



DRAFT

Minutes of the Wembury Parish Council Meeting held at Wembury Recreation Ground Tennis Courts at 7.30pm on 28th June 2021.

Parish Councillors Present:

D Drought (Vice Chairman), J. Harris, J Bennett, C Smith, J Cox, M Chown (District Councillor), J Stansell, M Kenny.

Clerk: A Towill

21-62 OPENING THE MEETING

Cllr Drought opened the meeting at 19:30

He explained that The Clerk would be recording the meeting. (The recording was of too poor quality to be used)

21-63 Apologies. Cllr Newnham, Cllr Truscott and Cllr Brown sent apologies. The apologies were accepted by council.

21-64 Absent. Cllr Renyard

21-65 Declarations of Interests & Dispensation Requests.

There were no Declarations of Interests or further Dispensation Requests.

21-66 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. **Devon County Council: Cllr Hart** sent a brief report. See Annex A
- ii. **South Hams District Council: Cllr Chown** circulated a report. See Annex B
- iii. **Cllr Smith** said that she had been approached by a Member of the Public who was concerned about the height of the plants around the young trees in the Wembury Recreation Ground. They also wanted to know when the benches in the Wembury Recreation Ground would be installed. The Clerk said that the areas of concern with regards to planting were being looked at and maintenance guided by the Tree Warden. The benches were all in hand but there was a long wait time on delivery due to many factors. She hopes that they would be installed in the next couple of months.

21-67 To confirm the minutes of the Parish Council meetings held on 26th April and 4th May 2021.

Cllr Stansell proposed the following seconded by Cllr Cox and agreed unanimously.

RESOLVED: To agree the 26th April and 4th May 2021 minutes as a correct record of the meetings and for the Chairman to sign them.

21-68 To consider current planning matters and to receive monthly planning applications.

i. For Ratification

a. 0073/21/HHO

114 Southland Park Road, Wembury, PL9 0HH

Comment submitted: This decision is unratified by a full council meeting. The councillors have been unable to attend the site and the plans are not clear enough to make a judgement as to the impact on the neighbours. Therefore, the council has no comment

b. 1332/21/HHO

Householder application for proposed front dormer
6 Sea View Drive, Wembury. PL9 0JR

Comment submitted:
No Objection

c. 1266/21/VAR

Application for variation of condition 3 (ancillary use) of planning consent
3691/20/VAR
106 Church Road, Wembury. PL9 OLA

Comment submitted:
This is unratified by the full council due to not having a meeting before the due date. However, the councillors have viewed the application and have concerns re traffic use on a very narrow exit on to Church Road by strangers to the area (as it will be a holiday let). Near neighbours also have concerns.
Objection.

d. 1129/21/FUL

Readvertisement (revised plans received). Technical details of all aspects to
Planning in Principle approval (2837/18/PIP)
62 Land to Rear of, Staddiscombe Road. Plymstock.

Comment submitted:
No Objection

e. 0964/21/HHO

Readvertisement (revised plans omitting timber cladding and reducing height of porch received 17.05.2021) Householder application for front utility and porch extension and associated internal works.

12 Wembury Meadow, Wembury. PL9 0LG

Comment submitted:
No Objection

f. 0774/21/HHO

Householder application for rear ground floor extension, internal alterations and formation for new bedroom with ensuite in existing roof void.

3 Longlands Drive, Heybrook Bay. PL9 0BL

Comment submitted: No Objection. The only affected neighbour has been fully briefed by the applicant and she is happy with the plans.

These were all agreed as a true record of the opinions of the council.

ii. For Discussion

a. 1688/21/HHO

Householder application for proposed side extension

9 Barton Close, Wembury, PL9 0LF

Cllr Bennett stated that he had spoken to the neighbours and there was no objection from them.

No Objection. Three in favour one abstention.

b. 4287/20/FUL

Extension to existing workshop building for storage, repair and maintenance of agricultural vehicles.

Ridge Cross Park Farm, Fordbrook Lane, Brixton.

Cllr Bennett said that he had visited the site and been shown the proposed site. Brixton Parish Council had questioned whether the run off was of concern, but the report on the application stated that the soakaways were adequate for the proposed building.

No Objection. Three in favour, one abstention.

21-69 To suspend the business of the Council to members of the public to make observations, or to put questions to the Council.

