



Parish Councillors D Brown

J Stansell

J Bennett

M Chown

D Drought

D Giles

R Newnham

D Packer

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 27th April 2020.

20-027 OPENING THE MEETING

Cllr Brown opened the meeting at 19:32. He explained that he was recording the meeting. Cllr Brown welcomed the councillors and members of the public to such an historical meeting- the first online meeting in 125 years of the Parish Council. This change in how the meeting is held was made possible by the change in legislation by the government to allow for Social Distancing in the Covid-19 crisis. Cllr Brown sent his best wishes to all in the community.

20-028 APOLOGIES

Apologies received from Cllr Drought and Cllr Hart (Devon County Council).

20-029 DECLARATION OF INTEREST & DISPENSATION REQUESTS

There were no Declarations of Interests or further Dispensation Requests.

20-030 Co-Option of New Councillor- Cllr Brown welcomed William Renyard who has been co-

opted as a Parish Councillor. Cllr Renyard signed his declaration of acceptance of the office and was welcomed to the council.

20-031 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. However, due to the unusual nature of the meeting questions and comments had been requested to be sent prior to the meeting.

i) Nicholas Whitehead, Editor of The Wembury Review. County Councils provide regularly updated statistics for the number of cases and the number of deaths.

Today's figures, for example, are 643 confirmed cases in Devon and 838 deaths in the South West. Can the Council tell us the statistics for Wembury Parish?

Cllr Brown replied that no this was not available as the data is not provided on a Parish basis but only related to higher tiers of governance.

ii) **Andy Brown** gave a thank you on behalf of the parishioners for all the hard work of the council recently. He is aware that a lot of work happens in the background that isn't seen. **Cllr Chown** thanked Andy for his work and **Cllr Brown** explained that Andy is playing a vital role in the Emergency Plan Co-ordination and execution.

There were no further comments and the Chairman closed this open session at 19:39 to resume Parish Council business.

20-032 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 24th FEBRUARY 2020.

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

20-033 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.**

20-034 TO RECEIVE REPORTS FROM THE COUNTY OR DISTRICT COUNCIL ON MATTERS AFFECTING WEMBURY DEVON County Council

Cllr Hart County Council report. Never thought I would be isolated in Exeter for weeks but am able to get into County Hall daily to use the Computer and other facilities. Nor did I ever think I would be on regional and National media asking Holiday makers and Second Home owners NOT to come to the South West on holiday. Particularly on a Bank Holiday. Neither did I think we could get AIRB&B to stop taking bookings and that the D&C Police would support us in checking properties where people had ignored the no travel rule. It was a good team effort and Devon and Cornwall have not had the much faster spread of the virus like Cumbria and other similar holiday areas. DCC are using the TEAMS system to hold virtual meetings. We have had one scrutiny meeting and a full Cabinet meeting this way.

Have been kept very busy on DCC work. Additionally, through TEAMS have been chairing weekly meetings with the Devon MPs and with the 8 District Councils. We have also been having weekly meetings of the County Council network as well as weekly sometimes twice weekly virtual meetings with Ministers.

The leaders of Plymouth, Torbay and I are also meeting weekly with the 4 Hospitals and NHS England to get an overview on the demand pressure that this COVIC 19 is putting on all of our services. The Hospitals. Social Care workers employed by Local Government to look after people in their own homes and the Residential and Nursing homes in the County.

Hospitals have never been emptier. We have transferred out all patients that we are able to in order to free up beds for when the spike on the virus comes. DCC are working with some Hotels and other establishments to give increased capacity for extra beds. We also have the Nightingale hospital coming on stream in early May to give more Hospital capacity should it be necessary. We have access to a large storage facility for bodies if the crematoriums get overwhelmed.

Devon is as ready as we can be for whatever may come. I just hope that we never have to use any of it.

The vast majority of DDC staff are working remotely and County Council still functions on a day to day basis. We are already planning for the recovery which will come. I don't know how quickly it will come but I am sure it will come and we will all get back to a normal way of living.

The main issue in my postbag has been over the work that Gigaclear want to do with their fibre cable. As a utility, DCC cannot stop them digging up the road. This is probably the best time ever for them to do this work. General road traffic has dropped by 80% at the moment and Schools are virtually closed. Let's get it done and give the residents of Wembury superfast broadband.

