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Wembury

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SUMMONS TO A MEETING

Dear Councillor

The meeting of Wembury Parish Council will be held online on Monday 21st December 2020, commencing at 7.30 pm, when your attendance is requested.

Join Zoom Meeting

<https://us02web.zoom.us/j/84803768159?pwd=T0pneTZGWlJVNlY4OEo4aVcrQ2d5UT09>

Meeting ID: 848 0376 8159

Passcode: 009510

AGENDA

1. Chairman opens the meeting.
2. Apologies
3. Declarations of Interests & Dispensation Requests.
4. To suspend the business of the Council to allow speaker presentations, or members of the public to make observations, or to put questions to the Council.
 - i) Members of the Public
5. To confirm the minutes of the Parish Council meeting held on 30th November 2020.
6. To consider current planning matters and to receive monthly planning applications.
7. To receive reports from Committees, Working Groups and Representatives as appropriate
8. To receive Financial Reports.
9. Exchange of information - No decisions may be made on items raised under this heading
10. Close of Meeting

A handwritten signature in black ink, appearing to read "Anne Towill", with a long horizontal line extending to the right.

Anne Towill
Clerk to the Council

Papers for the Parish Council Meeting on 21st December 2020

Agenda Item 3. Declaration of Interests & Dispensation Requests

Members are invited to declare interests in the items to be discussed during the course of the meeting or to disclose any changes in their personal interests.

Agenda Item 4. Reports from Police, Speakers and Members of the Public

- i) Members of the Public

Agenda Item 5. Minutes of the Wembury Parish Council meeting held on 30th November 2020. Circulated with these papers.

Agenda Item 6. Planning Matters

- i) **Planning Applications - See Annex A** - Circulated with these papers.

Agenda Item 7. Reports from Committees, Working Groups and Representatives.

- i) **Wembury Recreation Ground**
 - a) **Memorial Trees**
 - b) **Commercial Use of the Tennis Courts**
 - c) **Additional Posts and Rope in Playground to Reduce Risk of Trip Hazard-**
vote on quote needed.
- ii) **Escaped Ponies on the Recreation Ground-** Discussion around action to be taken
- iii) **Use of Drone in Recreation Ground –** for information and discussion for future requests.
- iv) **Carol Concert on WPC Verge-** information only.
- v) **Assistant Clerk-** To discuss a part time clerk role.
- vi) **Other Committees / Groups / Representatives** - For information only

Agenda Item 8. To Receive Financial Reports

- i) **Financial Statement and Bank Reconciliation for December 2020 - See Annex B and C**

AGENDA ITEM 5



Parish Councillors D Brown

J Stansell

J Bennett

M Chown

D Drought

R Newnham

G Truscott

C Smith

M Kenny

W Renyard

Clerk

Chairman and District Councillor

District Councillor

Vice Chairman

A Towill

Minutes of the Wembury Parish Council Meeting held online on the 30th November 2020.

20-106 OPENING THE MEETING

Cllr Brown opened the meeting at 19:31 and informed everyone that the meeting was being recorded for minute taking purposes and livestreamed to Facebook.

20-107 APOLOGIES

There were no apologies.

20-108 DECLARATION OF INTEREST & DISPENSATION REQUESTS

There were no Declarations of Interests or further Dispensation Requests.

20-109 THE BUSINESS OF THE COUNCIL WAS SUSPENDED FOR THE PUBLIC TO MAKE OBSERVATIONS OR TO PUT QUESTIONS

The Chairman suspended the business of the Council and opened this session to the public at 19:34

The Chairman announced that members of the public are only allowed to speak during the open session of the meeting, and they should raise any matters of concern, or explanation, including planning items, at that time and not wait until later in the meeting, as they would not be allowed to speak.

i) Dementia Friendly Parishes Around the Yealm. Liz Hitchins and Maxine Kennedy spoke about the work that Dementia Friendly Parishes around the Yealm (DFPY) do within the parish and nationally. They have had a significant contribution towards work that NALC (National Association of Local Councils) are doing on the subject. They currently support eleven families within the parish and this year has been especially tough for all with dementia, as well as the family members caring for someone with dementia. DFPY have had to adapt their ways of working due to COVID which has been a challenge but through good partnership working, including with Wembury Parish Council, they have still managed to support those in need. DFPY would like to return in the spring to advise the council how

they can best support members of the public with dementia. The councillors gave their heartfelt thanks to DFPY for all the work that they have done and continue to do.

