INSTOW PARISH COUNCIL

Minutes of the Instow Parish Council Meeting held on Thursday 15th October 2026 in the Village Hall

Present:
Cllrs. Scott, Arthur, Bunclark, Hopkins, and McCrum.

In Attendance
Mike Norton (Parish Clerk & RFO).
1 member of the public.

92/1026 Apologies

Cllrs. Foster, Johnson and Lopez. It was **RESOLVED** to approve these apologies

93/1026 Cllr Declaration of Interests

There were no Declarations of Interest.

94/1026 Public Participation session

A member of the public noted that a North Devon Council operative who emptied the litter bins was also clearing sand from the drains and the quay. When questioned he advised that he had discretion to do small tasks beyond emptying the bins if there was a need. The council were advised that the residents were parking on the verge on Anstey Way by the old Methodist chapel obscuring the line of sight for vehicles coming out of Quay Lane.

95/1026 To approve requests to vary the Order of Business

Not required

96/1026 County and Ward Members report

a) NDC Cllr. Coombs was unable to attend the meeting due to diary commitments and had emailed a report that had been circulated to all parish councillors. The report advised no application yet received for the Sands, the Planning Officer was expecting further submissions by late October for the planning application for New Road. Cllr. Scott was to seek clarification as to what the additional might relate to.

b) DCC Cllr. Biederman had given his apologies for the October meeting.

97/1026 Minutes

To adopt and sign as a correct record, the minutes of the Council meeting, held on the 17th September 2026 – unanimously accepted.

98/1026 Matters arising from the minutes

All being dealt with in the agenda

99/1026 Committee Minutes

None

100/1026 Tracker Update

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

a) Gate opposite The Boathouse- Cllr. Hopkins advised repairs had been done.

b) The Sands-the pre-app is continuing-no change

c) Parking & Congestion-member of public mentioned parking on verge at Quay Lane reducing visibility and was advised to report incidents via Crimestoppers.

d) Beach Safety bollard adj. Commodore beach entrance-Cllr. Hopkins provided a specification for one at a cost of £257.20. The parish council approved the purchase and installation costs.

e) Bus Shelters- agreed to be covered in item 14

f) Electric Vehicle Charging Points- a Teams meeting had been arranged for update.

g) Sand management-a new licence had been issued.

h) Emergency Plan. Cllr. Hopkins circulated a draft emergency plan and a draft questionnaire to be issued to all properties in November. Following discussion some amendments were agreed for the questionnaire. Further discussion took place around the return of the questionnaires and it was agreed that they would be printed on non-white paper to encourage greater response.

j) Councillor Training. New dates will be circulated by the clerk.

k) A quote of £2,434.99 had been received from Boni's Property Maintenance and Repairs for redecoration of the toilets and it was agreed to accept the quote. Cllr Scott reported that there was minor damage to the toilets again.

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

101/1026 Correspondence

29/08/26 RNLI request to for A4 poster (Art show at IYC) to go in Community Noticeboard-actioned by clerk.
01/10/26 A suggestion for new catches for Marine Parade litter bins. Following discussion it was agreed to implement the suggestion subject to NDC permission.
02/10/26 A proposal to increase age range at Instow Primary school (circulated)
04/10/26 A compliment on weeding the pier-noted

05/10/26 A family history enquiry-clerk had signposted enquirer to online church records.
05/10/26 A request to place a business card in the community noticeboard-agreed to be discussed under item 14 Bus Shelters

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102/1026 Finance-Payments to be made:-

