

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 15th October 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 17 September 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– 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 – See Agenda item 13
- f) Clerk quotes for solar lights in some bus shelters. Clerk to advise on RJH construction (SW) Limited quote.
- g) Emergency plan – Ad put in parish news, questionnaire to go out in November parish magazine. Air conditioners to be discussed
- h) Defibrillator training
- i) Councillor training to be arranged.
- j) Toilet refurbishment – decided to decorate and do repairs

10. Correspondence

29/08/26 RNLI request to for A4 poster (Art show at IYC) to go in Community Noticeboard
01/10/26 A suggestion for new catches for Marine Parade litter bins
02/10/26 A proposal to increase age range at Instow Primary school (circulated)
04/10/26 A compliment on weeding the pier
05/10/26 A family history enquiry
05/10/26 A request to place a business card in the community noticeboard

11. Finance

Payments for approval October sheet will be distributed on Monday 12th October

12. Annual Governance and Accountability Return (AGAR)

To receive and note the External Auditors certificate and comments (attached).

13. Emergency Planning for El Nino

To consider Parish Council actions ahead of El Nino and provision of a cool space in summer.

14. Bus Shelter

To consider future options for the sea front bus shelters

15. Council Contract Tenders

To review current service provision for Toilet cleaning, Beach cleaning and Grass Cutting ahead of finalising tender documentation at November meeting.

16. To consider Planning Applications received

Planning Consultation 82248 Caynham, Anstey Way previously circulated. Close date 12/10/26
Parish Council comment "No Comment".

17. Carol Service Sunday 13th December

To consider arrangements for the Parish Council Carol Service

18. Any other Agenda Items for the next meeting

Next meeting **Thursday 19th November 2026 at 7:00PM**