



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 Brown (Chairman), D Drought (Vice Chairman), J. Harris, J Bennett, G Truscott, C Smith, J Cox, J Stansell, M Kenny, R Newnham.

Clerk: A Towill

Deputy Clerk: J Freeman

21-77 Opening the Meeting

Cllr Brown opened the meeting at 19:28 and welcomed Jemma Freeman (Deputy Clerk) to the meeting and the council.

21-78 Apologies

Cllr Chown and Cllr Renyard. The council accepted their apologies.

21-79 Absent

Cllr Stansell was absent until 19:34 (before the planning application for 3 Hawthorn Drive was voted upon)

21-80 Declarations of Interests and Dispensation Requests.

Cllr Smith declared an interest in the request for a grant from Wembury Marine Centre. There were no other declarations of interest or dispensation requests.

21-81 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.

There were no members of the public present.

21-82 To Confirm the Minutes of the Parish Council Meeting Held on the 28th of June 2021.

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

RESOLVED: To agree the 28th of June 2021 minutes as a correct record of the meetings and for the Chairman to sign them.

21-83 To Consider Current Planning Matters and to Receive Monthly Planning Applications.

- i) **2004/21/HHO**
Readvertisement (revised plans received) Householder application for proposed ground floor and first floor extensions to form additional bedroom and enlarged kitchen.
45 Veasy Park, Wembury. PL9 0LF
This application has been withdrawn.
- ii) **1719/20/HHO**
Householder application for front extension with internal alterations and replacement greenhouse.
Smith Park Cottage, Warren Lane, Wembury. PL9 0EF
Cllr Bennett explained that the neighbour had no objection, and it was in an isolated position.
NO OBJECTION – Unanimous.
- iii) **2371/21/HHO**
Householder application for side extension (Resubmission of 0937/21/HHO)
3 Hawthorn Drive, Wembury. PL9 0BE
Cllr Bennett explained that the council's previous objections due to the overlooking aspect has been mitigated with an obscure glass wall.
NO OBJECTION – Three in favour, one abstention
- iv) **1616/21/HHO**
Householder application for single storey extension.
142 Church Road, Wembury. PL9 0LD
Cllr Bennett said that the neighbours had no objections.
NO OBJECTION – Three in favour, one abstention.
- v) **1951/21/HHO**
Householder application for glass porch/boot room to be added to existing bungalow entrance.
Calella, Wembury Road. Wembury. PL9 0DQ
Cllr Bennett said that it was a small porch, and the neighbour didn't have any objection.
NO OBJECTION – Unanimous.
- vi) **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, Plymstock.
NO OBJECTION- 9 in favour, one abstention.

vii) 2588/21/PHH

Application to determine if prior approval is required for proposed larger home extension, extending 5m beyond rear wall, maximum height of 2.6m and 2.6 m height at eaves.

67 Church Road, Wembury. PL9 0JJ

Cllr Bennett explained that the neighbours at 65 were very upset about the plans, as well as the work that had already been done – foundations dug, and hedge removed. In addition, it was clear from the plans that to maintain one wall they would have to access the neighbour's property to do so.

OBJECTION. PRIOR APPROVAL REQUIRED. Unanimous

21-84 Committees and Working Groups

i) Wembury Recreation Ground Update

Cllr Bennett had submitted a report – See Annex A

Cllr Smith explained that she felt the zip wire wasn't currently safe due to the overdue need to be re-tensioned. It was agreed that JFGS would be asked to remove the seat to prevent use and Cllr Bennett would ask Rhinoplay to come out as a matter of urgency to do the necessary re-tensioning and repair. The need for a sign regarding maximum weight use was also discussed and agreed would be a good idea.

There was a discussion around the idea of a petanque court and what that would entail as well as where it could be located. Cllr Bennett will look in to this further.

ii) Highways- Road Congestion on Bovisand Road.

Cllr Harris explained that there was increasing congestion on the Bovisand Road at the narrow section near Hooe Lane. He said that an increasing number of large vehicles, as well as a difficulty for some drivers to understand or cope with the limited passing places, seemed to be the primary causes. There was a discussion around the problem and there were comments that it had been a problem for many years. Possible solutions were suggested but it was decided that The Clerk would send an email to Highways and Cllr Hart of Devon County Council to ask them to look at the issue.

iii) Clerk's Report

See Annex B. There were no questions.