SOUTH HAMS District Council

Cllr Brown and Cllr Chown:

District Council report for Wembury and Brixton, April 2020.

First of all, our thoughts are with everyone in our community impacted by COVID-19

In a historic first on Thursday 23rd April, SHDC held its first virtual meeting, which was used to amend the Council's constitution to allow for remote meetings to take place. Councillors unanimously approved the appointment of new Chief Executive Andy Bates, who will take up the post in June. Councillors also ensured the Bigbury Neighbourhood Plan was 'made'.

Government passed legislation prior to the Easter recess meaning Council's at present do not need to hold their annual meetings. The constitution/ framework now allows SHDC meetings to take place remotely until May 2021. Government guidelines indicate that Council meetings whilst we are in the emergency should take place to allow for essential business only.

South Hams has set up a Community Response Team, this is working on a cluster basis (along lines of County Council divisions). We are in regular contact with Officers responsible for Wembury and Brixton. The website for more information is:

https://southhams.gov.uk/article/6873/Councils-and-Communities-United-on-Covid-19-Response?utm_source=Twitter&utm_medium=social&utm_campaign=SocialSignIn

In the present circumstances children are spending a lot more time online. Guidance on how children can stay safe online can be found at the following website:

<https://www.childrenssociety.org.uk/news-and-blogs/our-blog/invite-only-parties-and-staying-safe-online-during-covid-19-lockdown>

Useful information for Residents from SHDC can be found by visiting the following website: <https://southhams.gov.uk/residentscovid19>

Information for business on the support available to them can be found by visiting this website: <https://southhams.gov.uk/businesscovid19>, thus far SHDC has paid out over £20 million to local businesses in government COVID-19 grants.

Waste and Recycling Services continue as normal (at the present times), though following government guidance Waste and Recycling Centres are closed, more information can be found by visiting this website:

<https://southhams.gov.uk/article/6657/Waste-and-Recycling-Collections-during-the-Coronavirus-Outbreak>

If your household is affected by the coronavirus any waste materials that you come in contact with need to be handled carefully before they are collected. This will help to prevent further spread of the virus.

Please follow the advice below:

- All contaminated items you produce, including tissues, cleaning cloths and wipes and masks, need to be put into a plastic bag. Tie the top of the bag to prevent escape of the material.
- Put the bag inside another bin liner and tie the top of the bag. Place the double bagged waste in your black bin or seagull sack.
- Put your bin or sack out as usual for safe collection by our crew. Please use your usual collection point.
- If you have an assisted collection, bag the waste as described above, and put it out in your usual assisted collection point.

If you are self-isolating, or if anyone in your household is displaying symptoms, please ensure that you keep your bagged waste for a period of 72 hours in a place that cannot be accessed by other people or pets.

Planning services: Pre-app planning service hopes to resume within 2-3 weeks.

Recommendation to be considered by South Hams on Thursday is as follows:

‘Development Management: whilst the Council is unable to hold meetings where a physical presence is required, in order to enable as many planning applications to be determined under Officer Delegation as possible, it is proposed to grant temporary delegated authority to the Head of Development Management (in consultation with the Chairman and Vice Chairman of the Development Management Committee, ward members and the Monitoring Officer) to determine Member and Officer planning applications. These are currently referred to the DM Committee for determination. Members will still have the right to refer such applications for determination at DM Committee if it is deemed there are planning merits for doing so. It is proposed that this temporary amendment will be force until May 2021.’

For the latest government guidance on COVID-19 visit this website:

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

20-035 TO RECEIVE REPORTS FROM COMMITTEES AND REPRESENTATIVES

i) Emergency Plan and Covid 19 Response

a) Cllr Kenny explained that the group is working very well and all is progressing fine. There are no new developments at the moment. They are looking to start a newsletter soon. The Parish Council 2014 emergency plan is being updated by himself, Cllr Stansell and Cllr Packer. They have had good feedback from the community about the work that has been done.

Cllr Brown explained that it had initially been a community response in conjunction with the Parish Council. It is now being adopted in to the Parish Council Emergency Plan- this was previously voted on via email. There are over 150 volunteers and 112 dwellings being supported by the volunteers. Cllr Brown gave thanks to all in the co-ordination group for their hard work. In order to ensure that the Council Emergency Plan was effective and updated, Cllr Kenny has been suggested as being the new chair for the WPC Emergency Plan.