- i. Two Members of the Public were in attendance late and the Chairman decided to suspend business again to ensure they could speak to the council. They presented information in objection to the planning application for 45 Veasy Park which will be discussed in the July meeting. They are neighbours to the property and have very strong concerns regarding the roof terrace element of the plans. It would severely overlook their garden and several of their neighbours' properties and gardens. It would also overlook and be visible from footpaths on two sides. Additionally, the reduction in tree canopy height, so that the applicants could have an improved view, would add to the overlooking problems. Noise from the use of the balcony would travel far and impact on the neighbours' ability to enjoy their gardens. They also stated that there are inconsistencies on the plans and there has been no consultation with the neighbours. They would like there to be no balcony at all. Cllr Bennett said that he had spoken to neighbours all round and there had been strong objections by all.

21-70 Committees and Working Groups.

i. Wembury Recreation Ground

- a. Cllr Bennett had circulated a report prior to the meeting. See Annex C.
- b. A request had been received from Wembury United FC to use the recreation ground for training and matches at the weekend. There was no objection to them using it and a short discussion around whether a charge should be made. The suggestion was made that mixed gender playing was encouraged. As it was unclear if the group was a voluntary organisation or a business the following was proposed.

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

RESOLVED: To allow Wembury United FC to use Wembury Recreation Ground for practice and matches. If a voluntary or non-profit organisation there will be no charge. If a business a charge will be discussed in the future.

- c. Wembury Recreation Ground committee asked if some of the underspend from the planting budget could be used to pay for additional planting from YGS. This will replace failed trees and plants from the other planting caused by the complications of COVID. In addition, YGS will donate some planting as part of this.

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

RESOLVED: To plant 250 replacement Hedera Helix (125 of which supplied by YGS) and associated mulching and 25 Betula Pendula. YGS to supply 1 Pinus Sylvestris and one Amelanchier as well as horticultural training for JFGS regarding maintenance. Cost £955.

- d. Wembury Recreation Ground committee asked that a Friends of Wembury Recreation Ground group be formed from volunteers. They would be asked to help with basic maintenance such as weeding, but also fundraising to pay for further improvements and maintenance to the recreation ground. The full scope of what they could do will need to be worked out.

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

RESOLVED: To set up a Friends of Wembury Recreation Ground group.

- e. Wembury Recreation Ground committee asked that Bicycle Hoops and Scooter Racks be installed near the school entrance and playpark. This will help keep bikes and scooters from being leant against the railings and encourage active travel. The approximate costs will be £60 (plus VAT) for a bicycle hoop stand and £140 (plus VAT) for a scooter rack plus installation costs.

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

RESOLVED: To purchase a scooter rack and cycle hoop and have them installed in the recreation ground near to the play park and school entrance.

- f. Coombe Dean School had previously requested to use the Wembury Recreation Ground for a stopover on their walk on the 16th July 2021. They will be creating zoned areas for each year group with portaloos. All rubbish and portaloos will be collected after they have left. This had been previously discussed and agreed by email due to the timeframe in which an answer was needed.

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

RESOLVED: To allow Coombe Dean to use the Wembury Recreation Ground for a stopover on their end of year walk.

ii. **Highways**

- a. Cllr Harris asked that Highways be requested to install double yellow lines at Wembury Point at the narrowest part. This is the area that has the most issues with obstructive parking. There was a discussion on how the residents felt about this proposal and Cllr Harris said that there was widespread support for them being at this area. If they went further up there might be objections, as it would stop residents parking there if needed. There was also discussion around whether double yellows there would create problems further up. Additionally, Cllr Chown was concerned how much consultation would be done before the decision was made. However, it was widely agreed that something needed to be done to try to solve the problems, as the current issues would be a safety risk as emergency vehicles could not pass.

Cllr Harris proposed the following, seconded by Cllr Drought, with seven in favour and one two abstentions.

RESOLVED: To ask Devon County Council Highways to consider double yellow lines at Wembury Point.

- b. **Cllr Harris** updated the council that he had received enough volunteers to proceed with the Community Speedwatch scheme should the council wish to do so. Initially the equipment would be on loan from the police, a PCSO would visit to establish which sites would be used for monitoring. Any persons recording exceeding the speed limits would be recorded and sent to the police. They would then receive a letter from the police. The only cost initially would be to replace batteries. If the council decided to purchase the equipment it would cost about £300 to buy.

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

RESOLVED: To request a Community Speedwatch system and support from Devon and Cornwall Police.

- iii. **Beach Liaison Group** – The current Chairman has stepped down from his role and a new Chair is needed. Cllr Smith has offered to step into the role. Cllr Kenny has offered to assist as needed.