There were no further comments, and the Chairman closed this open session at 19:44 to resume Parish Council business.

20-110 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE 26th OCTOBER 2020. The minutes were agreed as being a correct record and duly signed by the Chairman.

20-111 MATTERS ARISING FROM THE MINUTES

- i. **Traine Road** – No further update.
- ii. **Road Flooding** – JFGS have done as much as he can for the time being but due to health and safety concerns re livestock in the field it has had to be put on pause for the time being.
- iii. **Cycle Path** – No further update.
- iv. **The Mussel-** No further update. To be removed from Matters Arising.
- v. **Overnight Parking in the Recreation Ground-** sign quotes to be obtained. To be removed from Matters Arising.
- vi. **Litter and Dog Poo Bins** – due to the ongoing furlough situation of the National Trust Staff this matter will be removed from the agenda until at least February.
- vii. **Bench in Recreation Ground** – No further update.

20-112 TO RECEIVE THE MONTHLY PLANNING REPORTS

i) Planning Applications

The Chairman went through the planning applications. The first three applications were discussed via email prior to the meeting due to the closing date of the consultation. They were then submitted with an explanation that the verdict was not ratified at a meeting.

RESOLVED: To accept the Planning Report with resolutions as detailed in ANNEX A of these minutes.

20-113 TO RECEIVE INWARD CORRESPONDENCE

- i) **Citizens Advice request for grant.** There was discussion around how much work Citizens Advice did in the area and what it was requesting the grant for. The Chief Officer Janie Moor will be asked to attend a meeting in the New Year to explain more about their work before the grant application will be considered.
- ii) **Resignation of Doug Packer** – Cllr Brown informed the Council that due to the resignation of Doug Packer there is now a vacancy in the Wembury Ward. He thanked Mr Packer for his work over the years. There was a discussion around advertising both the Wembury and Down Thomas vacancies and it was decided that the vacancies would be advertised with a closing date of the 15th January. Voting on any applications would take place at the January full council meeting.

20-114 URGENT MATTERS BROUGHT FORWARD AT THE CHAIRMAN'S DISCRETION

None

20-115 TO RECEIVE REPORTS FROM THE COUNTY OR DISTRICT COUNCIL ON MATTERS AFFECTING WEMBURY DEVON County Council

Cllr Hart sent an emailed report.

We are working on the County Council budget at the moment. The paper has to go to Cabinet on the 9th December. Officers are trying to see how the Chancellors statement will affect it. We do have real pressure on all budget lines this year.

However, our priority is to look after the Old, Young and the Vulnerable. We will shortly be announcing a plan to help families eligible for free school meals over the Christmas break. We are also be looking to continue this support at least until after Easter.

We have been told last week that we are in Tier 2 in the new system that is coming in when Lockdown finishes on the 2nd December. I was hoping for Tier 1. Devon has a reducing number of Covid-19 cases and we have reduced the pressure on our hospital beds. The Nightingale Hospital is now open to offer more capacity but unfortunately the Government has looked at Devon as a whole and the Covid-19 cases in Plymouth and Torbay were a lot higher than Devon. I am now lobbying for specific support for the Hospitality businesses as without some help there are likely to be far less pubs and restaurants in the spring.

There is need to help families to meet and reduce loneliness and isolation. Which is becoming a serious worry in a County the size of Devon with a sparse population.

We updated the Devon MPs yesterday on the current Covid-19 position and asked them to lobby for us. Hopefully, it will help.

My life currently seems to revolve around Covid-19. Locally, County and National. So, can I please remind all of you- please keep your distance, wear a facemask when shopping and wash your hands regularly. It helps to protect you from the virus. We now have a vaccine, but it will take quite a while for it to be available to all of our residents.

SOUTH HAMS District Council

Cllr Chown sent an emailed report.

