

Instow Parish Council

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

You are hereby summoned to attend a meeting of the Instow Parish Council, which will be held on **Thursday 17th September 2026 at 7:00pm** at **Instow Village Hall** for the purpose of transacting the following business:

Agenda

1. Apologies

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 meeting held on 16 July 2026

7. Any matters arising from the minutes

All items dealt with in other agenda items or the tracker.

8. Committee Minutes

None

9. Tracker update

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

- a) Gate opposite Boathouse Signage complete – Cllr Hopkins update on repair.
- b) The sands – the pre-ap is still continuing
- c) Parking & Congestion – IPC to update requirements for DCC.
- d) Beach Safety –Bollard Cllr Hopkins to confirm specification.
- e) Bus shelters – Cllr Scott to obtain information on grants from DCC towards repairs on Bus Shelters.
- f) Clerk quotes for solar lights in some bus shelters. Clerk to advise on RJH construction (SW) Limited quote.
- g) Emergency plan – Awaiting confirmation of costs and distribution of questionnaire, and potential “cool” place in heatwaves.
- h) Defibrillator training
- i) Councillor training to be arranged.

10. Correspondence

20/7/26 A parishioner regarding benches on Marine Parade

28/7/26 Series of emails regarding access to the rear of Johns shop

2/9/26 complaint about state of bus shelter on Marine Parade near Sles corner

7/9/26 Suggestion from parishioner regarding placement of toilet block in car park

8/9/26 Marine Parade bench enquiry

11. Finance

Ratification of payments already made Finance sheet August 2026 attached.

Payments for approval September sheet will be distributed on Tuesday 15th September.

Paul Fletcher to agree hours for winter.

12. Toilets in Car Park

To consider improvements in provision and to agree costs of refurbishment if necessary.

13. S106 Newstead

Ratification of the S106 Agreement-Newstead. Amounts approved £1798 for two notice boards (including artwork) and £2307 towards benches on Marine Parade.

14. Council Contract Tenders

To commence the process for issuing tenders for Toilet cleaning, Beach cleaning and Grass Cutting.

15. Painting of Bollards in Village

John Stenton's work on the bollards in the village.

16. To consider Planning Applications received

Notice of Appeal for application reference 78993, Land at Yelland South Quay

17. Any other Agenda Items for the next meeting

Next meeting **Thursday 15th October 2026 at 7:00PM**