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

RESOLVED: To appoint Cllr Smith as the Chair of the Wembury Beach Liaison Group.

- iv. **Neighbourhood Plan Committee** – The recommendations and expectations of the Internal Auditor, the progress so far and the financial cost were discussed. The Neighbourhood Plan has an outstanding bill that needs to be paid and members of the committee are worried about the implications if that if the bill is not paid. The current Chairman has said via email that he intends stepping down. It was suggested that the whole committee be disbanded and a new one set up with a new Chair. Some of the current members may join the new committee but fresh input will be requested from the community. Cllr Cox offered to Co-Chair the committee if needed.

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

RESOLVED: To disband the current Neighbourhood Plan Committee and reform the committee with some current members, new members and a new Chair.

The outstanding bill, accounts and financial controls were discussed.

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

RESOLVED: To pay the outstanding bill from Wembury Parish Council general accounts and recoup it from the Neighbourhood Plan monies. In line with the advice from the Internal Auditor, all Neighbourhood Plan bank accounts, financial controls and decisions to be brought back under Wembury Parish Council control, The Clerk to manage and control payments with authorisations from Wembury Parish Council signatories.

It was suggested that a letter to all committee members be sent to thank them for their hard work and commitment and apologise for the length of time it has taken so far.

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

RESOLVED: To send a letter to all committee members be sent to thank them for their hard work and commitment and apologise for the length of time it has taken so far.

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

21-71 Other Matters for Discussion and Decisions.

Due to the failing light the Vice Chairman decided to prioritise agenda matters in case the light meant that not all the agenda could be completed.

- i. **Tree Risk Management Survey** – Four quotes were received for the work of assessing the risk of all trees on Wembury Parish Council owned land.

The quotes, contractors qualifications, experience and insurance levels were circulated prior to the meeting.

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

RESOLVED: To instruct Rupert Baker to undertake the Tree Risk Management Survey at a cost of £404

- ii. **Insurance-** As per the circulated information it was decided to move insurance providers to AVIVA, on a three-year basis. This was due to the additional cover provided at no extra cost.

21-72 To receive Financial Reports.

- i. **Financial Statement for June 2021-** See Annex E
Cllr Bennett proposed the following, seconded by Cllr Stansell and agreed unanimously.
RESOLVED: To accept the Financial Statement for June 2021
- ii. **Bank Reconciliation for June 2021 –** See Annex F
Cllr Bennett proposed the following, seconded by Cllr Stansell and agreed unanimously.
RESOLVED: To accept the Bank Reconciliation Statement for June 2021
- iii. **Reserves Balance for June 2021 –** See Annex G
Cllr Bennett proposed the following, seconded by Cllr Stansell and agreed unanimously.
RESOLVED: To accept the Reserves Balance Statement for June 2021
- iv. **Request for Grant from Down Thomas Village Hall.** Down Thomas Village Hall requested £500 towards playground repairs and replacements. Cllr Chown proposed the following, seconded by Cllr Stansell and agreed unanimously.
RESOLVED: To grant Down Thomas Village Hall £500 towards the cost of playground repairs and replacements.
- v. **Request for Grant from FROWS.** FROWS requested £210 towards Kitchen Garden equipment and 'Please Don't Litter' signs.
RESOLVED: To grant FROWS £210 towards Kitchen Garden equipment and 'Please Don't Litter' signs.
- vi. **ICO Subscription-** As per the circulated emails The Clerk had been informed that the council needed to be registered with the ICO as a Data Handler. This registration costs £40 a year or £35 as a Direct Debit. A Direct Debit has been set up.
- vii. **Internal Audit.** The internal audit report was circulated prior to the meeting. All councillors were happy with the report.
- viii. **Annual Governance Statement, Annual Accounting Statement and AGAR**
The Annual Governance Statement, Annual Accounting Statement and AGAR were circulated prior to the meeting.

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

RESOLVED: That the Annual Governance Statement 2020-21 in Section 1 of the Annual Return and the Accounting Statements 2020-21 in Section 2 of the Annual Return is approved and signed by the Chairman and Clerk.

The Chairman and the Clerk signed the Annual Governance Statement 2020-21 in Section 1 of the Annual Return and The Accounting Statements 2020-21 in Section 2 of the Annual Return.

21-73 Appointment of Deputy Clerk- Exclusion of public and press.

