



DRAFT

Minutes of the Wembury Parish Council Meeting held online on 29th March 2021.

Parish Councillors Present:

D. Brown (Chairman and District Councillor), J. Bennett, M. Chown (District Councillor), J. Cox, D. Drought (Vice Chairman), J. Harris, M. Kenny, R. Newnham, W. Renyard, C. Smith, J. Stansell, G. Truscott.

Clerk: A Towill

Two members of the public present.

21-28 OPENING THE MEETING

Cllr Brown opened the meeting at 19:37

He explained that the Clerk would be recording the meeting and it would be livestreamed to Facebook.

Cllr Renyard and Cllr Drought were not present for the beginning of the meeting due to connection issues but joined during the meeting.

21-29 COVID COMMEMORATION

Cllr Brown and Cllr Kenny read out the following statement:

Cllr Brown- On the 23rd March 2020 at 8pm the Prime Minister Boris Johnson addressed the nation and issued the first 'Stay at Home' order to the country. The message was clear Stay at Home – Protect the NHS- Save Lives. This first lockdown was to last an initial 3 weeks.

Councillors, the last 12 months has in short, been awful and tragic.

Though the Parish of Wembury itself has, fortunately, not (to date) lost any residents to Covid, many have experienced and suffered with the virus, and indeed many Councillors and Parishioners will have lost loved ones to this global pandemic. I'd like to invite Cllr Kenny as Chairman of the Parish Emergency Plan to speak to describe the monumental community effort that has assisted with the Emergency Plan.

Cllr Kenny- 12 months ago prior to the national lockdown restrictions being introduced Wembury Parish Council had already sprang into action.

We could see a growing issue with food and medical supplies, financial and moral support.

With assistance from a team of coordinators and volunteers we delivered the message to all the community that we were there to help. I personally want to thank everyone that helped throughout and gave up their time to help.

Big thanks to all of you that helped support your neighbours and assisting in such things as Medical delivery and food parcel deliveries or just a friendly chat.

Ironically, some of those that helped with the food distribution from the Odd Wheel pub unfortunately did succumb to contracting the virus this was particularly tough for Christine Colmer and we wish her well.

As we know this has been 'Unprecedented' and 'life-changing' for many and the coronavirus pandemic is very much still with us for the time being, but we have done well in Wembury Parish keeping the worst of the virus at bay, although many have suffered and as we know to date no loss of life.

But none of us expected that 12 months later we would still be living with this and although we are not free just yet there is light at the end of the tunnel. Our Emergency Plan has now been terminated as it achieved its goal, but we are still here for a support and help if required.

On reflection we have learned a lot about ourselves these last 12 months, and a lot of good things have come from the changes we have had to endure. For all that assisted however small or big all should be proud that we helped and made a difference. Many Thanks Wembury Parish Council.

Cllr Brown- The vaccine roll-out in the UK is well underway, and there is now light at the end of what has been the darkest of tunnels. Nonetheless, over 126,000 people across the UK have died with or from coronavirus.

I therefore ask Parishioners to join the Council in observing a minute silence, to commemorate all those we have lost to this awful disease.

21-30 APOLOGIES- None

Cllr Drought joined the meeting.

21-31 DECLARATIONS OF INTERESTS AND DISPENSATION REQUESTS- None

21-32 TO SUSPEND THE BUSINESS OF THE COUNCIL TO ALLOW SPEAKER PRESENTATIONS, INCLUDING REPORTS FROM DISTRICT AND COUNTY COUNCILLORS, OR FOR MEMBER OF THE PUBLIC TO MAKE OBSERVATIONS, OR TO PUT QUESTIONS TO THE COUNCIL.

The session began at 19:39

- i. Cllr Hart Devon County Council Report- See Annex A
- ii. Cllr Chown South Hams District Council Report – See Annex B
Cllr Brown added that South Hams District Council have set aside an amount for supporting climate change projects in the district. There will be strict criteria for the grants. South Hams District Council will also lobby government for legislation for the continuation of virtual meetings for all councils.
- iii. A member of the public spoke about the condition of Mewstone Avenue road surface. She cycles that way regularly and has to constantly avoid the potholes. Cllr Brown explained that there would be an update on this later in the meeting following a Highways meeting.
- iv. A member of the press started by apologising for the use of the word 'proposed' barrier in relation to the Barton Brake entrance. He now realises that it was something that is still under discussion and that the

facts are being gathered. He asked if the need for mobility scooters to be able to access the recreation ground is to be considered in the discussion about what to do about the entrance. Cllr Brown said that yes many people had made representations to councillors and the Council and it would be a factor in making a decision.

The session ended at 19:55

Cllr Renyard joined the meeting.

21-33 TO CONFIRM THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE 22ND OF FEBRUARY 2021.

