

Instow Parish Council Agenda Thursday 16th July 2026

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

You are hereby summoned to attend the meeting of the Instow Parish Council which will be held on **Thursday 16th July 2026 at 7:00pm** at **Instow Village Hall** for the purpose of transacting the following business agenda:

1 Apologies for Absence

To receive apologies for absence

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 18th June 2026

7. Any matters arising from the minutes

All items dealt with in other agenda items or the tracker

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) Emergency plan – Awaiting confirmation of costs and distribution of questionnaire and whether plan needs revisiting. Air conditioning.
- k) Defibrillator training and installation – IPC to confirm a date for training First Aid and Defibrillator's and also progress with installation of defibrillators.
- l) Hut in Instow Recreation ground – progress on demolition
- m) Barrier to Car Park update on the damage to the car park barrier.

10. Correspondence

- a) Email from parishioner regarding toilets in car park
- b) Email from county surveyor making enquiries regarding checking the sea wall which was last done in 2015.
- c) Email from TTEF attaching their minutes and agenda for next meeting.

11. 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

An objection has now been lodged with NDC from IPC

81924 Installation of 5 additional windows to the west elevation at Marine Court Marine Parade Instow Devon

Grid Ref: 247185; 130308

81755 - Extensions to front and rear together with internal alterations (amended plan) at Watersmeet Lane End Road Instow Bideford Devon EX39 4LE

Grid Ref:247306; 130798

81906 Windy Ridge Instow Bideford Devon EX39 4LU

Application for a lawful development certificate for proposed erection of a garage together with associated works

12. New Clerk

To approve the appointment of the new clerk and RFO.

13. The Councils Policy

The following policy has been circulated to Cllrs and will be reviewed and ratified at this meeting, Health and Safety Policy

14. Finance

- a) Invoices for approval and payment and ratification of payments already made Finance sheet June 2026
- b) Authority for routine invoices and expenses to be paid in August and then ratified at the September meeting.

15. Footpaths

To formally note that the footpaths of Instow have been 'walked' this year

16. Toilets in Car Park

To consider a report on their condition, and to authorise the work to be done.

17. Any other Agenda Items for the next meeting

Next meeting 17th September 2026