



Parish Councillors	D Brown	Chairman and District Councillor
	D Drought	
	J Stansell	Vice Chairman
	J Bennett	
	M Chown	District Councillor
	D Giles	
	R Newnham	
	D Packer	
Clerk	G Truscott	
	A Towill	

Minutes of the Wembury Parish Council Meeting held at the Wembury War Memorial Village Hall on 20th May 2019.

19-053 OPENING THE MEETING

Cllr Stansell opened the meeting at 19:30.

19-054 ELECTION OF CHAIRMAN AND DECLARATION OF OFFICE SIGNING.

Two candidates were nominated. Cllr Brown was nominated by Cllr Stansell, seconded by Cllr Chown. Cllr Drought was nominated by Cllr Giles and seconded by Cllr Bennet. Cllr Brown received 6 votes. Cllr Drought received 3 votes.

RESOLVED: Cllr Brown elected as Chairman.

19-055 ELECTION OF VICE CHAIRMAN AND DECLARATION OF OFFICE SIGNING.

Cllr Brown proposed Cllr Drought, seconded by Cllr Bennett. Approved unanimously.

RESOLVED: Cllr Drought elected as Deputy Chairman.

19-056 DECLARATION OF INTEREST & DISPENSATION REQUESTS

Cllr Newnham declared that he is Secretary for Down Thomas Village Hall.

19-057 APOLOGIES

There were no apologies.

19-058 TO APPOINT MEMBERS TO SERVE ON COMMITTEES

The following appointments and decisions were approved unanimously.

Leisure Facilities Group- Cllr Bennett, Cllr Brown, Cllr Stansell, Cllr Chown, Cllr Packer. Andy Cammack will continue as a lay person.

Communications Group – Cllr Brown, Cllr Stansell, Cllr Packer, Cllr Chown.

Neighbourhood Plan Group – Cllr Packer, Cllr Brown, Cllr Giles, Cllr Truscott.

Wembury Beach Liaison – Cllr Packer, Cllr Chown.

Wembury Emergency Plan Group – Cllr Brown, Cllr Drought.

Wembury Recreation Ground Group- to merge with the Leisure Facilities Group

Verges Working Group- to be put on hold until needed again.

Community Asset Group – Cllr Brown, Cllr Bennett, Cllr Stansell, Cllr Packer

Finance Sub Committee- All Councillors

Highways and Drainage Working Group – All councillors invited when needed.

Snow Warden – Snow Warden

RESOLVED: All appointments above approved.

19-059 TO APPOINT REPRESENTATIVES ON THE UNDERMENTIONED BODIES

The following appointments and decisions were approved unanimously.

Wembury Primary School Liaison – Cllr Bennett

River Yealm Harbour Authority – Cllr Drought

River Yealm Estuary Management Group – Cllr Drought

Parish Cluster Group – On hold. Cllr Brown will find out more about this.

Ivybridge and District Association of Local Councils – Cllr Brown

Wembury War Memorial Hall Committee – To wait till

Down Thomas Silver Jubilee Hall – Cllr Newnham

Wembury Alms Houses – Cllr Newnham

Four Rivers Dementia Alliance – Cllr Drought

RESOLVED: All appointments above approved

19-060 TO APPOINT RESPONSIBILITY FOR NOTICEBOARDS

Down Thomas

Manor Bourne Road top, near shops – Cllr Drought

Post Office and Community Room – Clerk

Manor Bourne Road bottom - Cllr Drought

Bovisand Park – Cllr Drought

Heybrook Bay

Westlake Drive – Cllr Truscott

End of Renney Road – Cllr Truscott

Wembury Point

Spring Road - Cllr Newnham

Hollacombe

Wembury Road – Cllr Bennett

Wembury

Church Road (1) – Clerk

Church Road (2)- to be assigned for community advertising. Clerk to monitor.

Knighton Road – Cllr Chown

Corey Court – Cllr Packer

Barton Close – Cllr Chown

Hawthorn Drive – Cllr Chown

19-061 APOLOGIES

There were no apologies.