The Clerk explained that she had misnumbered the minutes and would amend them accordingly. The renumbered minutes were agreed as being a correct record and duly signed by the Chairman.

21-34 TO CONFIRM THE MINUTES OF THE PARISH COUNCIL EXTRAORDINARY MEETING HELD ON THE 3RD OF FEBRUARY 2021

The Clerk explained that she had misnumbered the minutes and would amend them accordingly. The renumbered minutes were agreed as being a correct record and duly signed by the Chairman

21-35 TO CONSIDER CURRENT PLANNING MATTERS AND TO RECEIVE MONTHLY PLANNING APPLICATIONS.

i. Planning Applications

a. 0073/21/HHO- Objection. Unanimous. Concerns over privacy issues for neighbours.

Householder application for alterations to decking
114 Southland Park Road, Wembury. PL9 0HH

b. 0447/21/HHO- No Objection. Unanimous.

Householder application for alteration from flat roof to pitch.
103 Mewstone Avenue, Wembury. PL9 0LE

21-36 COMMITTEES AND WORKING GROUPS

i. Committees and Working Group Overview.

Further to a group discussion and the circulation of a document with proposed changes to committees and working groups, the following was agreed.

Working Groups:

- The Verges Working Group & Leisure Facilities Working Groups be disbanded.
- The Pavilion Working Group remains a Working Group in its own right, not a sub-committee of the Recreation Ground Working Group.
- Councillor's agree to establish Terms of Reference for the following groups:
 - Finance
 - Community Asset Working Group
 - Highways

- Communications

- Councillors to meet to put together a set of Terms of Reference with recommended for adoption at the May or June meeting. That the Parish Council publishes a list of its Working Groups/Committees on Facebook/Website and encourages member of the public to attend and observe.

Proposed by Cllr Brown, seconded by Cllr Cox and agreed unanimously.

RESOLVED: To amend the structure of the committees and working groups as above.

ii. **Wembury Recreation Ground**

a. **General Update- See Annex C**

Cllr Bennett also explained that a two-way latch gate which would be accessible for mobility scooter users and had been recommended by a disabled access group would cost around £700.

b. **Barton Brake Entrance**

There was a lengthy discussion around the Barton Brake entrance. Cllr Smith read out an email she had received from a resident who could not attend online but did not want any form of barrier to the entrance. There was discussion around the whole of the park being assessed for accessibility. Cllr Harris explained that whilst livestock are required by law to be adequately fenced, horses do not come under that law. Councillors were generally not in favour of putting a physical barrier up unless the insurance insisted on it. The Clerk explained that a plan for how to deal with any animals or motorbikes that enter the recreation ground is needed to ensure that she has a clear plan of action as to who to call for assistance and what to do. Additionally, people using the recreation ground need to ensure that they do not approach loose animals, to avoid injury. It was agreed that options for a Disabled Access assessment for the recreation ground was needed so that council could discuss what was needed. The Clerk and Cllr Bennett will investigate an access assessment and report back to council. Cllr Brown proposed the following, seconded by Cllr Smith and agreed unanimously.

RESOLVED: A working group be created to design a plan of action for dealing with livestock, horse or motorbike ingress in to the Recreation Ground. Cllr Smith, Cllr Cox, Cllr Bennett, Cllr Renyard, Cllr Brown and Adam King to be members of the working group.

iii. **Emergency Plan**

a. **Stepping back the COVID Emergency Plan**

Cllr Kenny explained that there had been little need for the Wembury Parish Council COVID Emergency Plan group for many months. It was felt that it should now be wound down. If needed it could of course be restarted. He also said that the Yealm Community Fund still had money available to those who needed it.

Cllr Kenny proposed the following, seconded by Cllr Stansell. With 11 in favour and one abstention.

RESOLVED: To end the Wembury Parish Council COVID Emergency Plan.

iv. **Climate, Environment and Biodiversity Emergency**

- a. **Net Zero Visions project** – Cllr Chown explained that he had responded to the project on behalf of Wembury Parish Council and he had a member of the public who was happy to be the Wembury lead for the project.

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

RESOLVED: That Wembury Parish Council agree to be involved in the Net Zero Visions Project

- b. **Representative for Devon Communities Together Environmental Network.**

RESOLVED: Cllr Chown to be the representative for Devon Communities Together Environmental Network.

