

## **INSTOW PARISH COUNCIL**

### **Minutes of the Instow Parish Council Meeting hold on Thursday 18 June 2026 in the Village Hall**

#### **Present**

Cllrs Scott, McCrum, Foster, Bunclark, & Lopez.

#### **In Attendance**

DCCLr Frank Biederman,  
2 members of the public  
Roger Levick (Locum Clerk to the meeting)

#### **39/0626 Apologies**

Cllrs Arthur (prior commitment), Hopkins, (prior commitment), & Johnson, (prior commitment). It was **RESOLVED** to approve these apologies.

Cllr Yeadon absence was previously approved.

#### **40/0626 Councillors' Declaration of Interests**

There were no Declarations of Interests.

#### **41/0626 Public Participation**

2 members of the public wished to clarify any points regarding planning application 81816 (Beach Cottage), so they ensured that the Council were aware of the changes that had been made to the planning application.

#### **42/0626 To approve requests to vary the Order of Business**

It was **agreed** to move the planning agenda items forward after the Ward Members report.

#### **43/0626 County and Ward Members report**

DCCLr Biederman advised that NDCllr Coombs was unable to attend as she was busy with NDC issues.

DCCLr Biederman explained that the majority of his time was being taken up with the issues caused by the Gas Works at Bickington, and the subsequent road and traffic issues. He was thanked for his work in clarifying what was happening and when and keeping local Councils up to date.

#### **44/0626 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

It was felt that the application needed further investigation, and the chairman would circulate points to councillors, it would then be looked at again at July's Council meeting as an extension for response had been obtained.

#### **81816 Extension and alterations to dwelling & associated works at Beach Cottage Lane**

End Road Instow Bideford Devon EX39 4LE

Grid Ref: 247261; 130749181816

Council had no objections and this was supported.

#### **45/0626 Minutes**

The minutes of the Annual and Council Meeting held on 21 May 2026 were **approved** and the Chair was authorised to sign these as a correct record.

#### **46/0626 Matters arising from the minutes**

- a) Step by the Beach now to be completed as the sand had been removed.
- b) Beach Safety – see minute 47/0626 a)
- c) Defibrillator installation and training – awaiting confirmation of dates and availability of equipment
- d) IPC purchase of a Memorial Bench – see Minute 05/0626

#### **47/0626 Committee Minutes**

None

#### **48/2026 Tracker Update**

The Chair read out the items for review and clarification, as follows:

- a) gate and step opposite Boathouse signage now complete. Cllr Hopkins to update on any further repairs to step
- b) The Sands – still awaiting bat report
- c) Section 106 (potentially £12k available, but £8k allocated to Boutport Street) benches and information notices provisionally accepted – work should be started in August if confirmed.
- d) Beach Safety – Cllr Hopkins to confirm specification of bollard required.

e) Beach Safety (walking) it was agreed that monitoring would be carried out via 'walk by's' by Parish Councillors, and that concerns should be raised with Christie Estates. Cllrs should keep a record sheet of when they had walked the beach.

f) Bus Shelters – still awaiting information from DCC reference grants available.

f) Solar lights – to check if installed and working.

g) Sand Management – congratulations on work done.

h) Emergency Plan – Cllr Lopez offered to provide sample copies of plans from different Councils as examples of how a plan could be formulated. It was agreed to raise the issue again in July. Cllr Foster recirculated the previous plan.

i) Defibrillator installation and training – awaiting confirmation of dates and costs

j) Demolishment of 'cob' hut in the Recreation Ground – DCC have been informed and are happy for the hut to be demolished

k) Update on damage to car park barrier – deferred until the July meeting.

### **49/0626 Correspondence**

Letters received of congratulations for sand removal 9/6/26 – noted.

Several letters asking reasons for delay of memorial bench.

An enquiry about metal detecting on Instow Beach – noted and dealt with directing the person to Crown estates.

### **50/0626 Training of Cllrs**

The scheduled training had been cancelled. Now awaiting confirmation of possible dates to suit as many as possible (probably sometime in November).

### **51/0626 The Councils Policy**

The Financial Risk Assessment Policy was reviewed and **adopted**.

### **52/0626 Finance –**

a) Payments to be approved. It was **RESOLVED** to approve these payments.

		<b>Finance - 22.5.2026 to 18.6.2026      Invoices &amp; Credits</b>				
<small>Ref Number Internal</small>	<b>Statutory Power</b>	<b>Payment now due &amp; Description</b>	<b>Notes</b>	<b>Net Cost (£)</b>	<b>VAT (£)</b>	<b>Total</b>
1	LGA 1972 s111 & s.113	North Devon Council (SD11656695) – Staff costs Salary May		£2,971.74	£1.29	£ 2,973.03
2	LGA 1972 s111	Clerks Monthly Expense per agreement				n/a

