To approve the use of the beach for the annual 'Instow on Show'.

34. Work on the beach

Approval of any costs for sand removal.

35. Finance

- a) Invoices for approval and payment
- b) Authorisation for new phone contract if required

36. Beach Safety – Walking

Reports from Councillors.

37. Any other Agenda Items for the next meeting

Next meeting **18 June 2026 in Village Hall starting at 7pm.**