- c. **Litter Picking and associated costs**

There was a discussion around the idea of being involved with Clean Your Patch to clean Wembury Road of litter and the potential costs. After a discussion around risks, insurance and responsibility it was decided that Wembury Road was too dangerous to be litter picked by members of the public and people not trained in Chapter 8. Therefore, it was agreed to contact South Hams District Council and ask them to assist as it was their responsibility to clean major roads. It was also suggested that The Clerk put in a request with the lengthsman to assist. Cllr Smith also asked if a child designed sign asking people not to litter could be created and used to try to help stop it happening in the first place.

v. **Highways**

- a. **Update.** Cllr Renyard explained that a meeting of the Highways Group had taken place. A review of works recently undertaken took place. Nick Colton the Highways representative listened to the concerns about potholes on Mewstone Avenue. No major works will be undertaken in the parish until the 2022-23 financial year due to a lack of funds for the next financial year. In the meantime, reporting potholes to Devon County Council will allow them to make repairs under that budget. Cllr Renyard will report back to council regarding the access to the beach carpark at the end with the cobblestones now that it has been resurfaced. The idea of putting double yellow lines at Wembury Point to help ease parking issues was discussed.

Cllr Stansell temporarily left the meeting.

- b. **Wembury Point double yellow lines.** Cllr Harris explained that he has been in contact with Nick Colton about the idea of putting in double yellow lines to try to reduce the issues caused by poor parking in the area. There was a brief discussion around the issues in the area and the need for the National Trust to be invited to any discussions. Cllr Harris proposed the following, seconded by Cllr Newnham and agreed unanimously.

RESOLVED: For The Clerk to invite the National Trust representatives, including the regional managers to further discussions around the issues with parking at Wembury Point.

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

RESOLVED: For Cllr Harris to discuss with Highways, possible areas at Wembury Point for double yellow lines.

- vi. **Neighbourhood Plan- authorisation for payment of website hosting invoice.** Cllr Truscott asked that the council give permission for the Neighbourhood Plan to pay a bill for website hosting. The cost being £134.44. There was some discussion around the cost and whether the offer of free hosting should be considered for when this hosting contract ends.

Cllr Cox proposed the following, seconded by Cllr Truscott and agreed unanimously.

RESOLVED: To permit the Neighbourhood Plan to pay for the website hosting from their funds.

- vii. **Clerk's Report- See Annex D**

Cllr Smith asked which bus shelter on Mewstone Avenue was in need of attention and The Clerk explained that it was the one near Brownhill Lane. Cllr Smith also asked that the speed monitor be set up on Mewstone Avenue at some point. Cllr Stansell said that it would be used in the Down Thomas ward next but Mewstone would be on the list.

Cllr Kenny asked when the grass cutting would happen in the recreation ground and Cllr Bennett explained that he has been in contact with South Hams District Council to make sure it's done before the weekend.

21-37 Other Matters for Discussion and Decisions

- i. **Scheme of Delegation- See Annex E**

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

RESOLVED: To adopt the Scheme of Delegation as in Annex E

- ii. **Memorial Bench and Tree Policy- See Annex F**

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

RESOLVED: To adopt the Memorial Bench and Tree Police as in Annex F

- iii. **Risk Assessment of Wembury Parish Council Assets**

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

RESOLVED: To accept the Risk Assessment of Wembury Parish Council Assets as circulated to Councillors

- iv. **GDPR Data Map**

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

RESOLVED: To accept the GDPR Data Map as circulated to Councillors.

- v. **Code of Conduct**

There was a brief discussion around whether to continue with the South Hams District Council code of conduct or adopt the LGA version. There was no motion to move to the LGA version.

- vi. **Community Speed Watch**

Following a circulated email there was a discussion around creating a Wembury Parish Council community speed watch group. This would be in conjunction with the Police and would need six volunteers from the community. Cllr Harris will request volunteers and ensure there are enough before the council will decide on whether they wish to fund this and how.

vii. Down Thomas Community Room Cleaner

There was no motion to appoint a cleaner for the Down Thomas Community Room. The Post Office will be reminded of their promise to clean the front part of the room and all back room users will be expected to clean the room after use. The Clerk will draw up an agreement for the users of the back room to sign.

viii. Bovisand Boat Lane

Cllr Smith explained that as requested she had put in a response on behalf of Wembury Parish Council to support the proposal for a boat lane at Bovisand.

ix. Meetings after the 7th of May 2021.

There was a discussion around the problems associated with the ending of legislation allowing virtual meetings and the COVID legislation around meetings/social distancing etc. It was decided that the following would be the schedule for meetings for the next few months. This will be subject to change according to legal challenges and law changes.

26th April- Virtual Council Meeting

4th May- Virtual Annual Parish Meeting and Annual Parish Council Meeting.

No May meeting unless law has been amended or successfully challenged.

In person meetings to resume on June 28th subject to assessment of the situation at the time.

Cllr Brown will respond to the government consultation on behalf of Wembury Parish Council supporting the continuation of virtual meetings.

x. Exchange of Information

a. Cllr Kenny reported the crime statistics for March. See Annex G

b. Cllr Smith asked that it was made clear that the cut silver birch trees were not an act of vandalism but in fact the tree warden removing damaged or dead trees.

c. Cllr Kenny reported that the beach phone was now working again.

d. Cllr Stansell asked that the public are civil when criticising Wembury Parish Council and ensure they know the facts before doing so. He stated that recent comments on social media have not been civil or informed.