Covid-19

National Dashboard

There is a national dashboard with interactive mapping that can be used to see what is happening in all areas of Devon: <https://coronavirus-staging.data.gov.uk/details/interactive-map>

Advice and Information

For the latest advice and information, you can visit the South Hams website:

<https://southhams.gov.uk/residentscovid19>

We are actively encouraging anyone in hardship to get in touch. There has been a further pot of money made available for non-Covid related support, and there is also access to traditional support through discretionary housing payment, council tax reduction, and housing benefit that we can use to help people that need it.

Whilst we are encouraging people to apply through our website, as ever, if people are not able to do this, or have no one to complete on their behalf, we also have a support line: 01803 861297.

COVID Compliance Officers

Five COVID Compliance Officers have been employed for a six-month period.

These posts are funded using the Central Government grant that was allocated to assist councils in dealing with the COVID pandemic. The new officers will cover both South Hams and West Devon areas.

The role of the COVID Compliance Officers is to support the Environmental Health Specialists dealing with business compliance regarding the COVID regulations and guidelines. This will include proactive visits, providing a visible presence in our high streets, and dealing with complaints from the public and other businesses. The Compliance Officers will always work to help businesses comply but will take enforcement action if necessary.

The Government website provides comprehensive advice on the current restrictions:

<https://www.gov.uk/coronavirus>

The enforcement responsibility for COVID regulations falls to a number of Agencies.

Broadly speaking, the Police will deal with issues regarding people and domestic property (for example gatherings, house parties, second homes etc) and the Council will deal with issues at business premises.

If residents are concerned about any issues that the Police enforce, please visit the Devon and Cornwall Police website: <https://www.devon-cornwall.police.uk/>

Free 'Health and Fitness' classes

Fusion Lifestyle, the charity that runs many of our local leisure centres, have launched a range of live and on-demand classes to make it easier for all local people to stay active. Classes are led by the experienced Fusion fitness instructors and are suitable for all ages and abilities. To access the classes, all you need to do is subscribe to Fusion's YouTube channel at: <https://bit.ly/36syRxX>

Cllr Chown also commented that there may be problems with the waste bin collections for a short while as 10 members of the waste collection team are isolating due to a positive COVID test. Any issues with collections please report to himself or Cllr Brown and they will see what they can do.

20-116 TO RECEIVE REPORTS FROM COMMITTEES AND REPRESENTATIVES

i. Climate, Environment and Biodiversity Emergency

- a. **Beach Clean-** it is hoped to run a beach clean which Cllr Smith intends to organise. Cllr Smith asked the Council's permission to do this under the Wembury Parish Council's insurance should it be needed.

Cllr Brown proposed the following, seconded by Cllr Renyard with one abstention and 9 in favour.

RESOLVED: To run the beach clean under Wembury Parish Council's insurance.

Cllr Stansell offered to help with removal of the collected waste.

- b. **Wild about Wembury-** Cllr Smith reported that there was a successful handout of packs to schoolchildren and 100 packs were distributed.
- c. **Wildflower Verges** – Cllr Smith explained that two members of the environment group have rotovated patches of the verges and have done the first seeding. She requested that JFGS cut around the areas before spring.
- d. **Talks-** Paul Naylor's talk sold out and there is another planned for December.
- e. **Advent Window** – The environment group will be doing an advent window.
- f. **Recycling over Christmas-** Cllr Smith reminded everyone to recycle as much as possible and that even the Christmas Sweet boxes can be recycled as special points.

ii. Beach Liaison Group

- a. **Council Representative-** Following the resignation of Doug Packer a new representative for the council needs to be allocated. Cllr Smith offered to represent both the council and the Marine Centre on these meetings.

Cllr Brown proposed the following, seconded by Cllr Drought, and agreed unanimously.

RESOLVED: For Cllr Smith to represent the council on the Beach Liaison Group.

- b. **Beach Emergency Phone.** There was a discussion around the recent problems that have been experienced with the Beach Emergency Phone and that it was a phone problem rather than a line issue. Cllr Stansell offered to contact South Hams District Council to discuss the problems as the phone was purchased through them and is under warranty.

