



**Minutes of the Wembury Parish Council Annual Meeting held online
at 7.30pm on 4th May 2021.**

Parish Councillors Present:

D Brown (Chairman and District Councillor), J. Harris, J Bennett, D Drought (Vice Chairman), R Newnham, G Truscott, C Smith, J Cox.

Clerk: A Towill

21- 50 OPENING THE MEETING

Cllr Brown opened the meeting at 19:30

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

21- 51 ELECTION OF CHAIRMAN AND DECLARATION OF OFFICE SIGNING

Cllr Drought proposed Cllr Brown as Chairman, seconded by Cllr Bennett and agreed unanimously.

RESOLVED: To appoint Cllr Brown as Chairman of Wembury Parish Council.

21-52 ELECTION OF VICE CHAIRMAN

Cllr Brown proposed Cllr Drought as Vice Chairman, seconded by Cllr Harris and agreed unanimously.

RESOLVED: To appoint Cllr Drought as Vice Chairman of Wembury Parish Council.

21- 53 DECLARATION OF INTEREST & DISPENSATION REQUESTS

There were no Declarations of Interests or further Dispensation Requests.

21-54 APOLOGIES

Cllr Chown sent his apologies as he had work commitments. This was accepted by the council.

21-55 TO APPOINT MEMBERS TO SERVE ON COMMITTEES

The following committees were discussed, and their members appointed according to the details below:

- a) Communications Committee - Cllr Brown, Cllr Stansell, Cllr Kenny, Cllr Chown, Cllr Renyard.
- b) Neighbourhood Plan Committee - Cllr Truscott, Cllr Kenny, Cllr Cox.
- c) Wembury Beach Liaison Working Group - Cllr Cox, Cllr Smith, Cllr Stansell, Cllr Kenny.
- d) Wembury Emergency Plan Committee - Cllr Kenny, Cllr Brown, Cllr Stansell, Cllr Drought, Cllr Harris.
- e) Wembury Recreation Ground Committee – Cllr Bennett, Cllr Stansell, Cllr Chown, Cllr Smith, Cllr Cox, Adam King, Andy Cammack.
- f) Pavilion Working Group – Cllr Brown, Cllr Kenny, Cllr Chown, Cllr Smith, Cllr Cox.
- g) Community Asset Committee – Cllr Drought, Cllr Stansell, Cllr Newnham.
- h) Finance Committee – All Councillors. Chaired by Cllr Drought.
- i) Highways Committee – Cllr Renyard, Cllr Brown, Cllr Harris, Cllr Chown.
- j) Snow Warden- Cllr Harris, Cllr Kenny.

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

RESOLVED: To appoint the above members to serve on the above committees.

21-56 TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

The following outside bodies were discussed, and their members appointed according to the details below:

- a) Wembury Primary School Liaison - Cllr Cox
- b) River Yealm Harbour Authority- Cllr Drought
- c) River Yealm Estuary Management Group – Cllr Drought and Cllr Smith
- d) Parish Cluster Group – no longer applicable
- e) Ivybridge and District Association of Local Councils – Cllr Brown
- f) Wembury War Memorial Hall Committee – No longer appointed
- g) Down Thomas Silver Jubilee Hall Committee – No longer appointed
- h) Wembury Alms Houses – Cllr Newnham
- i) Four Rivers Dementia Alliance – Cllr Drought
- j) Dementia Friendly Parishes Around the Yealm- Cllr Drought

Cllr Newnham proposed the above appointments, seconded by Cllr Drought and agreed unanimously.

RESOLVED: To appoint the above members to representatives on the above outside agencies.

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21-57 TO APPOINT RESPONSIBILITY FOR NOTICEBOARDS

The noticeboards were assigned to the councillors or The Clerk as shown. Some will be removed over the course of the year and new ones installed in previously decided positions.

Down Thomas

1. Manor Bourne Road - top, near shops - Cllr Drought
2. Post Office & Community Room - Cllr Drought
3. Manor Bourne Road – bottom - Cllr Drought
4. Bovisand Park - on wall of main building – Cllr Drought

Heybrook Bay

5. Westlake Drive- on wall adjacent to bus shelter- Cllr Truscott
6. End of Renney Road – Cllr Truscott

Wembury Point

7. Spring Road - adjacent to post box- Cllr Newnham

Hollacombe

8. Wembury Road - bus shelter- Cllr Bennett

Wembury

9. Church Road adjacent to hairdresser – The Clerk
10. Knighton Road opposite store – Cllr Smith
11. Barton Close at school entrance – Cllr Renyard
12. Hawthorn Drive Doctors car park -Cllr Kenny
13. Recreation Ground- The Clerk

21-58 ANNUAL REVIEW AND APPROVAL OF STANDING ORDERS, FINANCIAL REGULATIONS, FINANCIAL RISK ASSESMENT, GDPR AND OTHER DOCUMENTS

The below documents that had been reviewed and amended by The Clerk were discussed.