21-38 To Receive Financial Reports

i. Financial Statement for March 2021 – See Annex H

RESOLVED: The March 2021 Financial Statement is approved, as detailed at ANNEX H.

ii. Bank Reconciliation for March 2021- See Annex I

RESOLVED: The March 2021 Financial Statement is approved, as detailed at ANNEX I.

iii. Request for grant from Dementia Friendly Parishes Around the Yealm

Proposed by Cllr Brown, seconded by Cllr Drought and agreed unanimously.

RESOLVED: To grant a request of £500 to Dementia Friendly Parishes Around the Yealm.

iv. Request for grant from Wembury Defibrillator Group

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

RESOLVED: To grant a request of £206.81 to the Wembury Defibrillator Group for informational magnets to be distributed around the parish.

v. Deputy Clerk. The council thanked Bethan Drew for her hard work over the last two months and wished her well with her new job. There was some discussion around the need for a Deputy Clerk as well as whether it would be best to be a temporary or permanent contract. All councillors were in favour of creating a longer term post with the majority favouring a permanent post.

Cllr Brown proposed the following, seconded by Cllr Drought with 10 in favour and two against.

RESOLVED: To create a permanent Deputy Clerk role.

vi. Budget for 2021-22- See Annex J

Further to the council voting on the role of Deputy Clerk a proposed amended budget was put forward to allow for the costs of doing so, as well as the expected increased costs of insurance due to a claim.

Cllr Renyard proposed the following, seconded by Cllr Newnham with 11 in favour and one against.

RESOLVED: To amend the 21-22 budget.

vii. PAT testing of Wembury Parish Council electrical equipment

The Clerk informed the council that she had authorised a spend of £30 for PAT testing for council electrical equipment.

viii. Deep clean of Down Thomas Community Room

The Clerk informed the council that she had authorised a spend of £40.85 for a deep clean of Down Thomas Community Room due to it getting in to a very poor state over the last year. Going forward the post office tenants will be expected to maintain the front area and all users clean down the back room after use.

21-39 CLOSE OF MEETING

The Chairman thanked all the councillors for their attendance and closed the meeting at 21.41

ANNEX A to Wembury Parish Council Minutes – 29th March 2021

Report from Cllr Hart Devon County Council

A number of things have been happening over the last month and I have been responding to a number of Emails from residents. Some work has been done on stretches of road in Wembury and there was worry that some BT work would create an issue by being done at the same time. Both companies managed to get their work done without having problems.

Double yellow lines are due to be painted along Church Road. The orders have been passed. The painting will be done shortly but I do not know when. Skanska have it in their programme.

I have been interested in the Email comments about Speed Watch as I did suggest this some years ago and offered to help pay for a speed gun if a number of residents were prepared to be trained by the Police.

You may have seen the announcement about the second of the Round Britain Cycle race will be starting from Sherford on Monday 6th September. There will be need for some volunteer stewards. Will send on more details shortly.

Finally. Covid-19 is reducing but has not gone away. I recently likened it to a forest fire. The fire is now out but there are embers that still flare up and need stamping on. This is very true at the moment as 3 District Councils are now having a small increase in cases being reported. Small numbers but disproportionately affecting statistics. However, the South Hams is proving to be the one of the best places to live with few cases. Please keep following the rules.

Keep your distance, Wash hands regularly, Wear a face mask when appropriate. As of today you can meet a limited number of friends outdoors. But be careful. We do not want to go back to where we were just after Christmas.

If offered the vaccine. Please take it. This is proving to be most effective in reducing the spread of the virus.

ANNEX B to Wembury Parish Council Minutes – 29th March 2021

Report from Cllr Chown and Cllr Brown South Hams District Council

New Super Recycler Service

9,000 households are now officially on the new South Hams recycling service. It has now been agreed that phase two of the service will start as expected, which means households in the Wembury parish will receive delivery of the new containers from early April and the new collections will begin in mid-April.

Further information and FAQ's can be found on the following website:

<https://www.southhams.gov.uk/New-service-FAQs>

Grants Update

The Department for Business, Energy and Industrial Strategy have this month released the guidance on the re-start grants, which provides one off payments in April for businesses.

Grants of up to £6,000 will be paid to non-essential retail business premises, to help them reopen safely, and grants of up to £18,000 will be allocated to hospitality, accommodation, leisure, personal care and gym business premises.

Council Tax

Council Tax bills have arrived this month. This year, for an average band D property, council tax will be £2,090.55 and divided up as:

Authority	Percentage Share
Devon County Council	64%
Devon County Council* (Precept to fund adult social care)	8%
South Hams District Council	8%
Devon and Cornwall Police and Crime Commissioner	11%
Devon and Somerset Fire and Rescue Authority	5%
Town and Parish Council	4%

SHDC spending plans for 2020/21 can be found at the following website:

<https://www.southhams.gov.uk/shspending>

Leisure Centres

South Hams Leisure centres are beginning to open from today (Monday 29 March) in line with the government roadmap.

