

## **Instow Parish Council Agenda Thursday 18<sup>th</sup> June 2026**

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 18<sup>th</sup> June 2026 at 7:00pm** at **Instow Village Hall** for the purpose of transacting the following business agenda:

### **1 Apologies for Absence**

- a) To receive apologies for absence
- b) Cllr Yeadon approved absence authorised.
- c) Apologies received from Cllrs Arthur and 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 annual and council meeting held on 21<sup>st</sup> May 2026

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

- a) Step by the beach – See tracker 9a
- b) Beach safety See Agenda Items 9e, 9f
- c) Defibrillators– see Agenda Item 9
- d) IPC purchase of a memorial bench – confirmation of new quote -see agenda Item 18

### **8. Committee Minutes**

## **9. Tracker update**

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

- a) Gate and step opposite Boathouse Signage complete – Cllr Hopkins update on repair.
- b) The sands – the pre-ap is still continuing
- d) Section 106 – Benches and information notices
- e) Beach Safety –Bollard Cllr Hopkins to confirm specification.
- f) Beach Safety – Walking
- g) Bus shelters – Cllr Scott to obtain information on grants from DCC towards repairs on Bus Shelters.
- h) Quotes for solar lights in some bus shelters. Need to get quotes
- i) Sand management – Update from Cllr Hopkins or Johnson – see agenda item 16
- j) Emergency plan – Awaiting confirmation of costs and distribution of questionnaire
- k) Defibrillator training and installation – IPC to confirm a date for training First Aid and Defibrillator's
- l) Hut in Instow Recreation ground – Cllr Arthur to confirm permission to demolish hut
- m) Barrier to Car Park update on the damage to the car park barrier.

## **10. Correspondence**

- a) Congratulations on sand removal 9.6.2026
- b) Several letters regarding delay for memorial bench
- c) Enquiry about metal detecting on Instow beach – replied 20.5.2026

## **11. Training Cllrs**

The scheduled training was cancelled. Date and style of training required

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

**81763 Hybrid Application:** Full application for 10 affordable homes, parking & shared play area with Outline planning for 4 self-build dwellings & associated works, all matters reserved at Land East of Torbrook House New Road Instow EX39 4LN

Grid Ref: 247599; 130102

**81816** Extension and alterations to dwelling & associated works at Beach Cottage Lane End Road Instow Bideford Devon EX39 4LE

Grid Ref: 247261; 130749

## **13. The Councils Policy**

The following policy has been circulated to Cllrs and will be reviewed and ratified at this meeting,  
Financial Risk Assessment

#### **14. Finance**

- a) Invoices for approval and payment and ratification of payments already made Finance sheet June 2026
- b) Approval of any telephone contract if necessary
- c) Audit for the year ended 31 March 2026.
  - a. To receive and consider the recommendations made in the Internal Audit report
  - b. To approve Annual Governance and Accountability Return (AGAR) 2025/2026 Part 3 for the year ended 31 March 2026.
  - c. To note The Internal Auditor has completed and signed the Annual Internal Audit Report..
  - d. To complete, approve and sign Section1 Annual Governance Statement. To be signed by the Chair and RFO.
  - e. To approve and sign Section 2 Accounting Statements. To note signed by the Responsible Financial Officer. To be signed by the Chair.
- d) Following clerks departure there is no full access to bank, so to solve the mandate problem the council to authorise Cllrs Arthur and Scott to go to bank to sort out.

#### **15. Vacancy for Clerk to the Parish Council**

- a. To agree that the role of clerk will be split from the car park administration and agreed per terms already circulated to councillors
- b. To report on progress so far and approve any appointments.

#### **16 Work on the beach**

To approve any additional costs, if necessary, following the recent work

#### **17 Problems for vulnerable people while road is closed**

To discuss how IPC can help elderly and vulnerable people in the parish of Instow having problems with transport while the road is closed in Bickington

#### **18 Memorial Bench**

Approval of new quote received for Iroko hardwood memorial bench - £897.42 +VAT

#### **19. Any other Agenda Items for the next meeting**

**Next meeting 16<sup>th</sup> July 2026**