- a. Wembury Parish Council Standing Orders
- b. Wembury Parish Council Financial Regulations
- c. Wembury Parish Council Health & Safety Policy
- d. Internal Controls
- e. Down Thomas Community Room Fire Safety Certificate
- f. Asset Register
- g. Complaints Procedure
- h. Financial Risk Assessment
- i. Financial Signatories
- j. Communication Protocols
- k. GDPR Documents
 - i. Information & Data Protection Policy
 - ii. Consent Form
 - iii. Contact Privacy Notice
 - iv. Document Retention & Disposal Policy
 - v. Appendix A
 - vi. GDPR Documentation- Controller
 - vii. GDPR Documentation- Processor

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- l. Vexatious Complaints Policy
- m. Sustainable Purchasing and Procurement Policy
- n. Environmental Policy
- o. Memorial Bench and Trees Policy
- p. Scheme of Delegation

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

RESOLVED: To accept the above documents as circulated prior to the meeting.

21-59 TO SUSPEND THE BUSINESS OF THE COUNCIL TO ALLOW SPEAKER PRESENTATIONS, INCLUDING REPORTS FROM DISTRICT AND COUNTY COUNCILLORS, OR FOR MEMBERS OF THE PUBLIC TO MAKE OBSERVATIONS, OR TO PUT QUESTIONS TO THE COUNCIL.

- i) Cllr Brown gave a report as District Councillor for South Hams District Council. See Annex A

21-60 TO RECEIVE PLANNING APPLICATIONS

- i) **0964/21/HHO -No Objection. Two no objections, one abstention.**

Householder application for front utility and porch extension and associated internal works.

12 Wembury Meadow, Wembury. PL9 0LG

RESOLVED: To accept the Planning resolution as detailed above.

21-61 EXCHANGE OF INFORMATION

- i) Cllr Smith said that she had received an email from a resident regarding the potholes on Mewstone Avenue. There was a discussion around the criteria for potholes being repaired.
- ii) Cllr Bennett said that he would be calling a Wembury Recreation Ground meeting as soon as possible.
- iii) Cllr Brown informed council that the DAAT lighting tower had been utilised at the weekend.

21-60 TO RECEIVE FINANCIAL REPORTS

- i) There was no update on the internal audit at this time. The Clerk explained that a short, outdoor, socially distanced meeting may need to be held to agree the AGAR.

21-61 CLOSE OF MEETING

The meeting was closed at 20:13.

Anne Towill
Clerk to the Council.

SIGNED:

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Annex A

Annual Report from Cllr Brown as District Councillor for South Hams District Council for 2019-21

Over the past 24mths much has happened at South Hams District Council. South Hams District Council declared a Climate and Biodiversity Emergency and since then have come together to create a Climate and Biodiversity Action Plan. The council has committed £400,000 towards climate change initiatives and reducing the councils carbon footprint. With the intention of being net carbon zero by 2035.

As part of the recent budget setting process for the 2021-22 financial year, the council has set aside £3000 per member, in a similar fashion to the sustainable community locality fund, to assist members in supporting local sustainable environmental projects in their ward. Once proposed and granted to these projects, the results will be reported back to the council by the overview and scrutiny panel on a six-monthly basis. The council has put together a panel of individuals from a range of backgrounds, representative of communities across the entire district, to help formulate the council's long-term plans for the council to tackle the climate emergency.

For me, one of the council's greatest achievements during the pandemic, has been to simply carry on serving the residents of the district in a fairly uninterrupted manner.

In 2014 the council set out on a project called T18 which was short for transformation 18. Which sought to change the council to become more agile and flexible. It took away the traditional silos which had been associated with council operation and opened it up. The t18 project had its critics and still does, but I believe that without it, the council, it's officers and members, would not have been as well suited as they have been, to agile and remote working as they have been over the past 14mths. It has genuinely been an asset to the council that it has been well ahead of the curve, and been able to work in ways in this pandemic that a lot of other councils have had to take more time to adapt to.

At present, the new waste recycling service has been rolled out across the parish and district. There have been of course a few teething problems, but it largely seems to be successful. The new service allows parishioners to recycle mixed paper, cardboard, plastic and glass bottles and jars on a weekly basis. As well as a weekly food waste collection. This is alongside the existing collection of the brown and grey bins. Any problems will be ironed out and any implementation of a new system can be met with a bit of hesitancy, as change often is. I do honestly believe that this will be a change for the better and will be good for our carbon footprint among other things.

I would like to finish by thanking the officers at South Hams District Council for their unstinting work the last 14mths, much of which has been done from their own kitchen or dining room tables.

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