ANNEX C to Wembury Parish Council Minutes – 29th March 2021

Report from Cllr Bennett- Wembury Recreation Ground

1. Night Landing Site.

The electrical installation including the meter was completed on 18th of March and the system was tested. Devon Air Ambulance will be sending relevant paperwork to the Clerk and follow up with an attendance at a future WPC meeting.

2. Park Signs.

Up to date park signs have been received from SHDC and are ready to be put in place.

3. Barton Brake Entrance.

Ideas for a suitable barrier are being sought. On the one hand denying horses and motorbikes and on the other hand allowing easy access for the public and disabled users especially those with large, motorised scooters.

Advice is being requested from the PROW officer and the Devon Countryside Access Forum.

It will be necessary to consult with the Barton Brake residents once we have a working proposal.

ANNEX D to Wembury Parish Council Minutes – 29th March 2021

Clerk's Report

CLERK REPORT – MARCH 2021

Assistant Clerk

Bethan will be finishing with the council on the 31st of this month. There will be a discussion later about whether to make the role permanent. Unfortunately, Bethan is unable to continue if it was made permanent, but I would like to give my thanks for her hard work. We have managed to make considerable progress on many areas, and I have been able to focus on other work that is vital. I am very appreciative of her and also the council for agreeing this temporary position to happen, It has even meant that I have been able to keep my hours down to more manageable levels which has been very beneficial to me.

Wembury Recreation Ground

The MUGA, Skate Park and Tennis Courts are officially open as of the 29th March 2021. Unfortunately, due to the tennis courts being locked, there has been some damage to the fence where people have climbed over or squeezed under to retrieve lost balls.

We are still waiting for a decision from the Allotment committee re trees on their border. The farmer on the other border is yet to be approached.

An email was received from a member of the public praising the layout and facilities of the Recreation Ground.

Goal Soccer will be using the recreation ground on the 3rd, 10th and 17th April before resuming at Plymstock School. They will abide by covid rules and stagger the number of teams to reduce the impact on the car park.

A progress report has been sent to YCE in respect of the grant they kindly gave us for planting in the Recreation Ground.

Overnight Parking signs- awaiting guidance on legal wording for closed from dusk till dawn part of the sign.

Memorial Benches and Trees

A policy is being discussed at the meeting and then those who have expressed an interest will be contacted regarding this and the installation and payment of their memorial. Adam King has supplied a list of suitable trees for memorial and ways of putting a memorial plaque on or near them is being investigated.

Asset Maintenance

Noticeboards- The Hollacombe and Recreation Ground noticeboards will be ordered before the end of the financial year and installed as soon as possible.

Asset records- all Wembury Parish Council asset locations are being recorded on Parish Online and cutting/trimming/inspection/maintenance schedules are being created to ensure that it is kept on top of. This will take several months to complete but will hopefully ensure that we can be proactive in maintaining our assets.

We are trying to find a specialist to assess and/or repair the bus shelter on Mewstone Avenue. South Hams District Council have been approached to use their

in-house team as finding a bus shelter engineer locally is challenging! It may need to be replaced but this will be decided upon once we have a professional assessment.

Traine Road

There has been no news on this, and Nick Colton from Highways has asked for an update but has yet to hear anything.

Speed Camera

This has been installed by Cllr Stansell, Cllr Kenny and JFGS. It will be circulated around the parish and the data gathered used to assess any problem areas and as evidence for Highways works as needed. A risk assessment has been completed for the work undertaken.

Beach

Work to the holiday let next to the café has hopefully been completed by the time this report is read out.

Post box at the bottom of Church Road

The path to this has been completed as per the quote and the grant received from Cllr Hart.

Website

Training has been received on the website and it is expected that the site will be able to go live by the end of March.

Insurance Claim

The claimants' solicitors have requested additional information which will be supplied as soon as is possible.

Accounts

Training has been received on various aspects of the accounts package with some more to follow. It has definitely helped with time and stress levels to have an all-in-one package.

The End of Year accounts will be circulated at the beginning of April and then the audit documentation will be completed. The internal auditor will begin work in April, this will be done digitally as much as possible.

Other

DBS check – I have not heard back from the company concerned but I have another recommendation for a company who may do it. They will be contacted.

The Mussel- no update

Defibrillator Signs- We are still awaiting information so we can get the signs re-made.

New and existing policies- some are being looked at tonight and more are being drawn up or amended as and when time allows.

A GDPR data map has been created. From that policies and procedures will be drawn up to ensure that we are complying with GDPR legislation.