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3	LGA 197 Section 135	Paul Fletcher – Pavement Cleaning				£ 341.73
4	LGA 1972 (Misc. Prov.) Act 1957, s4 & Act 1953, s4	Julie Braddick – Toilet Block,10 Bus shelters Inc. Cleaning materials			=	£ 871.80
5	Local Government (Misc. Prov.) Act 1953, s4 Act 1953, s4	Peter Parker & Sons – 6 Bus Stop frames and glass cleaning				£ 90.00
6		Miranda Lloyds - beach cleaning for 5 weeks				246.96
7	LGA 1972 Section 137	Flowbird (U100026143) Airtime and transaction charges	£ 217.20	£ 43.44		£ 260.54
8		Dave Budd - Grass Cuttings June				£ 350.00
10		Clear Councils - Insurance for year - balance				£ 24.60
11		Martyn Isaac - locum clerk May meeting				£ 145.00
12		Roger Levick - Locum carpark collector				£ 120.00
13		MJ Scott - length of chain for benches	£ 5.99	£ 1.20		£ 7.19
14		Michael Williams -Benches, strimming & eye anchors for benches				£ 100.98
15		Michael Williams - strimming Sles corner and up New Road				£ 125.00
16		Michael Williams - taking out broken bench and putting in new bench, clearing footpath by tarka trail		£ -		£ 60.00
17		Accountancy Edge - internal audit for 2026	£ 500.00	£ 100.00		£ 600.00
18		Gasman Engineering - Digger hire and driver	£ 2,496.25	£ 499.25		£ 2,995.50
19		John Coles Contractors - tractor and trailer hire	£ 1,170.00	£ 234.00		£ 1,402.00
20		LJ & TG Goaman hire of equip and men for sand	£ 1,000.00	£ 200.00		£ 1,200.00
		<b>Total</b>	<b>£3,694.93</b>	<b>£145.93</b>		<b>£11,914.33</b>
	<b>Statutory Power</b>	<b>Payments to be Ratified</b>	<b>Notes</b>	<b>Net Cost (£)</b>	<b>VAT (£)</b>	<b>Total</b>
		North Devon Council Dog bins Oct-Dec		317.07	63.41	£ 380.48
		North Devon Council Dog bins Jan -Mar		317.07	63.41	£ 380.48
18		Jo-Ann Middleton - Final payment				£1,500.00
19		<b>total</b>		<b>634.14</b>	<b>126.82</b>	<b>£ 2,260.96</b>
20	<b>Statutory Power</b>	<b>Direct Debits Already Paid</b>	<b>Notes</b>	<b>Net Cost (£)</b>	<b>VAT (£)</b>	<b>Total</b>
	LGA 1972 Section 137	AIMBS Payment for car park transactions	DD			£ 153.00
	Pensions Act 2008	Nest 04/06/2026	DD			£ 36.48
	BSCS LGA 1972 s111	Bank Charges 29.5.2026	PAY			£ 18.50
		Flowbird Smart				£ -
		Bookers				
		<b>Total</b>				<b>£ 207.98</b>
		<b>Total Outgoings</b>				<b>£ 14,383.27</b>

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		<b>Monies In</b>				
LGA 1972 Section 137		Car Park Card Payments > 15/03/2026				£ 4,933.50
LGA 1972 Section 137		Car Park Cash >15/03/2026				£ 1,844.00
		DCC foot path grant				£ 280.00
		<b>Total</b>				<b>£ 7,057.50</b>
		<b>Bank Accounts</b>				
		Treasurers/ Community				£ 83,947.75
		Business				£ 9,100.34
		Deposit & Investment	April Meeting			£ 55,379.25

- b) A new parish phone contract was **approved** at £12.50 a month.
- c) Internal Audit for the year ended 31 March 2026.
  - a. The recommendations made in the Internal Audit report were accepted and it was agreed that the policies mentions would be considered.
  - b. The Annual Governance and Accountability Return (AGAR) 2025/2026 Part 3 for the year ended 31 March 2026 was **approved**.
  - c. To note The Internal Auditor has completed and signed the Annual Internal Audit Report.
  - d) Section1 Annual Governance Statement was **approved** and completed and signed by the Chair and RFO.
  - e) Section 2 Accounting Statements was **approved** and signed by RFO and Chair.
- d) Following the clerk's departure it was found there is no full access to the bank, so to solve the mandate problem it was **RESOLVED** that the council authorises Cllrs Arthur and Scott to go to bank to update the mandate.

**53/0626 Vacancy for Clerk to the Parish Council**

It was **agreed** that the role would be split between the administrative part, and the maintenance/collection of the Car Park monies.

Work has started on preparing a list of suitable applicants, and interviews should be the first week of July.

It was **agreed** that Neil Marsdon would be appointed as the Car Park Attendant.

**54/0626 Work on the beach**

Following the recent work, it was agreed to **approve** the costs which were within the budget approved at the last meeting.

**55/0626 Problems for vulnerable people whilst road is closed.**

It was **agreed** that information regarding road closures be posted on the parish website.

**56/0626 Memorial Bench**

The quote for an Iroko hardwood bench at £897.42 + VAT was **approved**.

**57/0626 Any agenda items for the next Council meeting on 16<sup>th</sup> July 2026**

None.

The meeting closed at 8.50 pm

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