Cllr Kenny lost connection with the meeting at 20:18 and returned to the meeting at

iii. Neighbourhood Plan

- a. Finance. The accounts and receipts have been passed to The Clerk. There is one receipt missing at the moment, but it has been explained. The Clerk has noted that Survey Monkey has continued to be paid for, with the last three-monthly payment being made in October 2020. There has been no need of the Survey Monkey account since the survey in 2019 so, allowing for time for the data to be downloaded, there has been £525 of unnecessary spending on this. She asked the council what they wanted to do regarding this overspend. The councillors agreed that the direct debit must be cancelled immediately. Cllr Smith explained that the payment had been the responsibility of Doug Packer. Cllr Drought asked if the overspend could be clawed back.
The Clerk also explained that despite asking several times, there has been no information about expected spend in the forthcoming months or following financial year. Therefore, it is impossible to budget effectively for the committee when there is no plan for what is going to need to be spent.
- b. Terms of Reference. The Clerk explained that there were several parts to the current Terms of Reference that needed further clarification. The term “large budget items” and “key decisions” needed criteria for what was they meant. Additionally, the Terms of Reference state that “All grants and funding applied for will be held ‘ring fenced’ by Wembury Parish Council.” This term was not being held to as all monies were held by the committee. Therefore, either the Terms of Reference needed to be changed or the committee needed to amend its practices to comply. The Clerk asked the council to consider if they wanted to amend any other of the Terms of Reference sections. It was agreed that Cllr Smith, Cllr Stansell and The Clerk would work on amending the current Terms of Reference with a view to them being discussed and voted upon in the January meeting.
- c. Assessment of Progress and Future Goals. The Clerk asked the council to consider the progress of the committee and what future goals they would like to set to help the plan progress to completion as soon as possible. There was a discussion around whether Doug Packer could and wanted to remain the Chair of the committee. It was decided that there was no reason he could not and that he would be asked as to what he intended to do now that he was no longer a councillor. Cllr Smith explained that she had asked Doug Packer for meetings to progress the plan, but he had not wanted to do so. It was agreed that Doug Packer would be asked to hold an online meeting as soon as possible and a plan for progress to be made.
- d. Overall. There was consensus that there needed to be greater oversight of the work of the Neighbourhood Plan and a clear focus on making progress so that the project could be completed in a timely fashion.

iv. Communications Group

- a. Website Layout. Cllr Brown asked the council if there were any objections to the proposed layout suggestions of the new website proposed by the Communications Group and there were none. Cllr Drought proposed the following, seconded by Cllr Newnham, and agreed unanimously.
RESOLVED: To accept the proposed suggestions for the layout of the new website as circulated prior to the meeting.
- b. **Delegation of Decisions for New Website.** Cllr Brown asked that to avoid delays and duplication of discussions, that the Communications Group be delegated responsibility to make decisions on the layout of the new website. Cllr Renyard proposed the following, seconded by Cllr Newnham, and agreed unanimously
RESOLVED: To delegate responsibility for decisions on the layout of the new website to the Communications Group.

v. **Wembury Recreation Ground.**

a. **Update from Cllr Bennett circulated prior to the meeting.**

Play Park

Rhino Play have replaced the basket swing due to a problem on the original swing. A few adults have been tripping over the rubber log steps and Rhino Play are going to send us a quote to provide extra posts and ropes to the traverse wall frame to avoid this happening.

Zip wire

The zip wire seat assembly has also been replaced due to breaks in the protection sleeving.

Skate Park

This is looking really good since James Friend prepared and painted it recently. Extra money will need to be allocated for the long-term maintenance.