Due to the nature of the meeting, a document had been circulated prior to the meeting with the recommendations of the Interview Panel. The councillors were asked to vote on the recommendations therein. There were no members of the public or press present.

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

RESOLVED: To appoint a Deputy Clerk in line with the recommendations of the Interview Panel.

21-74 Other Matters for Discussion and Decisions.

i. Parish Paths Partnership

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

RESOLVED: To apply to Devon County Council to enter the Parish Paths Partnership Scheme.

ii. Down Thomas Village Hall request for rubbish bin at village hall end of the village.

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

RESOLVED: To request an additional rubbish bin from South Hams District Council at the village hall end of Down Thomas village.

iii. Problems with waste service from South Hams District Council

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

RESOLVED: To send a letter to South Hams District Council expressing concern about the poor waste service for some sections of Wembury Parish since the changeover. Cllr Brown and Cllr Drought to see the letter before sending.

iv. Ending of the Business Continuity Plan Policy.

The Business Continuity Plan was instigated at the beginning of the COVID pandemic to ensure that Wembury Parish Council could continue to function during lockdowns. The Policy is now out of date and not relevant to the current functioning of the council and so is not needed any more.

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

RESOLVED: To end the Business Continuity Plan Policy.

21-75 Exchange of Information

- i. Cllr Smith asked who was responsible for the Welcome to Wembury sign and was informed it was Devon County Council Highways
- ii. Cllr Kenny asked if it was possible for more publicity for the location and how to use the defibrillators was possible
- iii. Cllr Kenny stated that he has asked for out of date road signs, such as new road layout signs, to be removed.

21-76 Close of Meeting. The meeting ended at 21.29

ANNEX A to Wembury Parish Council Minutes – 28th June 2021

Report from Councillor, Hart Devon County Council

Very little to say at the moment but am sending on a press release from Openreach explaining their plans to improve Broadband in many parts of the South West. You will see that Wembury / Yealmpton are listed in the Ultrafast programme. Not sure of the timeline but this has to be good news for the Parish.

ANNEX B to Wembury Parish Council Minutes – 28th June 2021

Report from Cllr Chown, South Hams District Council

Waste Collection

On behalf of SHDC and FCC I would like to apologise that the waste and recycling service has not been working as it should, and for the inconvenience this has caused. I would like also like to say thankyou to all of the residents for their patience while these problems are being resolved; everyone I have spoken with during this time has been very understanding.

We have seen a step change in FCC's performance (missed collections have reduced significantly and importantly, FCC have been getting back the following day to a significant number of these. As a result, the number of customer reported missed collections has reduced from an average of 200+ per day to less than 30 per day) however they need to continue to improve over the coming weeks and the council will continue to monitor FCC's delivery daily.

There is a new page on the SHDC website that clarifies the three different ways that the waste and recycling is currently being collected, and what you need to do with your waste, including food waste. On this webpage, you can enter your postcode to check which service your property is on...

You can visit the new webpage by clicking on the link:

<https://southhams.gov.uk/waste-service-updates>

Restart Grant

There are still businesses that haven't applied for their Restart Grant. The council are writing to them, emailing them, and also phoning them this week.

If businesses are not sure whether they are eligible or not, they are being encouraged to still apply and the council can work out whether they are eligible or not and let them know. The key part is to submit the application by the deadline of Wednesday 30 June. This is a Government deadline and the council cannot accept applications after this date.

Plymouth and South Devon Community Forest.

Thousands of new trees will be planted across Plymouth and South Devon after the area was chosen to become England's 11th Community Forest. You can find out more here: <https://englandscommunityforests.org.uk/>

Funding available to help tackle the climate emergency in the South Hams

The South Hams Climate Action and Biodiversity Fund is offering match funding of up to £10,000 for projects within the district that align with the Council's Climate Change and Biodiversity Strategy.

It's hoped that the match-funding will provide crucial revenue to environmental projects that will help to make the South Hams become carbon neutral, improve its biodiversity and create climate resilient communities.

The Council will consider pledging towards crowdfunding targets as follows:

- Up to 50% for constituted community groups and Town & Parish Councils
- Up to 30% for registered not-for-profit organisations
- Up to 20% for incorporated locally based for-profit organisations

To find out more about the project match funding, visit:

<https://www.crowdfunder.co.uk/funds/south-hams-climate-fund>

Devon & Cornwall Police's campaign to reduce demand on their 101 non-emergency number.

If you need to contact the police and it's not an emergency, there are many ways to choose from.

