# INSTOW PARISH COUNCIL

## Minutes of the Instow Parish Council Meeting held on Thursday 17 September 2026 in the Village Hall

**Present:**
Cllrs Scott, Foster, Bunclark, Arthur, and Johnson.

**In Attendance**
Mike Norton (Parish Clerk & RFO).
DCC Cllr Frank Biederman
NDC Cllr Becky Coombs
2 members of the public.

### 75/0926 Apologies

Cllr Hopkins, Lopez, McCrum, and Yeadon. It was **RESOLVED** to approve these apologies

### 76/0926 Cllr Declaration of Interests

There were no Declarations of Interest.

### 77/0926 Public Participation session

A member of the public asked about the order of business at the meeting and was advised that it will normally follow the order on the agenda.
A member of the public raised an issue affecting residents in Bridge Lane. NDC Cllr. Coombs advised that North Devon Council were following up recent complaints via their Planning and Conservation teams.

### 78/0926 To approve requests to vary the Order of Business

Not required

### 79/0926 County and Ward Members report

a) NDC Cllr. Coombs advised the LGR was paused. In terms of planning matters the New Road applicant had been asked to supply more information and further surveys were to be done at the Sands following an initial assessment for bats.
Next month the planning process at NDC was changing due to Central Government changes to planning regulations. The planning committee was reducing from 15 to 13 members and generally Schedule 1 applications for up to 9 dwellings would be dealt with by officers only and Schedule 2 applications can be called into committee. Applications would continue to be assessed against current guidelines however it was important that any objections were made against relevant criteria.

b) DCC Cllr Biederman also spoke about the new planning process and that district council elections would take place in 2027 as a result of LGR plans being paused. The major roadworks through Bickington that had caused major traffic issues were now paused until January.
Cllr Biederman gave his apologies for the October meeting.

## 80/0926 Minutes

To adopt and sign as a correct record, the minutes of the Council meeting, held on the 16th July 2026 (with an amendment to include the word RFO in minute 69/0726 New Clerk appointment) – unanimously accepted.

## 81/0926 Matters arising from the minutes

All being dealt with in the agenda

## 82/0926 Committee Minutes

None

## 83/0926 Tracker Update

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

a) The Sands awaiting bat report mentioned earlier in the NDC Cllr report.

b) Parking and congestion in Instow-a meeting with DCC was awaited.

c) Boats on the beach-no action to be taken until spring tides.

d) Beach Safety bollard adj. Commodore beach entrance-item update deferred until Cllr. Hopkins present.

e) Bus Shelter. The bus shelter at Marine Parade/Anstey way junction should have had additional drain installed. It was noted that the 5B bus now didn't pass along Instow Sea Front and the future of the bus shelters would be put on the agenda of the October meeting.

f) Electric Vehicle Charging Points in the car park. DCC have appointed BELIEV as the contractor.

g) Sand management- Cllr Johnson advised no update received from English Nature.

h) Emergency Plan. Cllrs. Bunclark and Johnson had met regarding questionnaire and drafted an advert for the parish magazine. The advert would be published in October and the questionnaire in November. A licence may be required for pre-paid replies. Clerk to put the advert on the website.

i) Lighting General-as completed Clerk requested to take off tracker.

j) Councillor Training. Dates now available 23rd September, 14th October, 4th November and 28th November. Councillors asked to email the clerk with dates they can make.

k) It was noted that the height restriction on the car park had yet to be replaced.

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

## 84/0926 Correspondence

a) an email had been received from a member of the public, complaining at the state of the bus shelter at the junction of Marine Parade/Anstey Way. Action had already been taken to install a new drain on the lower side.

b) a letter had been received regarding the toilet block placement.

c) an email had been received enquiring about a memorial bench on the sea front. Councillors asked the clerk to check the waiting list and a donation of at least £50 was suggested to applicants for a memorial bench.

d) emails regarding Bridge Lane (rear of John's shop) was now with NDC to follow up.