Football Pitch

Goal soccer are now playing matches once again at Plymstock School but would like to continue training at WRG on Saturday mornings starting on the 6th December. We need to monitor the parking.

b. **Additional work to ensure safety of rubber log steps.** Cllr Bennett explained that Rhinoplay have come back with a quote of £1879 to provide extra posts and ropes to avoid further trips over the rubber log steps. There were queries over the cost and Cllr Bennett explained it was not just the cost of the posts and ropes but the labour, fencing and repairs to rubber mulch. He was asked to provide a breakdown and the plan of the works for the councillors to see before the next meeting. This quote will be discussed and decided on in the December meeting.

c. **Filming for Yealm Community Energy-** Cllr Bennett has been asked to do a short interview about the grant Wembury Parish Council has received for a film Yealm Community Energy are making. He is happy to do so.

d. **Devon Air Ambulance Lighting Tower.** There was a discussion around the amount of money that Cllr Brown and Cllr Chown had offered from their District Councillor roles. Cllr Hart and Mrs Couldridge have already made donations and a grant from Devon Air Ambulance Trust has been granted. Therefore, there is £931.14 outstanding. If members of the public would like to contribute, then any donations would be gladly received. Cllr Bennett proposed the following, seconded by Cllr Drought, and agreed unanimously.

RESOLVED: To pay the remaining balance of £921.14 for the Air Ambulance Lighting Tower.

e. **Bench Base**

The Clerk asked that should a member of the public wish to pay for a memorial bench but could not afford the concrete base, would the council consider installing the base? The bench locations and need had been established in the master plan and so were part of the planned works. There was some discussion around the need for a concrete base.

Cllr Brown proposed the following, seconded by Cllr Renyard, with seven in favour and three abstentions.

RESOLVED: To install the concrete base at council expense should a member of the public be unable to afford both.

f. **Tree Surgeon Quotes for Dead Trees on the Recreation Ground Boundary.**

Clarification around where the chippings would be left, and which trees were being considered were requested. The Clerk confirmed that she would ensure that wood was left for wildlife habitats and that the chippings would be used as mulch for the whips and trees that have been planted. She will also remind South Hams District Council about the trees on the side of the footpath that need dealing with.

Cllr Drought proposed the following, seconded by Cllr Renyard, with nine in favour and one abstention.

RESOLVED: Once the adjoining landowners have been contacted and agreed to the work and shared cost, to instruct Karl Gibson to remove the dead trees on the recreation ground boundary.

- vi. **Pavilion.** Cllr Brown explained that a member of the public was keen to get the project going, to possibly Chair the working group and bring in other members of the public with the skills needed. He suggested a meeting in January with the interested parties to establish how it would work. The week beginning the 11th of January was suggested with a date to be confirmed.
- vii. **Highways and Footpaths**
 - a. Working Group. No date has yet been set for a meeting but will be organised for the New Year.
 - b. Drain Clearing – This was discussed earlier in the meeting.
- viii. **Telephone Kiosk**
 - a. **Ownership of Kiosk and Agreement with Wembury Life.** It was explained that the Parish Council would own the kiosk, but that Wembury Life have agreed to take on the maintenance and use of it. If Wembury Life ceased to exist, then the council would need to take responsibility for it.
Cllr Stansell proposed the following, seconded by Cllr Renyard, with one abstention and 9 in favour.
RESOLVED: To purchase the phone kiosk on Knighton Road from BT for £1 and for Wembury Life to maintain and establish a use for it.
 - b. **Delegation to Sign Agreement for Purchase of Telephone Kiosk for £1.**
Cllr Drought proposed the following, seconded by Cllr Smith with 9 in favour and one abstention.
RESOLVED: To delegate The Clerk to sign the contract to purchase the telephone kiosk on Knighton Road for £1
- ix. **Down Thomas Air Ambulance Night Landing Site**
Cllr Drought explained to the council that he was investigating ownership of land for sale on the edge of Down Thomas that might be suitable for a second landing site. Cllr Bennett will ask the Devon Air Ambulance Trust representative to view the site when he is next visiting the parish to get his opinion on it.
- x. **Noticeboards.**
Cllr Kenny explained that they had surveyed all the boards now. Cllr Smith said that a few definitely needed replacing and not all were needed. A discussion ensued around this and it was agreed that the one on Manor Bourne road could be removed as could the one at Bovisand. New pinboards were needed for the ones remaining. It was decided that decisions for which boards were to be kept, moved, or removed would be delegated to Cllr Smith, Cllr Kenny, and The Clerk.
- xi. **Other Committees/Groups/Representatives.**
Cllr Kenny relayed that the police report showed that three crimes had been recorded in the Parish for the month of October. All of which were violent offences.
- xii. **Clerk Notifications and Requests.**
 - a. **Scribe Accounting System.** The Clerk asked the council to consider purchasing an accounting system specifically designed for local council. It would save a lot of time

and be much easier to use than the multiple spreadsheets she currently uses. The cost will be £355 plus VAT for the current financial year and £324 plus VAT for the following financial year.