WebChat - dc.police.uk/webchat

WebChat allows you to talk online directly with the police contact centre - just the same as calling them. WebChat is available 24 hours a day, 7 days a week.

Report Crime Online - dc.police.uk/reportcrime

Report Crime Online is an easy way to report information or report an incident or crime. Simply record all the details on the online form then submit via the force's website.

Email 101 - 101@dc.police.uk

Email 101 to ask a question, tell the police something or report non-urgent crime. The email service is monitored daily.

Every contact the police receive about a policing issue is answered by a member of their team, whether it's through one of their online options or on the phone.

Whichever way you choose to contact the police, #ItsPersonal. <https://www.devon-cornwall.police.uk/contact>

ANNEX C to Wembury Parish Council Minutes – 28th June 2021

Report from Cllr Bennett regarding Wembury Recreation Ground

1. Zipwire

Rhino play are due to retension the zip wire and instruct James Friend so he can carry this out in future. they are also going to replace the damper spring at the end of the run.

2. Fitness items

We already have a quote from Rhino play but it was decided that a survey should be carried out to obtain a consensus from the public as to which fitness items should be chosen. This would add weight to any application for funding.

3. Tennis Courts

James Friend is going to repair and seal the cracks in the tennis courts surfacing. He has already installed the new information sign. The tennis court bank will be devoted to and planted with wild flowers as the soil is shallow and of poor quality.

4. Teenage Shelter

A quote will be obtained from James Friend for the rust treatment and repainting of this shelter.

5. Friends of Wembury Recreation Ground

It was decided that it would be a good idea for such a group to be formed to help with the maintenance e.g. weeding and mulching.

ANNEX D to Wembury Parish Council Minutes – 28th June 2021

Clerk's Report -June 2021

Deputy Clerk

Interviews have been completed and the interview panel have made a recommendation to council, which will be discussed later in the meeting. All candidates were able to start immediately so we would look to starting the successful candidate on the 1st July.

Wembury Recreation Ground

The grass was not cut at all in May due to the lack of rainfall which coincided beautifully with No Mow May. One cut has happened in June and cuts will be monthly from July till autumn unless deemed unnecessary. Routine grass cutting of the edges of the park has been undertaken. Tree guards will be removed from those which meet the criteria and weeding will be undertaken when time allows.

Tennis courts- some repairs have been completed on the fencing and more will be done as weather and time allows.

Playpark- A repair to the surfacing in the playpark under the baby and toddler swings will be undertaken asap.

The Allotment Society have agreed to share the cost of having the trees that have died (and could fall on sheds and people) taken down. I have instructed Karl Gibson, who was the Wembury Parish Council chosen contractor, for this work. He will take them down in due course.

I have yet to hear from South Hams District Council about the ownership of the bank that adjoins the National Trust field but I will chase it.

Wembury Recreation Ground entrance signs- I now have two quotes and awaiting a third.

The National Lottery has requested feedback on the equipment that was paid for by their grant. This includes a survey, a digital version has been posted on social media, the website and a link sent to the primary school for circulation. No paper copies will be circulated due to the pandemic, and a link to the survey can be obtained by email should a person not be able to access the information via the website or social media. The report will be sent to the National Lottery at the beginning of July.

As discussed prior to this report, Coombe Dean School will be using the recreation ground for a stopover for their school walk on the 16th. They will be there for approximately an hour between 11 and 12 am and portaloos will be in place as will markings to separate year groups. All will be removed, and any rubbish cleared after they have left.

Elburton Church used the tennis courts for a short film on the morning of the 19th June.

Memorial Benches and Trees

Letters and emails have been sent out and all benches have been definitively allocated and paid for. They should have been purchased by the time of this meeting and JFGS will be installing them as soon as possible. Memorial plaques will be ordered once they are installed, and the families invited to put them in place should they wish to do it themselves.

Two families are interested in memorial trees. Once Adam King has advised regarding criteria for the trees I will find pricings to feedback to the families. They will be planted later in the year.

Asset Maintenance

Noticeboards- The Hollacombe and Recreation Ground noticeboards have been ordered and the Hollacombe one installed. The old one will be dismantled. The recreation ground noticeboard will be installed as soon as possible once it is received. The next on the priority list will now be looked at and ordered or ones moved from places that will no longer be used.

Bus Shelter on Mewstone Avenue near Brownhill Lane- I am still struggling to obtain quotes for the work as the contractor that South Hams District Council uses is unable to do the work needed. I have a few other suggestions that I will follow up.