Cllr Brown proposed the following, seconded by **Cllr Smith** and agreed unanimously.
RESOLVED: Cllr Kenny to be assigned as Chair of the Wembury Parish Council Emergency Plan Group.

b) Co-operative Pre-Payment Card

Cllr Brown explained that the co-operative were able to provide a pre-payment card which would allow volunteers to purchase essentials for people who were running out of cash and couldn't do online or telephone banking. There was a general discussion around how it would work and if there would be a cap on the amount. It was agreed that there would need to be a cap on the amount spent, both by the person on a weekly basis and by the council as a total amount of funds allocated. **Cllr Packer** questioned whether there would be a way of recouping any unspent amount from the card. **Cllr Chown** explained that it was a special incentive organised by South Hams District Council and the Co-op and was not like a normal prepayment card. However it was agreed that it was necessary to find out how any money not spend would be recouped.

The self-isolating person would pay the council back when they were able and there would be a list of items that a person could buy. The council could apply to charities such as the Yealm Community Energy Fund for enough to cover the amount needed.

Cllr Chown asked if there would be limit as to how often and how frequently it could be used for a self-isolating person. **Cllr Stansell** asked whether the co-ordination team had suggestions as to what would be appropriate? Andy Brown was asked to provide advice on this matter- **Andy Brown** said that at the moment it wasn't needed and referrals could be made to the resilience forum who would provide food parcels, but they weren't yet sure how quickly those parcels would be available. The co-op card would be a useful short term back up and would only be used as a last resort. It was decided that there needed to be a much lengthier discussion about how, how often, how much etc but that the basic principle needed to be decided on at the meeting to ensure it was in place if needed.

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

RESOLVED: To agree in principle to the council providing a co-operative pre-payment card as set up by South Hams District Council. For Cllr Kenny to be able to top the card up to £500 with an additional £500 available if agreed by Cllr Kenny, Cllr Brown and The Clerk.

ii) LEISURE FACILITIES WORKING GROUPS

a) Wembury Recreation Ground- Cllr Bennett

Fitness stations and seating.

Quotes were obtained from Creative Play, Rhino Play and Wicksteed Play and it was decided to use the services of Rhino Play. They were the cheapest by over £3000 and have already proved themselves.

Adam King agreed to liaise with Rhino Play over the layout of the surfacing.

A grant will be applied for the £13,779 cost of the project- The National Lottery is only available for corona virus support at the moment.

Awards for all grants only go up to £10,000 and we need £13,779+vat.

Viridor credits grants are up to £20,000 so I have set up an account with a view to preparing an application later.

Planting.

Awaiting a quote from YGS to move the field gate and clear a track from it to the recreation field.

It was agreed that YGS will install a mulch mat under the planting on the banks by the tennis courts, cost £479.15 and this has been done.

There are still more trees to be planted near the pavilion and Adam King is to buy additional silver birch whips to replace losses. This will be covered by the grant from YCE of £2500.

On Friday 24th April YGS carried out maintenance work by watering and spreading mulch around the trees and plants.

Electricity and water supplies.

In order to provide an electrical supply for the proposed Pavilion and Air Ambulance lighting, quotes are being obtained for a trench to be dug from the live end, identified by WPD, to a point at the top left hand corner of the car park where a steel cabinet will be installed containing a distribution board and a meter. WPD will lay the cable, make the connections and invoice accordingly. Devon Air Ambulance tell us that the Parish contribution to their installation will be £3394 but they will be applying for a grant to help with this.

Phil Beswetherick of A.P. Electrical has quoted £7500 +vat for the trench digging and reinstatement to enable an electrical cable and an extended water supply to be fed to a point close to where the pavilion will be situated. We are awaiting quotes from Martin Newcombe Electrical and M.A.T. via Devon Air Ambulance.

Cllrs. John Stansell and Mark Kenny are investigating the route of the electrical conduit provided by Taylor Wimpey and also the route of the drainage pipes. Taylor Wimpey have left an alkathene pipe with a draw string, no cable, as a possible route for a 15kva cable.

The water supply pipe for the Pavilion could also be laid in the same trench but at a depth of 750mm compared to 530mm for the electrical cable. This could be achieved by a local contractor or YGS who have already supplied a locked box for a water tap.