Cllr Drought proposed the following, seconded by Cllr Stansell, and agreed unanimously.

RESOLVED: To purchase the SCRIBE accounting system.

- b. **ILCA Qualification-** The Clerk asked the council to fund her studying for and gaining the ILCA qualification.

Cllr Drought proposed the following, seconded by Cllr Renyard, and agreed unanimously.

RESOLVED: To pay for The Clerk to undertake the ILCA qualification.

20-117 REVIEW OF POLICIES

The Clerk had previously circulated draft copies of updated Standing Orders, Financial Regulation, and a new Vexatious Complaints Policy. There were no questions or suggested amendments to them.

Cllr Brown proposed the following, seconded by Cllr Newnham, and agreed unanimously.

RESOLVED: To adopt the circulated Standing Orders, Financial Regulations Policy and Vexatious Complaints Policy.

20-118 FINANCIAL REPORTS

i) FINANCIAL STATEMENT FOR NOVEMBER 2020

The Chairman presented the financial report as per **ANNEX B**.

RESOLVED: The November 2020 Financial Statement is approved, as detailed at ANNEX B.

ii) BANK RECONCILIATION FOR NOVEMBER 2020

The Chairman presented the November Bank Reconciliation as shown in **ANNEX C**

RESOLVED: The November Bank Reconciliation is approved as detailed in ANNEX C

iii) EXTERNAL AUDIT REPORT

The Clerk had previously circulated the external audit report which stated that there were no areas of concern or action. There were no questions about this matter.

iv) BUDGET AND PRECEPT SETTING 2021-2022

The Finance Committee had previously met to discuss the 2021-22 budget and proposed precept. The figures proposed by the Finance Committee had been circulated to the councillors prior to the meeting. There were no questions or amendments suggested.

Cllr Drought proposed the following, seconded by Cllr Bennett, and agreed unanimously.

RESOLVED: To adopt the proposed budget and request the precept proposed for the financial year 2021-22. See ANNEX D

20-119 EXCHANGE OF INFORMATION

Cllr Kenny explained that the New Year Day swim would not be going ahead this year due to COVID, nor would the Festival of Lights.

Cllr Renyard asked the councillors to let him know any concerns they have around road issues.

Cllr Brown suggested that the December meeting was primarily a planning meeting with urgent matters only as other items. There was consensus about this idea.

The Chairman thanked all the councillors for their attendance and closed the meeting at 21.29 pm.

ANNEX A to Wembury Parish Council Minutes – 30th November 2020

i) PLANNING APPLICATION DECISIONS BY WEMBURY PC

1445/20/FUL

READVERTISEMENT (Revised Plans Received) Replacement 3no. bed dwelling and additional 1no. bed dwelling.

Shiloh, Veasy Park, Wembury. PL9 0ES

Objection

3165/20/HHO

Householder application for conversion and extension of existing single storey utility room into ensuite facilities

27 Knighton Road, Wembury. PL9 0EA

No Objection

3166/20/LBC

Listed building consent for conversion and extension of existing single storey utility room into ensuite facilities.

27 Knighton Road, Wembury. PL9 0EA

No Objection

3215/20/HHO

Householder application for proposed alterations and side extension.