19-062 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

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) Police Report

PCSO Potter – there was no monthly report as there had been an annual one.

ii) **Jackie Curtis-** asked why there was a delay in the road gutters being cleared. **The Clerk** explained that the council were awaiting funding which couldn't be cleared until after the elections. Everything else was in place to begin the work and would be started as soon as possible. Mrs Curtis requested that the community be notified via the Wembury Review, social media and noticeboards if there were any major events due to happen rather than just in a council meeting and the minutes. She also asked about the sewage issues into the bay and stated that the system wasn't big enough to cope with the increasing population. **Cllr Packer** explained that the problem had been quickly cleared last year and that SWW were monitoring it, checking any misconnections etc. After a short discussion around the matter it was decided that SWW and the Environment Agency be invited to a Parish Council meeting to discuss any concerns and the monitoring process. Cllr Packer agreed to contact the relevant bodies to invite them to a meeting.

Cllr Packer to invite SWW and EA to a Parish Council meeting.

There were no further comments and the Chairman closed this open session at 19:46 to resume Parish Council business.

19-063 ANNUAL REVIEW AND APPROVAL OF STANDING ORDERS, FINANCIAL REGULATIONS, RISK ASSESSMENT, GDPR AND OTHER DOCUMENTS.

The following documents were reviewed, and all were approved with no amendments.

- i) Wembury Parish Council Standing Orders
- ii) Wembury Parish Council Financial Regulations
- iii) Wembury Parish Council Health & Safety Policy
- iv) Internal Controls & Risk Management
- v) Down Thomas Community Room Fire Safety Policy / Certificate
- vi) Asset Register
- vii) Complaints Procedure
- viii) Financial Risk Assessment
- ix) Financial Signatories
- x) Communication Protocols
- xi) GDPR Documents
 - Information & Data Protection Policy
 - Consent Form
 - Contact Privacy Notice
 - Document Retention & Disposal Policy & Appendix A
 - Data Inventory Schedule

RESOLVED: To accept all documents above.

CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 29th April 2019.

The minutes were agreed as being a correct record and duly signed by the Chairman.

19-64 MATTERS ARISING FROM THE MINUTES

- i) **Beach Shower.** Cllr Brown has asked for the shower to be reinstalled and for the Parish Council to pay for the running costs till the end of the year. Vote to be taken at next meeting once confirmation of SHDC reinstalling it is received.
- ii) **War Memorial** The Clerk is awaiting a digital copy of the drawing before being able to complete the survey. It will be distributed as soon as feasible.
- iii) **Appearance of Wembury Village.** The Clerk explained that in addition to the previous explanation re the road gutters being cleared she was filing reports with BT and Royal Mail. She has had a response from Royal Mail stating that the matter is being transferred to

the maintenance team and if they are shown as not being painted for over 5 years, they will be done within 12 weeks. If they have been done in the last 5 years, then they will be repainted when next due.

- iv) **Speed Monitor Software.** The Clerk explained that she had contacted Solagen regarding the quote but that due to it being created in November last year it was out of date. Therefore, they have submitted a new quote which involved an increase of £24 on the original quote. Cllr Stansell proposed the following, seconded by Cllr Drought. Approved unanimously.

RESOLVED: The revised quote for the speed camera software to be accepted.

- v) **Pedestrian Access to Barton Close Car Park.** The Clerk explained that JFGS is seeking to reduce the cost to the council by using paint rather than heat applied tape. He is sourcing the correct supplies before beginning.

- vi) **Communities Together Fund.** Cllr Brown is discussing with Sustrans about the viability study. The Clerk is still working on quotes for the digitalisation of the Discovering Wembury book.

- vii) **Speed Limit in the Bay.** Cllr Brown Asked if there had been any progress with a working group for it. Cllr Stansell and Cllr Packer agreed to take this plan forward.

Cllr Stansell and Cllr Packer to instigate working group.