Drainage

This would be necessary for the proposed Pavilion and there are signs, in the form of manhole covers that Taylor Wimpey had drainage for their compound. This needs investigation and once again Cllrs. John Stansell and Mark Kenny have volunteered.

Zip wire

Rhino Play have agreed to lift the grass matting, level the ground, plant grass seed and re-lay the matting. This will be done during a dry summer spell. They will also make adjustments to the cable.

Disposal of surplus wood and rubber tiles.

There is a need to spread the word that these items can be taken for free.

Children's Play Park- Rhinoplay had been contacted about when work would recommence on the play park. They are hoping for the 11th May but that will be subject to regulations and would be confirmed via email.

Cllr Smith asked that YGS remove the orange netting that they had used to section off parts of the park and **Cllr Bennett** agreed to contact them and ask.

Cllr Brown said that he had been made aware that YGS were working in the field on Friday and there had been concerns that they weren't socially distancing while working. He asked that this was raised with YGS and **Cllr Bennett** agreed to do so.

iii) Clerk Notifications and Requests

a) Clerk's Financial Dispensation Amount. The Clerk explained that she wanted to clarify the dispensation amount she was allowed to authorise as it hadn't been clear at handover or since. A short discussion ensued. **Cllr Packer** then found that an amount of £1500 was in the WPC Financial Regulations. This is agreed annually so is still valid.

b) Clerk's Appraisal. The Clerk explained that she had had her appraisal in January. The conclusions should have been brought before the council before but had been overlooked. **Cllr Brown** explained that he, Cllr Drought and Cllr

Stansell had conducted the appraisal and were happy with the Clerk's work. As per her contract, this would result in an increase of one point on her pay scale and this needed to be approved by the council. **Cllr Brown** proposed the following, seconded by **Cllr Bennett** and approved unanimously.
RESOLVED: To approve the Clerks appraisal and increase her pay scale by one point.

20-036 FINANCIAL REPORTS

i) FINANCIAL STATEMENT FOR APRIL 2020

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

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

ii) BANK RECONCILIATION FOR APRIL 2020

The Chairman presented the April 2020 Bank Reconciliation as shown in Annex C

RESOLVED: The April 2020 Bank Reconciliation is approved as detailed in ANNEX C.

iii) END OF FINANCIAL YEAR BANK RECONCILIATION AS AT 31ST MARCH 2020

The Chairman presented the 31st March 2020 bank reconciliation as shown in Annex D.

RESOLVED: The End of Financial Year Bank Reconciliation as at 31st March 2020 is approved.

iv) Audit- The Clerk updated the council that due to the Covid-19 emergency, the change in dates for the publication of final, audited accounts has moved from the 30th September to the 30th November 2020. Additionally, the public inspection period in July has been removed and this will be commenced in September instead. Therefore, the draft accounts must be approved by 31st August 2020. The Clerk stated that she will try to get both the internal and external audits done as close to the original dates as possible but that the extension was welcome, due to the demands on time of the current emergency situation.

v) Handyperson Role – The Clerk informed the council that they had had only one tender for the planned works contract for handyperson work. That one tender was from JFGS who had applied for both contracts (ad hoc and planned work) at the same time. He would charge his current hourly rate of £16 per hour, which with a budget of £330 per month would allow for just over 20.5 hrs per month.

Cllr Giles asked what would happen if James Friend was the sole person doing the work and

he was to fall ill. **The Clerk** said that she would ask him what contingency he would have.

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

RESOLVED: To contract JFGS to undertake planned work for Wembury Parish Council at a rate of £16 per hour at a maximum of £330 per month on a two year contract.

20-037 EXCHANGE OF INFORMATION

All the Councillors wished to thank everyone for all their hard work, help and support in recent times regarding the Covid-19 emergency and the impact it has had on so many aspects. **Cllr Renyard** thanked the councillors for accepting him to the council and **Cllr Bennett** thanked Cllr Brown for running the first online meeting so efficiently.

The Chairman thanked all the councillors for their attendance and closed the meeting at 20.36 pm.

