

INSTOW PARISH COUNCIL

Minutes of the Instow Parish Council Meeting held on Thursday 16 July 2026 in the Village Hall

Present:

Cllrs Scott, McCrum, Foster, Bunclark, Lopez, Arthur, Hopkins, and Johnson.

In Attendance

Roger Levick (Locum clerk to the meeting).

Mike Norton (New Clerk).

58/0726 Apologies

Cllr Yeadon. It was **RESOLVED** to approve these apologies

59/0726 Cllr Declaration of Interests

Cllr Lopez declared an interest in planning application 81755

60/0726 Public Participation session

There were no members of the public present.

61/0726 To approve requests to vary the Order of Business

Not required

62/0726 County and Ward Members report

- a) NDCllr Coombs had emailed the Chair, and confirmed that the Sands application was progressing, but that had been no movement regarding the Parish Council extending the lease on the Car Park
- b) DCCllr Beiderman sent his apologies

63/0726 Minutes

To adopt and sign as a correct record, the minutes of the Council meeting, held on the 18th June 2026 – unanimously accepted.

64/0726 Matters arising from the minutes

All being dealt with in the agenda

65/0726 Committee Minutes

None

66/0726 Tracker Update

The Chair read out for review the items as follows:-

- a) nothing to report on boats on the beach.
- b) bollard at the Commodore beach entrance – Cllr Hopkins informed the Council that it was all in hand, and he would be circulating quotations, details and timescales in the very near future.
- c) the Sands, pre-app is still continuing.
- d) repairs to bus shelters and solar lights installation – Cllr Scott informed that time pressures had limited the time she was able to spend on these issues.
- e) emergency plan – carried forward to September, Cllr Bunclark volunteered to help. Suggestion of air conditioning in Village Hall to create a 'cool' place in heat waves.
- f) defibrillator installation and training – Cllr Hopkins awaiting parts for installation, should be completed next week.
- g) electric charging points in the carpark – Cllr Foster informed the meeting that he was still waiting on information.
- h) the Hut in Instow recreation ground – it was correctly pointed out by Cllr Lopez that as the Recreation Ground was a separate trust entity and was not managed by the Parish Council, the Parish Council could not vote or commit to any actions without the authority from the Trust. The 3 Trustees of the charity present agreed that they would deal with the issue.
- i) the damage to the Car Park entrance barrier was now in hand.
- j) Cllr Arthur updated the meeting on progress. He and Cllr Johnson had met with DCC Cllr Beiderman to consider parking on Anstey Way and the proposed parking map was being updated. He thought that the next step would be sending the plan to DCC, and it would probably be placed on IPC website to obtain any local and county opinions.
- k) The Council noted their thanks to Cllrs Johnson & Hopkins for all their work on Sand management, and also to ISAG and all the contractors who helped in early June to move the sand.

The full details of the 'Tracker' updates will be posted on the IPC website shortly.

67/0726 Correspondence

- a) a letter had been received from a member of the public, complaining at the state of the Car Park toilet block.
- b) an email from the County Surveyor making enquiries regarding checking the sea wall (last checked in 2015) – referred on to Christie Estates.
- c) the next meeting of the TTEF (Taw & Torridge Estuary Forum) is to be held at Fremington on July 20th.

68/0726 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

No Objections.

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

This has now been passed.

81906 Windy Ridge Instow Bideford Devon EX39 4LU

No objections.

69/0726 New Clerk appointment

The appointment of the new clerk, Mike Norton, was **approved**. The new clerk will also act as the Proper Officer to the council.

Mike briefly introduced himself and said that he was looking forward to the challenge.

70/0726 The Councils Policies

The Council agreed that the Health & Safety policy wording needed amending to 'as and when necessary' regarding frequency of examination. Subject to that alteration it was **adopted**.