## 85/0926 Finance

a). Payments made on Finance sheet for August were **approved**.

| | | **Finance - 20.07.2026 -19.08.2026 Invoices & Credits** | | | | | |
|---|---|---|---|---|---|---|---|
| Ref Number *Internal* | **Statutory Power** | **Payment now due & Description** | **Notes** | **Net Cost (£)** | **VAT (£)** | **Sub Total (£)** | **Total** |
| 1 | LGA 197 Section 135 | Paul Fletcher Pavement cleans and tidy ups 31 hrs | | | | | £ 394.01 |
| 2 | LGA 1972 (Misc. Prov.) Act 1957, s4 & Act 1953, s4 | Julie Braddick – Toilet Block,10 Bus shelters incl.cleaning materials | | | | | £ 885.55 |
| 3 | Local Government (Misc. Prov.) Act 1953, s4 Act 1953, s4 | Pete Parker & Sons – 6 Bus Stop frames and glass cleaning | | | | | £ 90.00 |
| 4 | LGA 1972 Section 137 | Flowbird (UI00027076+UI00027871) Airtime & transaction chgs | | £ 449.22 | £ 89.84 | £ 539.06 | £ 539.06 |
| 5 | PHA 1875 S164 | Miranda Lloyds Beach Cleaning for 5 weeks | | | | | £ 514.50 |
| 6 | OSA 1906 S10 | Peter Yeo Pruning | | | | | £ 50.00 |
| 7 | RTRA 1984 S57(1)(b) LGA 1972 S111 | Roger Levick Car Park and clerk duties | | | | | £ 203.24 |
| 8 | PCA 1957 S1 | Torridge Gates Memorial bench less £300 deposit paid | | £ 992.56 | £ 198.51 | £ 1,191.07 | £ 891.07 |
| 9 | PHA 1936 S87 | D Prouse Public Convenience repairs | | £ 522.08 | £ 104.42 | £ 626.50 | £ 626.50 |
| 10 | RTRA 1984 S57(1)(b) | N Marsden Car Park Machine Processing | | | | | £ 35.00 |
| 11 | PCA 1957 S1 | MJ Scott Wood preservatives | | £ 33.37 | £ 6.67 | £ 40.04 | £ 40.04 |
| 12 | LGA 1972 s111 & s113 | North Devon Council Staff costs Salary August | | £ 487.88 | £ 1.29 | £ 489.17 | £ 489.17 |
| 13 | Litter Act 1983 s5 | North Devon Council Dog waste Apr-Jun | | £ 333.45 | £ 66.69 | £ 400.14 | £ 400.14 |
| | | **Total** | | **£ 2,818.56** | **£ 467.42** | **£ 3,285.98** | **£ 5,158.28** |

| Ref Number *Internal* | Statutory Power | Direct Debits Already Paid | Notes | Net Cost (£) | VAT (£) | Sub Total (£) | Total |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | LGA 1972 Section 137 | AIMBS Payment for car park transactions | | | | | £ 189.83 |
| | BSCS LGA 1972 s111 | Bank Charges | | | | | £ 14.34 |
| | LGA 1972 Misc Prov, 1957 s4, 1953 s4 | Bookers | | | | | £ 193.88 |
| | | | | | | | |
| | | **Total** | | | | | **£ 398.05** |
| | | | | | | | |
| | | **Total Outgoings** | | | | | **£ 5,556.33** |
| | | | | | | | |
| | | **Monies In** | | | | | |
| | LGA 1972 Section 137 | Car Park Card Payments > 16.07.2026 | | | | | £ 7,068.00 |
| | LGA 1972 Section 137 | Car Park Cash >16.07.2026 | | | | | £ 2,491.50 |
| | | Bench Donation Diana's | | | | | £ 50.00 |
| | | | | | | | £ - |
| | | **Total** | | | | | **£ 9,609.50** |
| | | | | | | | |
| | | **Bank Accounts** | | | | | |
| | | | | | | | |
| | | Treasurers/ Community | | | | | £ 74,156.63 |
| | | Business | | | | | £ 9,108.19 |
| | | Deposit & Investment | | | | | £ 65,379.25 |

b). Payments to be made. After an amendment was made to line 3 (from £70 to £140) the payment schedule as **approved.**