- viii) **The Mussel Inn, Down Thomas.** The Clerk explained that she had had a conversation with Rob Sekula about this and there is a different policy now with regards to making places Community Assets. There must be clear evidence that the business is failing such as it being up for sale or a planning application going in. When there is this evidence then an application can go in and it takes 8 weeks to be agreed. It was agreed it would be wise to have this in place ready should the need arise.

Cllr Stansell, Brown, Giles, Packer and Bennett to prepare paperwork.

- ix) **Clerking Equipment.** This matter to be deferred until recommendations are ready.

19- 065 TO RECEIVE THE MONTHLY PLANNING REPORTS

i) Planning Applications

The Chairman went through the planning applications.

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

19-066 TO RECEIVE INWARD CORRESPONDENCE

i) FOR ACTION - Emailed Letters & Emails

- a) **Request for funding for Wembury village hall floor.** Cllr Packer proposed the following, seconded by Cllr Stansell and approved unanimously.

RESOLVED: To grant £400 to Wembury War Memorial Village Hall from the S137 budget to go towards the replacement of the village hall floor.

- b) **Committee Site Inspection and Development Management Committee.** The Committee site inspection for two contentious planning applications happened the morning of the meeting. The DMC meeting was due to take place on Wednesday and a councillor to represent the Parish Council was requested. None could attend but as Cllr Brown was already attending as a member of the DMC he would relay the councils reasons for objecting. The Clerk asked that in cases where an email is sent requesting volunteers that even if they couldn't attend to please reply to that effect. This is to know that all councillors have read it and reduce the need to chase

for volunteers. She will put Action at the beginning of all emails which require action or a response, to assist the councillors.

- c) **Skatepark Community Events** Cllr Brown read out the email which was circulated. He asked for a volunteer to investigate the idea and coordinate an event if suitable. Cllr Chown agreed to do so.

Cllr Chown to speak to the organisers to see if suitable.

- d) **Planning applications- no objection.** There was a short conversation regarding the change to the planning portal website options so that it is not possible to enter No Objection in the drop-down box merely Support, Objection or See Comments. **The Clerk** explained that whilst she could put See Comments and then add the comment No Objection, as soon as that case was closed and submitted the comments would not be visible to the public. It would merely state- see comments. The Council decided to only use See Comment and then comment No Objection unless they were actively supporting the application.
- e) **Dog Poo and Rubbish Bins.** **The Clerk** reminded them of the email sent round where she had requested a meeting with localities regarding these matters. She requested volunteers to attend this meeting to discuss the best way forward. Cllr Chown, Cllr Stansell and Cllr Truscott agreed to attend.
- f) **Invitation to AONB Management Plan Launch.** Cllr Packer will be attending as the representative of the Neighbourhood Plan Committee and Cllr Brown will be attending as a District Councillor. Cllr Truscott will also attend.
The Clerk to email to notify that Cllr Truscott will attend.

ii) FOR INFORMATION- Emailed Letters & Emails

The correspondence in ANNEX B had all been circulated via email and were taken as read.

19-067 URGENT MATTERS BROUGHT FORWARD AT THE CHAIRMAN'S DISCRETION

Mrs Farmiloe had sent an email explaining that she was aware that there were several people watching to see if the 8 Hillcrest Close planning application would go through before they put similar large-scale applications in. She feared it would set a dangerous precedent for the Parish.

19-068 TO RECEIVE REPORTS FROM THE COUNTY OR DISTRICT COUNCIL ON MATTERS AFFECTING WEMBURY DEVON CC

Cllr Hart first explained that in answer to Mrs Curtis's concerns the Environment Agency monitors SWW and that SWW are looking to divert the waste from Fort Bovisand to Down Thomas waste pump. He also said that the hedge at the lower part of Church Road will be done soon.

The County again managed to balance the books with a profit of £65,000. They spent £9.5 million on the Children's budget and will be allocating £13 million for next year. They will be spending £250,000 on linking agencies to address climate change and they have been having a protest every month from young people regarding climate change. The need to reduce costs as well as emissions means that streetlights being switched off between midnight and 5am will continue. An all-party working party will be instigated to find ways forward. They are also pushing for more funding for Local Authorities but until Brexit is sorted they can't get any clear answers. They need the government to move forwards so that the authorities can support Young People properly.