Anne Towill
Clerk

ANNEX A to Wembury Parish Council Minutes – 27th April 2020

PLANNING APPLICATION DECISIONS BY WEMBURY PC

0087/20/HHO- No Objection

Householder application for first floor and side extension to existing detached dwelling.
Westlands, Manor Bourne. Down Thomas. PL9 0AS

0724/20/HHO – No Objection

Householder application to rebuild of ground floor extension and erection of first floor extension above (resubmission of 3568/19/HHO)
Manor Farm, Eddystone Road. Down Thomas. PL9 0AQ

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ANNEX B to Wembury Parish Council Minutes –27th April 2020
Financial Statement April 2020

If you require this data in a more accessible format, please contact Anne Towill

FINANCIAL STATEMENT 20th April 2020				
Guidebook Account				
Opening balance at 1st April 2020		£ 14,244.22		
Sales for Period				
Copies remaining unsold - updated book	1,528			
April Interest			£ 0.60	
Transfer from General Account			£ 3,129.34	
Transfer to Current Account			-£ 3,129.34	
Balance at 20th April 2020				£ 14,244.82
Instant Savings General Account				
General Opening Balance at 1st April 2020		£ 43,004.45		
April Interest			£ 3.85	
Transfer to Current Account			-£ 1,000.00	
April VAT to be reclaimed			£ 144.59	
Precept Part 1			£ 15,935.00	
Transfer to Current Account			-£ 1,000.00	
General Balance				£ 57,087.89
WPC S106 Money at 1st April 2020		£ 63,060.99		
April Sec106 VAT to be reclaimed			£ 521.56	
Transfer to Guidebook Account			-£ 3,129.34	
S106 Balance				£ 60,453.21
Balance at 20th April 2020				£ 117,541.10
Current Account				
Opening Balance 1st April 2020		£ 879.34		
<i>Cheques</i>				
<i>Electronic payments/transfers</i>				
Hello Comtec- Email migration and one month hosting			-£ 300.00	
DALC			-£ 678.12	
YGS			-£ 3,129.34	
HMRC			-£ 355.22	
Konica Minolta- Flat Rate			-£ 51.30	
Konica Minolta- Printing			-£ 47.52	
Transfer from General Account			£ 1,000.00	
Transfer from General Account			£ 1,000.00	
Transfer from Guidebook Account			£ 3,129.34	
Balance at 20th April 2020				£ 1,447.18
Total All Accounts at 20th April 2020				£ 133,233.10

ANNEX C to Wembury Parish Council Minutes – 27th April 2020

April Bank Reconciliation

If you require this data in a more accessible format, please contact Anne Towill

DETAILS								
		WPC	WPC	WPC	TOTAL	VAT		
Financial Statement		Book Acc	General Acc	Current Acc		Outstanding		
Closing Cashbook Balance		£14,244.82	£117,541.10	£ 1,447.18	£133,233.10			
Lloyds Bank Statements		£14,244.82	£ 99,431.10	£ 4,867.52		£18,110.00		Check
Difference		£ -	£ 18,110.00	-£ 3,420.34			Current Acc	£ -
							General Acc	£ -
Uncleared Book Income							Book Acc	£ -
Uncleared Expenditure								
Wembury Ramblers s.137 Grant	£ 140.00							
Wembury Scouts s.137 Grant	£ 144.00							
IDALC	£ 7.00							
YGS	£ 3,129.34							
Total Uncleared Expenditure	£ 3,420.34							
Reconciliation to Cashbook		£14,244.82	£117,541.10	£ 4,867.52	£133,233.10			

ANNEX D to Wembury Parish Council Minutes – 27th April 2020

31st March Bank Reconciliation

If you require this data in a more accessible format, please contact Anne Towill

		WPC	WPC	WPC	TOTAL	VAT		
Financial Statement		Book Acc	General Acc	Current Acc		Outstanding		
Closing Cashbook Balance		£14,244.22	£106,065.44	£ 879.34	£121,189.00			
Lloyds Bank Statements		£14,244.22	£ 88,621.59	£ 1,170.34		£17,443.85		Check
Difference		£ -	£ 17,443.85	-£ 291.00			Current Acc	£ -
							General Acc	£ -
Uncleared Book Income							Book Acc	£ -
Uncleared Expenditure								
Wembury Ramblers s.137 Grant	£ 140.00							
Wembury Scouts s.137 Grant	£ 144.00							
IDALC	£ 7.00							
Total Uncleared Expenditure	£ 291.00							
Reconciliation to Cashbook		£14,244.22	£106,065.44	£ 1,170.34	£121,189.00			