104 Southland Park Road, Wembury. PL9 0HH

No comment

ANNEX B to Wembury Parish Council Minutes – 30th November 2020

Guidebook Account				TOTAL
<i>Opening balance at 23rd October 2020</i>		<i>£ 14,437.34</i>		
Sales for Period	0			
Copies remaining unsold - updated book	1,508			
November Interest			£ 0.12	
Balance at 23rd November 2020				£ 14,437.46
Instant Savings General Account				
<i>General Opening Balance at 23rd October 2020</i>		<i>£ 66,288.26</i>		
November Interest			£ 1.00	
Transfer to Current Account			-£ 2,000.00	
Transfer to Current Account			-£ 2,000.00	
November VAT Reclaim			£ 140.26	
General Balance (including £12500 ringfenced or reserves)				£ 62,429.52
<i>WPC S106 Money at 23rd October 2020</i>		<i>£ 57,892.49</i>		
S106 Balance (including £10,000 ringfenced for bus shelter)				£ 57,892.49
Balance at 23rd November 2020				£ 120,322.01
Current Account				
<i>Opening Balance 23rd October 2020</i>		<i>£ 1,042.13</i>		
<i>Electronic payments/transfers</i>				
Tamar Marketing- New Website			-£ 742.50	
Comtec ICT			-£ 55.56	
Parish Online			-£ 54.00	
South Hams District Council Annual inspection fee - play equipment			-£ 252.00	
October Clerks Salary and Office Allowance (inc back pay)			-£ 1,226.06	
Opus Energy (DTVH)			-£ 21.25	
Wembury Local History Society s.137 Grant			-£ 220.00	
Wembury War Memorial Village Hall s.137 Grant			-£ 350.00	
PKF Littlejohn - External Audit			-£ 480.00	
Wembury Environment Group (AONB) Grant			-£ 1,000.00	
Mispayment to account from outside business			£ 93.33	
Refund of mispayment to account from outside business			-£ 93.33	
Transfer from General Account			£ 2,000.00	
Transfer from General Account			£ 2,000.00	
Balance at 23rd November 2020				£ 640.76
Total All Accounts at 23rd November 2020				£ 135,400.23

ANNEX C to Wembury Parish Council Minutes – 30th November 2020

		WPC	WPC	WPC	TOTAL	VAT
Financial Statement		Book Acc	General Acc	Current Acc		Outstanding
Closing Cashbook Balance		£ 14,437.46	£ 120,322.01	£ 640.76	£ 135,400.23	
Lloyds Bank Statements		£ 14,437.46	£ 114,162.72	£ 640.76		£ 6,159.29
Difference		£ -	£ 6,159.29	£ -		
Uncleared Book Income						
Uncleared Expenditure						
Total Uncleared Expenditure	£ -					
Reconciliation to Cashbook		£ 14,437.46	£ 114,162.72	£ 640.76	£ 135,400.23	

ANNEX D to Wembury Parish Council Minutes – 30th November 2020
Proposed Budget 2021-22

Income	Proposed 2021-22
Precept	£ 33,000.00
Bank Interest	£ 40.00
Donations Received	£ 50.00
DT PO Rent	£ 180.00
Guidebook Sales	£ 200.00
Grants Awarded to Wembury Parish Council -non s.106 work.	£ 5,000.00
TOTAL INCOME	£ 38,470.00
Expenditure	Proposed 2021-22
Admin costs	£ 600.00
Auditor	£ 600.00
Bank Charges	£ -
Bus Shelter Cleaning and Maintenance	£ 800.00
Clerks Salary and Office Use (Including for Locum Clerk if needed)	£ 15,000.00
Communications and IT (Website, Email, Telephone and IT Support, Social Media Boosting)	£ 1,850.00
Community Self Help	£ 4,000.00
DT Com Room	£ 400.00
Environmental Measures	£ 3,000.00
Handyperson	£ 4,000.00
Insurance (including volunteer insurance)	£ 1,200.00
Expenses and Training (Members both and Clerk training)	£ 300.00
Neighbourhood Plan	£ 2,000.00
Noticeboard Maintenance and Replacement	£ 2,000.00
Other Grant Work	£ 5,000.00
Payroll Fees and HMRC	£ 2,800.00
Printer	£ 350.00
Room Hire	£ 275.00
Tree and Verge Maintenance (non Wembury Recreation Ground)	£ 1,000.00
s137 Grants	£ 3,000.00
Subscriptions	£ 1,000.00
Unexpected Expenses	£ 1,000.00
Volunteer Expenses	£ 350.00
Wembury Recreation Ground -Grounds and Equipment Maintenance	£ 6,000.00
TOTAL EXPENDITURE	£ 56,525.00
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ANNEX G to Wembury Parish Council Agenda –30th November 2020	