SOUTH HAMS DC

Cllr Chown gave thanks for being elected and for the training and support of Cllr Brown. He said that in his training he had learnt that it wasn't the number of objections to a planning application that mattered but the quality of them. If they all said the same thing then they would be considered as one matter. The AGM had a climate change protest of 50 people and

discussions ensued about the climate change crisis. The beach shower was removed due to a fault and it wasn't felt to be sensible to replace due to the short duration left on the lease.

Cllr Brown explained that there is a new leader of SHDC called Judy Pearce and that there was now a different political balance within the council. Cllr Brown is also now the chair of the licencing committee.

19-069 TO RECEIVE REPORTS FROM COMMITTEES AND REPRESENTATIVES

i) WEMBURY SCHOOL REPORT – no report.

Read the Headteacher's BLOG on the School website at www.wemburyprimary.co.uk

ii) WEMBURY WAR MEMORIAL VILLAGE HALL. Annual report read in preceding annual meeting.

iii) LEISURE FACILITIES WORKING GROUPS

a) Wembury Recreation Ground

Cllr Bennett reported that the first phase of the playground has been well received by parents and children and the second phase will follow once we receive grant funding.

The weed killer spraying has been carried out over the ground for the first phase of planting which is due to take place very soon.

There are now two quotes for the trail path, exercise equipment, zip wire and seating from Earthwrights and Rhinoplay. The WRG group have also met with Creative Play who are due to meet again on the 4th June at 1pm.

The WRG group is due to meet again on Wednesday 22nd May at 6pm to finalise details regarding exercise equipment and seating.

There was an issue with the lock on the MUGA being removed by SHDC without notification. It had been put on to ensure safety for those using the skate park but had been removed to reduce the risks of bullying. It had been decided that it would be replaced and only removed if it was clear that there was an issue with bullying in the MUGA. SHDC had apologised for the lack of consultation.

Cllr Brown stated that a new fund had been put in place by DEFRA to fund the planting of trees and it would be worth applying. Cllr Brown will investigate this in more detail.

Cllr Brown to investigate DEFRA funding for tree planting.

b) Cllr Brown explained that now that Purdah is over, he will be looking into it again and will be looking to create an independent working group as it is a big project. Cllr Chown and Cllr Packer agreed to join this group.

iv) FUTURES GROUP

a) Co-option of councilors for Wembury Ward

A discussion took place about the process to co-opt councilors and the vacancy will be advertised as soon as possible.

Cllr Brown to organize futures group meeting.

v) LOCAL PLANS

a) Wembury Neighbourhood Plan

Cllr Packer reported that in addition to the housing needs survey and the information days they have now closed the community survey. They had a 39.65% return rate and are now planning two community events on the 25th May and the 1st June.

vii) OTHER COMMITTEES / GROUPS / REPRESENTATIVES

None

19-070 FINANCIAL REPORTS

i) FINANCIAL STATEMENT FOR May 2019

The Chairman presented the financial report as per ANNEX C.

Cllr Newnham asked for clarification on the payment to Regentsgate. **The Clerk** explained that it was for the webhosting.

RESOLVED: The May 2019 Financial Statement is approved, as detailed at ANNEX C.

ii) The Clerk informed the council that the first stage of the internal audit had been completed on the 13th May and a report would be ready for the June meeting. The external audit would take place in July.

iii) The Clerk explained that the Public Liability Insurance was due to be renewed by the end of the month. Due to workload she hadn't yet got quotes and asked that as in previous years The Clerk and The Chairman were given delegated powers to make a decision on it. She asked that this be repeated. Cllr Packer proposed the following, seconded by Cllr Drought.

RESOLVED: The Clerk and The Chairman given delegated powers to agree insurance policy.

19-071 EXCHANGE OF INFORMATION

Cllr Brown gave thanks to the council for electing him chairman. He also expressed his sincere thanks to Cllr Stansell for his years as chair and for all his hard work.