Traine Road

No update

Speed Monitor

This has been in place in the Down Thomas Ward. Brixton have requested to use it for their parish (its ownership is shared between Brixton and Wembury councils) and the handover has been organised. We hope to have the monitor back for Wembury in a few weeks.

Insurance Claim

No update

Accounts

The internal auditor has completed his work and has been circulated. The AGAR will be sent off once it is agreed tonight.

Other

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

Many members of the public have had issues with the new recycling scheme from South Hams District Council and have been in touch about it. Cllr Brown and Cllr Chown have been dealing with these issues and South Hams District Council are trying to get issues rectified as much as possible.

A meeting was held between myself and representatives from Yealmpton, who are looking to our wildflower verges for inspiration and help due to issues they have experienced with trying to create wildflower areas.

ANNEX E to Wembury Parish Council Minutes – 28th June 2021

Financial Statement for June 2021

Code	Date	Description	Supplier	Net	VAT	Total
Salaries inc NI/Tax/Payroll	26/04/2021	Clerk Salary and Office Allowance	Anne Towill	1,121.65	0.00	1,121.65
Communications	07/05/2021	Email, Office 365 and VOIP	HelloComtec	46.30	9.26	55.56
Printer	07/05/2021	Printer- print costs	Konica Minolta	12.97	2.59	15.56
DT PO & Community Room	07/05/2021	Fire Equipment Service	Fire Safety Matters	48.25	9.65	57.90
Handyperson	07/05/2021	Planned Works	JFGS	328.00	0.00	328.00
WRG Grounds and Equipment Maintenance	12/05/2021	Energy Supply for DAAT Tower	YU	29.32	1.47	30.79
Expenses and Training	21/05/2021	Training	DALC	45.00	9.00	54.00
Expenses and Training	24/05/2021	Training	DALC	15.00	3.00	18.00
Salaries inc NI/Tax/Payroll	24/05/2021	Clerk Salary and Office Allowance	Anne Towill	1,121.45	0.00	1,121.45
Admin Expenses	28/05/2021	Stationery/Office Equipment	Viking	52.89	10.58	63.47
Subscriptions	03/06/2021	Subscription	ICO	35.00	0.00	35.00
Communications	07/06/2021	Email, Office 365 and VOIP	Comtec	46.30	9.26	55.56
WRG Grounds and Equipment Maintenance	09/06/2021	Energy Supply for DAAT Tower	YU	615.22	123.04	738.26
Noticeboard Maintenance & Upgrade	11/06/2021	Noticeboard	Whitehill Direct	370.00	74.00	444.00
Insurances	11/06/2021	Insurance	BHIB	1,064.00	0.00	1,064.00
Total				4,951.35	251.85	5,203.20

ANNEX F to Wembury Parish Council Minutes – 28th June 2021

Bank Reconciliation for June 2021

Bank Reconciliation at 23/06/2021

Cash in Hand 01/04/2021	103,502.40
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ADD

Receipts 01/04/2021 - 23/06/2021	28,046.29
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131,548.69

SUBTRACT

Payments 01/04/2021 - 23/06/2021	8,266.77
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Cash in Hand 23/06/2021

123,281.92

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash	23/06/2021	0.00
Current Account	23/06/2021	2,424.38
General Account	23/06/2021	108,219.96
Book Account	23/06/2021	12,637.60

123,281.94

Less unrepresented payments	0.00
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123,281.94

Plus unrepresented receipts	0.00
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Adjusted Bank Balance

123,281.94

ANNEX G to Wembury Parish Council Minutes – 28th June 2021

Reserves Balance for June 2021

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Public Assets Replacement	0.00	10,000.00	0.00	0.00	10,000.00
Legal Costs Reserve	0.00	3,000.00	0.00	0.00	3,000.00
Reprint of Discovering Wembury Book	0.00	4,000.00	0.00	0.00	4,000.00
Elections Reserve	0.00	1,000.00	0.00	0.00	1,000.00
s.106 Funds	45,946.74	0.00	0.00	0.00	45,946.74
Bus shelter s.106 money	10,000.00	0.00	0.00	0.00	10,000.00
Total	55,946.74	18,000.00	0.00	0.00	73,946.74
Earmarked					
TOTAL RESERVE	55,946.74	18,000.00	0.00	0.00	73,946.74
GENERAL FUND					49,335.18
TOTAL FUNDS					123,281.92