71/0726 Finance

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

		Finance - 19.6.2026 to 16.7.2026 Invoices & Credits				
Ref Number Internal	Statutory Power	Payment now due & Description	Notes	Net Cost (£)	VAT (£)	Total
1	LGA 1972 s111 & s.113	North Devon Council (SD11656695) — Staff costs Salary May				n/a
2	LGA 1972 s111	Clerks Monthly Expense per agreement				n/a
3	LGA 197 Section 135	Paul Fletcher — Pavement Cleaning				£ 317.75
4	LGA 1972 (Misc. Prov.) Act 1957, s4 & Act 1953, s4	Julie Braddick — Toilet Block, 10 Bus shelters Inc. Cleaning materials				£ 868.71

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5	Local Government (Misc. Prov.) Act 1953, s4 Act 1953, s4	Peter Parker & Sons – 6 Bus Stop frames and glass cleaning				£ 90.00
6	PHA 1875 S164	Miranda Lloyds - beach cleaning for 5 weeks				£ 370.44
7	LGA 1972 Section 137	Flowbird (U100026143) Airtime and transaction charges				
8	HA 1980 ss96	Dave Budd - Grass Cuttings July + wildflower areas				£ 500.00
9	LGA 1972 S111	Roger Levick - Locum carpark collector				£ 100.50
10	PCA 1957 ss1.1&7	MJ Scott - deposit for Memorial bench				£ 300.00
11	PCA 1957 ss1.1&7	MJ Scott - wood for mending bench		£ 27.72	£ 5.54	£ 33.26
12	LGA 1972 S111	MJ Scott - Trust registry search for insurance		£ 5.00	£ 1.00	£ 6.00
13	LGA 1972 S111	MJ Scott - Indeed 2 invoices advertising for clerk				£ 555.14
14	PHA 1875 S164	Michael Williams -clearing around highway signs, buddleia, strimming				£ 70.00
15	HA 1980 ss43.50	Michael Williams - clearing fallen tree on footpath				£ 40.00
16	PCA 1957 ss1.1&7	Michael Williams - mending bench				£ 60.00
17	LGA 1972 s 134(4)	All saints Chapel - rent				£ 60.00
18	PHA 1936 S87	D Prouse - repairs car park toilets		£ 255.90	£ 51.18	£ 307.08
19	PHA 1875 S164	PF & PA Bromell Ltd - sand movement		£ 300.00	£ 60.00	£ 360.00
		Total			£57.72	£4,038.88
	Statutory Power	Payments to be Ratified	Notes	Net Cost (£)	VAT (£)	Total
		HMRC VAT				£ 1,355.79
		total		0	0	£ 1,355.79
	Statutory Power	Direct Debits Already Paid	Notes	Net Cost (£)	VAT (£)	Total
	LGA 1972 Section 111	AIMBS Payment for car park transactions	DD	£140.13	£28.03	£ 168.15
	Pensions Act 2008	Nest	DD			
	BSCS LGA 1972 s111	Bank Charges 29.5.2026	PAY			£ 15.01
		Flowbird Smart				£ -
	LGA 1972 (Misc. Prov.) Act 1957, s4 & Act 1953, s4	Bookers	DD			£ 112.02
		Total				£ 295.18
		Total Outgoings				£ 5,689.85
		Monies In				
	LGA 1972 Section 137	Car Park Card Payments > 15/03/2026				£ 5,913.00
	LGA 1972 Section 137	Car Park Cash >15/03/2026				£ 715.20
		Christie Estate grant for sand movement				£ 2,483.13
		Total				£ 9,111.33

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		Bank Accounts				
		Treasurers/ Community				£ 79,033.76
		Business				£ 9,108.19
		Deposit & Investment				£ 55,379.25
		April Meeting				

- b) It was agreed that the 'normal' August invoices could be paid in August, and any unusual ones would be circulated for approval by councillors, with all such payments being ratified at the September meeting.

72/0726 Footpaths

The Council noted that the local footpaths had been 'walked', and that Michael Williams had had to remove a fallen tree from one.

73/0726 Car Park Toilets

It was agreed that Cllr Arthur would explore relevant costs of completely replacing the toilet block or to refurbish and replace necessary items and circulate these to Councillors who would make a decision on the costs involved being realistic and whether the outlay would be justifiable. Any decision to be ratified at the September meeting.

Cllr Foster agreed to monitor the toilet block on a regular basis. It was noted that Julie Braddick had completed a thorough clean of the block.

74/0726 Any agenda items for the next Council meeting on 17th September 2026

None raised.

The meeting closed at 8.05pm

Signed by the Chair.....Date.....