		Finance - 10.09.2026 -13.10.2026 Invoices & Credits					
Ref Number *Internal*	**Statutory Power**	**Payment now due & Description**	**Notes**	**Net Cost (£)**	**VAT (£)**	**Sub Total (£)**	**Total**
1	HA 1980 ss96	David Budd- Grass Cutting 15th September					£ 350.00
2	LGA 1972 (Misc. P s4 & Act 1953, s4	Julie Braddick – Toilet Block,10 Bus shelter incl.cleaning materials					£ 871.80
3	Local Government (Misc. Prov.) Act 1953, s4 Act 1953, s4 Prov.) Act 1953,	Pete Parker & Sons– 6 Bus Stop frames and glass cleaning					£ 90.00
4	LGA 1972 Section 137	Flowbird (UI00029050) Airtime & transaction chgs		£ 187.17	£ 37.43	£ 224.60	£ 224.60
5	RTRA 1984 S57(1)(b)	N Marsden Car Park Machine Processing 6 callouts					£ 100.00
6	LGA 1972 Section 111	Clerk's Expenses home office & general expense allow. 10/09-09/10					£ 81.00
7	LGA 1972 s111 & s113	North Devon Council Staff costs Salary September		£ 704.56	£ 1.29	£ 705.85	£ 705.85
8	PCA 1957 S1	M Williams (Pay MJ Scott) Clearing around Slee's Corner					£ 40.00
9	PCA 1957 S1	M Williams (Pay MJ Scott) Installing memorial bench					£ 40.00
10	RTRA 1984 S57(1)(b)	PKF Littlejohn LLP Limited Assurance Review AGAR		£ 420.00	£ 84.00	£ 504.00	£ 504.00
11	HA 1980 ss96	David Budd- Grass Cutting 2nd October					£ 350.00
12	PCA 1957 S1	Kaiserkraft (Pay MJ Scott) 4 x wall mounted benches S106		£ 1,796.00	£ 359.20	£ 2,155.20	£ 2,155.20
13	LGA 197 Section 135	Paul Fletcher Pavement cleans and tidy ups 25 hrs					£ 317.75
14	PHA 1875 S164	Miranda Lloyds Beach Cleaning for 2 weeks (Final 2026)					£ 102.90
15	PCA 1957 S1	Gasman Engineering Supplies for village painting		£ 182.98	£ 36.60	£ 219.58	£ 219.58
16	Litter Act 1983 s5	North Devon Council Q2 Dog waste bin collections		£ 333.45	£ 66.69	£ 400.14	£ 400.14
17	LGA 1972 S112	DPH Legal Legal Fees					£ 350.00
		Total Invoices for payment		**£3,624.16**	**£ 585.21**	**£4,209.37**	**£ 6,902.82**
		Payment to be ratified					
		HMRC					**£ 2,273.89**
Ref Number *Internal*	**Statutory Power**	**Direct Debits Already Paid**	**Notes**	**Net Cost (£)**	**VAT (£)**	**Sub Total (£)**	**Total**
	LGA 1972 Section 137	AIBMS Payment for car park transactions 15/09/26					£ 183.35
	BSCS LGA 1972 s111	Bank Charges 29/09/26					£ 16.45
	Pensions Act 2008	NEST Clerk's Pension contribution					£ 20.52
	LGA 1972 Misc Prov, 1957 s4, 1953 s4	Bookers 01/10/26					£ 96.90
		Total Direct Debits					**£ 317.22**
		Total Outgoings					**£ 9,493.93**
		Monies In					
	LGA 1972 Section 137	Car Park Card Payments 02/10/2026					£ 5,218.50
	LGA 1972 Section 137	Car Park Cash >16.07.2026					£ 2,491.50
	LGFA 1992	ND Council 2nd Half Precept 28/09/2026					£ 9,089.00
							£ -
		Total Receipts					**£ 16,799.00**
		Bank Accounts 13/10/2026					
		Treasurers/ Community					£ 86,893.65
		Business					£ 9,122.01
		Deposit & Investment					£ 65,379.25

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The revised payment schedule issued by the clerk ahead of the meeting (due to 3 late invoices) with 17 payments listed was **approved.**

103/1026 Annual Governance and Accountability Return (AGAR).

The revised treatment of Investments being treated as Fixed Assets was noted.

104/1026 Emergency Planning for El Nino

The purchase of 24 bags for holding sand to grit roads in snow/ice was approved.
An emergency generator for the village hall was discussed however when the onerous maintenance regime and fuel storage was considered the idea was not progressed.
An article would be written for the December Parish News (with El Nino in mind) advising that the village hall may be used as an emergency shelter should an emergency be declared for Instow. Also, a list of useful items to be kept in the house would be put in the December Parish News and on the Parish Council website.

105/1026 Bus Shelters

Following a suggestion that buses were no longer running along Instow sea front road the bus shelters were potentially redundant and may need to be re-purposed. Following correspondence received consideration was given for local trades people to advertise their business on a dedicated noticeboard-it was decided not to pursue this suggestion due to management issues and to refer such enquiries to the Parish News. It was agreed to seek written confirmation from Stagecoach that the route along the seafront was permanently closed and the future use of bus shelters be put on the tracker.

106/1026 Council Contract Tenders.

It was noted that there was no current contract in place for Grounds Maintenance. It was agreed to update the tender documentation for the grass cutting, beach and toilet cleaning in terms of years, contract details, and incorporate the wording of section 1 of the toilet cleaning contract into the beach management contract. Cllr. Arthur was asked to review the tender documentation.

It was agreed to place the invitation to tender in the December edition of the Parish News.

107/1026 To consider planning applications received

Planning Consultation 82248 Caynham, Anstey Way had been previously circulated with. Closing date of 12/10/26- The Parish Council comment "No Comment" was noted.

108/1026 Parish Council Carol Service 13th December

Cllr Scott sought and was given permission to purchase refreshments etc. for the gathering at the village hall after the carol service on 13th December.

109/1026 Any other Agenda items for the next meeting.

Car Park Charges

Finalising Council Contract tenders

The next meeting will be held **Thursday 19th November at 7PM.**

The Chair declared the meeting closed at 20:26.

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