The Chairman thanked all the councillors for their attendance and closed the meeting at 21.11 pm.

Anne Towill
Clerk

ANNEX A to Wembury Parish Council Minutes – 20th May 2019

i) PLANNING APPLICATION DECISIONS BY WEMBURY PC

1286/19/HHO

Householder application for kitchen extension and internal alterations.

2 Beach View Crescent, Wembury. PL9 0HJ

No Objection

3252/18/FUL

Erection of dwelling with occupancy restriction (resubmission of 2524/17/FUL)

Ridge Cross, Fordbrook Lane, Wembury. PL9 0DD

No Objection

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ANNEX B to Wembury Parish Council Agenda - 20th May 2019

FOR ACTION - Emails & Emailed Letters

- Request for funding for village hall floor
- Committee Site Inspection
- Skatepark Community Events
- Planning Applications- no objection
- Dog poo and Rubbish bins
- Invitation AONB Management Plan Launch

FOR INFORMATION - Emails & Emailed Letters

- Planning Comments & Enforcement Cases - Various
- Training Courses – Various
- Development Management Committee Decisions
- BT Box and Post Boxes- request for repaint
- Play Area, Wembury Recreation Ground- letter of thanks
- Devon's Best Churchyard Nomination
- Minutes of Annual and Monthly meeting- River Yealm Harbour Authority
- Local Flood Risk Management Strategy Update
- Definitive Map Review- Objection
- Allotment Plant Sale
- Bright Green Future
- Year End Accounts
- Chairman Vacancy
- Dementia Friendly Parishes around the Yealm AGM
- Development Management Committee notification
- Notification of TPO order- The Mussel Inn, Down Thomas

MAGAZINES / NEWSLETTERS – Circulated in the normal way

EMAILS

83 General Emails circulated between 23rd April 2019 and 14th May 2019

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ANNEX C to Wembury Parish Council Minutes -20th May 2019
 If you require this data in a more accessible format, please contact Anne Towill
FINANCIAL STATEMENT

	Opening	Transactions	Closing
<i>Total All Accounts at 23rd April 2019</i>	£ 191,293.31		
FINANCIAL STATEMENT 13th May 2019			
Guidebook Account			
<i>Opening balance at 23rd April 2019</i>	£ 14,147.69		
Sales for Period 0		£ -	
Copies remaining unsold - updated book 1,573		£ 0.58	
May Interest			
Balance at 13th May 2019			£ 14,148.27
Instant Savings General Account			
<i>General Opening Balance at 23rd April 2019</i>	£ 52,182.30		
May Interest		£ 6.86	
<i>Electronic Transfers / Payments</i>		£ -	
General Balance			£ 52,189.16
<i>WPC S106 Money</i>	£ 114,633.00		
S106 Spending		£ -	
S106 Balance			£ 114,633.00
Balance at 13th May 2019			£ 166,822.16
Current Account			
<i>Opening Balance 23rd April 2019</i>	£ 8,976.26		
<i>Cheques</i>			
NALC		-£ 17.00	
<i>Electronic payments/transfers</i>			
DWP- Access to Work reclaim		£ 1,222.18	
Regentsgate		-£ 163.07	
Clerks Salary April		-£ 1,055.61	
Konica		-£ 219.83	
BACS		-£ 195.00	
Balance at 13th April 2019			£ 8,547.93
<i>Total All Accounts at 22nd April 2019</i>			£ 189,518.36
Access to work grant awaiting payment			£ 1,222.18
VAT to be reclaimed			£ 131.88
TOTAL			£ 190,872.42

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ANNEX D to Wembury Parish Council Minutes – 20th May 2019

Documents for Review:-

- i) Wembury Parish Council Standing Orders
- ii) Wembury Parish Council Financial Regulations
- iii) Wembury Parish Council Health & Safety Policy
- iv) Internal Controls & Risk Management
- v) Down Thomas Community Room Fire Safety Policy / Certificate
- vi) Asset Register
- vii) Complaints Procedure
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