An updated Risk Assessment for all Wembury Parish Council assets has been circulated.

ANNEX E to Wembury Parish Council Minutes – 29th March 2021



DELEGATION TO OFFICERS

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to make a decision, they report the matter to Committee or the Council for a decision.

Responsible Finance Officer

The Responsible Finance Officer to the Council shall be responsible for the Parish Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

Proper Officer

The Parish Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- To receive Declarations of Acceptance of Office
- To receive and record notices disclosing personal and prejudicial interests
- To grant dispensations
- To receive and retain plans and documents
- To sign notices or other documents on behalf of the Council
- To receive copies of by-laws made by the local authority
- To certify copies of by-laws made by the Council
- To sign summonses to attend meetings of the Council
- To arrange insurance
- Notify the Returning Officer of any casual vacancies and liaise with him/her regarding the conduct of elections

In addition, the Parish Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- The day to day administration of services, together with routine inspection and control
- Day to day supervision and control of all staff and contractors employed by the Council
- The day to day administration and oversight for organised events and activities
- Authorisation of routine expenditure within the agreed budget
- Emergency expenditure up to £500 outside the agreed budget
- Matters specifically delegated by Council or Committee
- Dealing with all press and public relations on behalf of the Council in consultation with the Chairman or Vice-Chairman.
- Liaise with District and County Councils on clear uncontentious matters of concern raised by members of the public or Councillors without first putting it on a Council agenda.
- Make decisions as to whether items are appropriate for inclusion on the website and/or social media channels.

Urgent Matters

In the event of any matter arising which requires an urgent decision, notwithstanding delegated powers granted as above to the Proper Officer, the Clerk shall forthwith consult with the Chairman and/or Vice-Chairman. Those Members so consulted together with the Clerk shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.

Before exercising the delegated powers granted by the paragraph above, those Members consulted shall consider whether the matter is of sufficient interest to justify recommending to the Chairman that an Extraordinary Meeting of the Council should be called.

Whenever any action is taken under this Standing Order, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Council.

COUNCIL

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations for the Council's consideration:

- Approval of the budget
- Setting the precept
- Approval of the Annual Return and Audit of Accounts
- Agreement to write off bad debts
- Approval by resolution, before payment, of any grant or single commitment in excess of £5,000.

- Authorisation as to terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan.
- Approval of any financial arrangement which does not require formal borrowing approval from the Secretary of State (eg hire purchase or leasing of tangible assets)
- Approval of purchase, acquisition by other means, sale, lease or disposal of tangible moveable property over £1,000.
- Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).
- Approval of the virement of unspent and available amounts to other budget headings or reserves
- Approval of changes in earmarked reserves as part of the budgetary process
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making, amending or revoking by-laws
- Making of orders under any statutory powers
- Matters of principle or policy
- Appointment of Standing Committees
- Appointing Council Representatives to outside bodies
- All other matters which must, by law, be reserved to the full Council

COMMITTEES

The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

All Committees are authorised to:

- Elect a chairman from within the membership of that Committee
- Approve the Minutes of the last meeting of the Committee
- Spend money from budget headings under that Committee's Terms of Reference up to the limit of the budget and/or named reserve
- Make decisions as determined by their Terms of Reference
- Make recommendations on the budget requirement for the Committee for the coming Financial Year.
- Delegate any of their functions to a Sub Committee or officer of the Council.

WORKING GROUPS

Working Groups may be formed by resolution of the Council or a Committee at any time. The work of such a group will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each group will report back with recommendations to the Council or the Committee that formed it.



MEMORIAL TREES AND BENCHES

SCOPE OF THE POLICY

1.1 When loved ones die, their friends and relatives will often want to commemorate them with a lasting memorial. Often this will be in the form of a tree or bench which not only honours their memory, but provides a beautiful and functional improvement to the local environment.

1.2 Wembury Parish Council is fortunate enough to own a recreation ground with fantastic views and scenery. This policy sets out how we approve memorial benches and trees; who is responsible for their upkeep; and what is expected from the donor and the Council.

1.3 The Council will always endeavour to be respectful, sympathetic, and fair towards those donating trees and benches; to balance the needs of facility users; and to maintain the high quality of its open spaces.

WHAT AND WHO IS COVERED BY THE POLICY

2. The policy covers any memorial bench, tree, or other lasting item placed on Wembury Parish Council-owned property, and is relevant to anyone who has commissioned or is thinking of commissioning a memorial tree or bench.

LEGAL FRAMEWORK

3.1 The planting of trees or installation of benches on land as memorials, is a private arrangement between the friends and relatives commissioning the memorial, and the landowner. As such, the Parish Council can only approve memorials on Parish Council-owned land. The Council may support applications for benches placed on the public highway, but permission is required from the local highways authority, Devon County Council.