| | | **Finance - 20.08.2026 -09.09.2026 Invoices & Credits For Approval** | | | | | |
|---|---|---|---|---|---|---|---|
| Ref Number *Internal* | Statutory Power | Payment now due & Description | Notes | Net Cost (£) | VAT (£) | Sub Total (£) | Total |
| 1 | Local Government (Misc. Prov.) Act 1953, s4 Act 1953, s4 | Pete Parker & Sons – 6 Bus Stop frames and glass cleaning | | | | | £ 90.00 |
| 2 | LGA 1972 Section 137 | Flowbird (UI00028235) Airtime & transaction chgs | | £ 276.09 | £ 55.22 | £ 331.31 | £ 331.31 |
| 3 | RTRA 1984 S57(1)(b) | N Marsden Car Park Machine Processing Inv 2 + 3 | | | | | £ 140.00 |
| 4 | LGA 1972 Section 111 | Clerk's Expenses home office & general expense allow. 10/08-9/09 | | | | | £ 81.00 |
| 5 | PHA 1875 S164 | Miranda Lloyds Beach Cleaning for 4 weeks | | | | | £ 288.12 |
| 6 | LGA 197 Section 135 | Paul Fletcher Pavement cleans and tidy ups 25 hrs | | | | | £ 317.75 |
| 7 | LGA 1972 (Misc. Prov.) Act 1957, s4 & Act 1953, s4 | Julie Braddick – Toilet Block,10 Bus shelters incl.cleaning materials | | | | | £ 871.80 |
| | | **Total** | | **£ 276.09** | **£ 55.22** | **£ 331.31** | **£ 2,119.98** |
| | | | | | | | |
| | | **Finance - 20.08.2026 -09.09.2026 Payments for Ratification** | | | | | |
| Ref Number *Internal* | Statutory Power | **Invoices Already Paid** | Notes | Net Cost (£) | VAT (£) | Sub Total (£) | Total |
| 8 | PHA 1936 Section 187 | South West Water toilets 02/04/-27/07 | | | | | £ 782.18 |
| | | | | | | | |

| Ref Number *Internal* | Statutory Power | Direct Debits Already Paid | Notes | Net Cost (£) | VAT (£) | Sub Total (£) | Total |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| 9 | LGA 1972 Misc Prov, 1957 s4, 1953 s4 | Bookers | | | | | £ 201.94 |
| | | | | | | | |
| | | **Total** | | | | | **£ 201.94** |
| | | | | | | | |
| | | **Total Outgoings** | | | | | **£ 3,104.10** |

c). It was noted that Paul Fletcher had agreed to continue to work through the winter.

d). It was noted that the AGAR had been passed with confirmation letter and invoice to follow.

## 86/0926 Toilets in the car park.

Cllr. Foster was inspecting the toilets regularly as agreed. The Clerk was requested to meet the cleaner on site. Following a discussion it was agreed to paint the toilets inside and out and to effect a temporary repair to the door. It was also noted that the car park walls were due to be painted and it was agreed to defer this until the better weather in the spring.

## 87/0926 S106 Newstead

It was noted that the Section 106 Agreement had now been signed by both Instow Parish Council and North Devon Council. Two community information boards costing £899 would be provided either side of the cricket club with a cost of £500 for each to have artwork produced. The artwork to feature plants growing nearby including those that are poisonous. In the area opposite Johns near the flood gates 4 fold-up type benches would be installed.

## 88/0926 Council Contract Tenders

The Chair had circulated previous tender to councillors in advance of the meeting for information. Councillors were asked to check the service specification ahead of the next meeting. The timetable was to advertise the tenders in the December Parish News ahead of considering returned tenders at the February Parish Council Meeting.

## 89/0926 Instow bollards.

It was noted that John Stenton had repainted all the bollards in the village. The Councillors resolved to minute their appreciation for all the work done by John Stenton.

## 90/0926 To consider planning applications received

The notice of appeal for application 78993 , Land at Yelland South Quay was noted.

## 91/0926 Any other Agenda items for the next meeting.

Bus Shelters

The next meeting will be held **Thursday 15th October at 7PM.**

**The Chair declared the meeting closed at 20:24.**