Allocated Reserves	Proposed
	2021/22
Public Asset Maintenance Reserve	£ 10,000.00
Legal Costs	£ 3,000.00
Reprint of Discovering Wembury Book	£ 4,000.00
Elections	£ 1,000.00
Total Allocated Reserves	£ 18,000.00
Total Allocated	£ 74,525.00
Total Reserves Estimated (Minus S.106) End 20/21 FY	
From Reserves	
From Book Reserves	£ 8,300.00
From General Reserves	£ 33,225.00
TOTAL from reserves	£ 41,525.00
From Precept	£ 33,000.00
Grand Total Sources of funds	£ 74,525.00
Total Reserves Estimated (Minus S.106) End Financial Year 21-22	£ 20,198.83
S106	
From S.106 Money	£ 7,000.00
S.106 work grants	£ 10,000.00
Expenditure	
s.106 Work- Wembury RG upgrade	£ 17,000.00

AGENDA ITEM 7

ANNEX A to Wembury Parish Council Agenda dated 21st December 2020

PLANNING APPLICATIONS TO BE CONSIDERED BY WEMBURY PC

3673/20/HHO

Householder application for alterations to roof including loft conversion (Resubmission of 3846/19/HHO)

The Villa, Cliff Road, Wembury. PL9 0HN

3691/20/FUL

Application for variation of condition 3 of planning permission 1959/20/FUL

106 Church Road, Wembury. PL9 0LA

3737/20/HHO

Householder application for loft alterations

2 Cross Park Road, Wembury. PL9 0EU

AGENDA ITEM 12
ANNEX B to Wembury Parish Council Minutes –21st December 2020

Bank Accounts December 2020

Guidebook Account				
<i>Opening balance at 24th November 2020</i>		£ 14,437.46		
Sales for Period	0			
Copies remaining unsold - updated book	1,508			
December Interest			£ 0.12	
Balance at 14th December 2020				£ 14,437.58
Instant Savings General Account				
<i>General Opening Balance at 24th November 2020</i>		£ 62,429.52		
December Interest			£ 0.94	
Transfer to Current Account			-£ 2,000.00	
Transfer to Current Account			-£ 2,000.00	
December VAT Reclaim			£ 71.00	
General Balance				£ 58,501.46
<i>WPC S106 Money at 24th November 2020</i>		£ 57,892.49		
S106 Balance				£ 57,892.49
Balance at 14th December 2020 (Including £12500 ringfenced)				£ 116,393.95
Current Account				
<i>Opening Balance 24th November 2020</i>		£ 640.76		
<i>Cheques</i>				
<i>Electronic payments/transfers</i>				
November Clerk's Salary and Office Allowance			-£ 1,119.65	
Scribe Accounts (Starboard Systems Limited)			-£ 426.00	
Tamar Marketing (new webiste)			-£ 742.50	
Transfer from General Account			£ 2,000.00	
Transfer from General Account			£ 2,000.00	
Balance at 14th December 2020				£ 2,352.61
Total All Accounts at 14th December 2020				£ 133,184.14

AGENDA ITEM 12

ANNEX C to Wembury Parish Council Minutes – 21st December 2020

Bank Reconciliation December 2020

		WPC	WPC	WPC		
Financial Statement		Book Acc	General Acc	Current Acc	TOTAL	VAT Outstanding
Closing Cashbook Balance		£ 14,437.58	£ 116,393.95	£ 2,352.61	£ 133,184.14	
Lloyds Bank Statements		£ 14,437.58	£ 110,163.66	£ 2,352.61		£ 6,230.29
Difference		£ -	£ 6,230.29	£ -		
Uncleared Book Income						
Uncleared Expenditure						
Total Uncleared Expenditure	£ -					
Reconciliation to Cashbook		£ 14,437.58	£ 110,163.66	£ 2,352.61	£ 133,184.14	