3.2 Generally-speaking, installing trees and benches will not be subject to planning permission, restrictive covenants, or other restrictions. However, there may be cases where the Parish Council is unable to install benches for such reasons.

3.3 Under the Crime and Disorder Act 1998, the Council must consider the effect of its decisions on crime and disorder. It may deem a location unsuitable, if it may attract antisocial behaviour.

3.4 When the Council agrees to install a bench or tree, the council purchases the bench or tree and the friends and family donate a set amount to the Council for the cost of the bench or tree. The tree or bench is the property of the Council, and the donor does not retain any right to determine its future management. The Council will nevertheless endeavour to ensure it is properly insured, maintained and cared for.

POLICY STATEMENT

Determining requests

4.1 Enquiries for a memorial bench or tree should be made by email to clerk@wemburyparishcouncil.org. The requests will be determined by the Council.

4.2 The Council will endeavour to accommodate any reasonable requests for the planting of memorial trees or installation of memorial benches on Council-owned property only. Requests may not be able to be fulfilled if the location is unsuitable due to the risk of vandalism, antisocial behaviour, over-population of trees or benches, or any other material factors.

4.3 Only trees and benches suitable, in-keeping to the immediate surrounds, and benches of a robust design will be used. The Council will decide on the style and make of bench. The Council will supply a list of suitable trees and the appropriate location, as well as the cost, so that the friends or family can choose the one that meets their preference and budget. The Council will decide the size of the tree according to the location it will be planted in. Any request to plant a tree that has been grown by the applicant(s) will be considered on a case by case basis.

4.4 The exact location of the tree or bench will be agreed with Council staff or from the master plan. It is the donor's responsibility to ensure that the location is well-communicated to the Council and confirmed in writing, by letter or email, with an accompanying sketch if needed.

4.5 Where an existing bench is in poor condition, the Council and donor may agree to install a memorial bench in its place, the full cost of which shall be met by the donor as detailed below.

4.6 Memorial benches and trees will only be considered from people that can demonstrate a close tie with the person being commemorated. The Council reserves the right to refuse a memorial bench or tree should it have any grounds to believe it would be contrary to the wishes of the commemorated person's next of kin or the memorialisation cause offence to the wider community. The Council reserves the right to refuse a memorial bench or tree for other reasons. The reasons will be supplied to the applicant if requested.

Costs

4.7 The cost of the tree or bench will include any plaques, delivery, and installation/planting costs (e.g. fixings, tree guard). It will not include the cost of the base for the bench, for which an additional donation as detailed below is appreciated. All costs provided will be inclusive of VAT (as the Council is unable to reclaim VAT on these donations).

4.8 Below are some indicative costs. However, these may vary according to the current costs of the items. The applicant will be informed of any change to the cost (increase or decrease) as applicable.

Memorial Bench (2-seater hardwood) - £300

Memorial Bench (3-seater hardwood) - £350

Bench concrete base - £245

Memorial Tree- Dependent on tree and size. Please ask The Clerk for a current list.

Installing/Planting:

4.11 The arrangements for ordering and installing the bench or tree will be the responsibility of the Council, once the financial donation has been made.

4.12 Tree planting will usually only be permitted between late autumn and early spring, in line with the tree-planting season.

4.13 Trees will normally be planted by the Parish Council contractor or staff/volunteers. However, donors are welcome to be present at the tree planting and carry out a small ceremony if they wish.

4.14 No scattering of ashes of humans or pets at any site either at the time or a later date will be permitted.

Plaques

4.15 Commemorative plaques can be affixed to a memorial bench, or placed next to a memorial tree, subject to agreeing a size, wording, and specification with the Council. This will be included in the cost of the bench. No plaque may be affixed to a tree itself.

Maintenance

4.16 The Council will only source high quality / durable benches, and will endeavour to insure, maintain and care for the memorial bench or tree. However, it cannot guarantee their condition.

4.17 Donors should also be aware that benches or young trees in public areas may be subject to vandalism, and the Council will not be held responsible for any costs in replacing them.

4.18 The Council shall endeavour to maintain and care for a memorial tree and bench for as long as possible. However, it reserves the right to re-site or remove any tree or bench that it deems to be unsafe, unrepairable, or other reasons.

4.19 No placing of flowers or other objects at memorials will be permitted, except with the permission of the Council.

4.20 The donor shall not be permitted to undertake any maintenance of the memorial tree or bench without the permission of the Council.

ANNEX G to Wembury Parish Council Minutes – 29th March 2021

Police Crime Report

February report.

2 x Violence and sexual offenses

1 x Anti-social behaviour

March, to-date.

5 Crimes recorded.

2 of which are Dogs, Dangerously out of Control / Not under proper control. One was a 'pack of Staffies' that charged toward someone in Heybrook Bay. Police did attend, no further action was required other than Words of Advice. The other was a Dog Vs Dog fight but no injuries.

There were 2 domestic-related issues and theft of a wallet which, I am in the process of having 'No Crimed' as it was not an offense, merely a breakdown in communication.

Wembury Point. Sgt Canning is in contact with South Hams Council regarding a solution. Potentially, as we've had numerous complaints about parking, the issue could start the 'Community Trigger' process. This effectively forces the issue to a multi-agency meeting and hopefully a solution.

Update 29/03/21-

The matter has passed through the ASB Lead for S/Hams and has now been referred to Highways. Awaiting an update.

Wembury Beach.

Ivybridge officers have spent much time patrolling the area and turning people away – reminding persons that we are still in Lock-Down.

I have asked if we could see a PCSO presence at the recreation ground, as there has been a lot of non-local people using it throughout the lockdown period but as we start to loosen the restrictions it would be good to see a regular presence.

<https://www.police.uk/pu/your-area/devon-and-cornwall-police/ivybridge-rural-south/?tab=CrimeMap>

ANNEX H to Wembury Parish Council Minutes – 29th March 2021

Financial Statement for March 2021

Description	Supplier	Net	VAT	Total
Assistant Clerk Salary	Wembury Parish Council	248.61	0.00	248.61
Clerks salary & office allowance	Wembury Parish Council	1,119.65	0.00	1,119.65
Email hosting & Office 365 Provision	HelloComtec	36.30	7.26	43.56
VOIP Phone & Number	HelloComtec	10.00	2.00	12.00
Website	Tamar Marketing	742.50	0.00	742.50
Planting	YGS	1,945.75	389.15	2,334.90
Opus Energy	Opus Energy	19.68	0.98	20.66
Number plaques for benches	Brunel Engraving Company	35.27	7.05	42.32
Payroll	SHDC	108.33	21.67	130.00
Planned works	JFGS	328.00	0.00	328.00
Grant work around post box	JFGS	385.00	0.00	385.00
Neighbourhood Plan	WPC NP	2,000.00	0.00	2,000.00
	Total	6,979.09	428.11	7,407.20

ANNEX I to Wembury Parish Council Minutes – 29th March 2021

Bank Reconciliation at 22/03/2021

Cash in Hand 01/04/2020	103,745.15
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ADD

Receipts 01/04/2020 - 22/03/2021	85,576.52
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189,321.67

SUBTRACT

Payments 01/04/2020 - 22/03/2021	82,993.37
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Cash in Hand 22/03/2021

106,328.30

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash	22/03/2021	0.00
Current Account	22/03/2021	2,612.05
General Account	22/03/2021	93,733.99
Book Account	22/03/2021	12,825.28

109,171.32

Less unrepresented payments	2,843.00
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106,328.32

Plus unrepresented receipts	0.00
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Adjusted Bank Balance

106,328.32

ANNEX J to Wembury Parish Council Minutes – 29th March 2021

Budget for 2021-22 Financial Year

INCOME	
Precept	£ 33,000.00
Bank Interest	£ 40.00
Donations Received	£ 50.00
DT PO Rent	£ 180.00
Guidebook Sales	£ 300.00
VAT Return (not including s.106 money)	£ 3,944.73
Grants Awarded to Wembury Parish Council -non s.106 work.	£ 5,000.00
TOTAL	£ 42,514.73
EXPENDITURE	
Admin costs	£ 600.00
Auditor	£ 600.00
Bank Charges	£ -
Bus Shelter Cleaning and Maintenance	£ 800.00
Salaries including NI/Tax/Payroll	£ 19,000.00
Communications and IT (Website, Email, Telephone and IT Support, Social Media Boosting)	£ 2,000.00
Community Self Help	£ 4,000.00
DT Com Room	£ 400.00
Environmental Measures	£ 2,000.00
Handyperson	£ 4,000.00
Insurance (including volunteer insurance)	£ 2,000.00
Expenses and Training (Members and Clerk)	£ 300.00
Neighbourhood Plan	£ 2,000.00
Noticeboard Maintenance and Replacement	£ 2,000.00
Other Grant Work	£ 5,000.00
Printer	£ 350.00
Room Hire	£ 275.00
Tree and Verge Maintenance (non Wembury Recreation Ground)	£ 1,000.00
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	£ 57,675.00
Allocated Reserves 21/22	
Public Assets Replacement	£ 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	£ 75,675.00
20/21 RESERVES	
Total General Reserves Estimated (Doesn't include S.106) End 20/21 FY	£ 28,308.39
Public Asset Reserve	£ 10,000.00
Book Reprint Reserve	£ 12,073.17
GRAND TOTAL	£ 50,381.56
From Income	£ 42,514.73
From Reserves	£ 33,160.27
Grand Total Sources of funds	£ 75,675.00
Estimated General Reserves by end of FY21/22	£ 17,221.29
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