21-85 To Receive Financial Reports

i) Financial Statement for July 2021 – See Annex C

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

RESOLVED: To accept the Financial Statement for July 2021

ii) Bank Reconciliation for July 2021- See Annex D

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

RESOLVED: To accept the Financial Statement for July 2021

iii) **Reserves Balance – See Annex E**

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

RESOLVED: To accept the Financial Statement for July 2021

iv) **Grant Request from Wembury Marine Centre**

£572 for signage. Cllr Smith left the meeting as she had declared an interest. Cllr Brown proposed the following, seconded by Cllr Newnham and agreed unanimously.

RESOLVED: To grant Wembury Marine Centre £572 for the cost of signage.

v) **Grant Request from Ring and Ride regarding a replacement to the free Tesco bus.** £77 a journey. After some discussion it was decided that this would not be value for money for the taxpayer.

Cllr Brown proposed the following, seconded by Cllr Drought, with 7 in favour and 3 abstentions.

RESOLVED: To not award a grant to Ring and Ride to replace the free Tesco bus.

vi) **Allocation of Legal Fees reserves.**

The Clerk explained that, due to the former Neighbourhood Plan Chairman contesting the council's decision to disband and reform the Neighbourhood Plan Group and bring the finances back under the control of the council, that legal advice may need to be sought. She had already been in touch with DALC (Devon Association of Local Councils) for advice, who had provisionally agreed with her interpretation that the group was a council group. They will forward the information on to NALC (National Association of Local Councils) for their official legal advice. If that wasn't sufficient, then The Clerk would contact the council's insurance for their legal advice cover. If for whatever reason they couldn't assist with this situation, then independent legal advice may need to be sought and paid for. This would be a last resort, but to avoid delays as much as possible, she requested that she could access the Legal Fees reserve in order to pay for the legal advice and action should it be needed.

Cllr Smith proposed the following, seconded by Cllr Newnham with 9 in favour and one abstention.

RESOLVED: To allocate £500 of the Legal Reserves Fund to be used for independent legal advice regarding the Neighbourhood Plan Group. This money to only be used should the available free advice and help not be sufficient.

21-86 Temporary Delegation of Powers.

The Clerk explained that due to rising COVID numbers in the area and the need to return to indoor meetings in September, that alternatives to the monthly meetings needed to be looked at. This is due to the increased chance that meetings will not be quorate, but that council business would need to continue. Cllr Brown and Cllr Drought said they would abstain as they would be

responsible for making joint decisions with The Clerk. The Clerk had prepared and circulated a proposal to councillors prior to the meeting.

Cllr Cox proposed the following, seconded by Cllr Bennett with 8 in favour and two abstentions.

To authorise temporary delegation of powers as per Annex F to allow the council to continue to undertake its functions should in person meetings be inquorate or not take place.

21-87 Exchange of Information

- i) Cllr Stansell said that they had lent the speed camera to Brixton as it is a shared machine. They will let council know when they have it back.
- ii) Cllr Smith said that the beach shower was not working and had been shut off by the National Trust who now owned the site, with FSC contracted to do the cleaning. It was suggested that Cllr Brown investigate the shutting off of the shower as Wembury Parish Council had previously agreed to pay the water bill for it. Asking Lorna Sheriff, the National Trust Ranger, might also be helpful.
- iii) Cllr Bennett asked that the Kickstart Scheme and Electric Charging Points that had been circulated by The Clerk be discussed and it was agreed to add these to the September agenda.

21-88 Close of Meeting. The meeting was closed at 20:17

ANNEX A to Wembury Parish Council Minutes – 26th July 2021

Wembury Recreation Ground report

1. Zip wire.

Rhino Play are due to attend to the spring replacement and wire tensioning when they are next in the Plymouth area so there will be costs to WPC.

2. Fitness items.

A survey is being prepared with the help of a fitness expert.

3. Tennis courts and teenage shelter.

Repairs have been delayed due to a bereavement in James Friend's family.

4. Friends of Wembury Recreation Ground.

The Review and Social Media will be used as a request for volunteer to come forward.

5. Petanque Court.

Having had a request to look into installing such a facility, a survey will be carried out to assess the level of interest.

ANNEX B to Wembury Parish Council Minutes– 26th July 2021

CLERK REPORT – July 2021

Deputy Clerk

Jemma is warmly welcomed to Wembury Parish Council, and we are looking forward to creating a more proactive approach to all Wembury Parish Council matters. She is still in the learning phase of the job of course but has already made great progress with many necessary tasks.

Wembury Recreation Ground

Playpark- A repair to the surfacing in the playpark under the baby and toddler swings has been completed.

Hogweed has been identified in the banks around the recreation ground and will be strimmed back once JFGS has the appropriate protective wear, to reduce the chances of people touching it. This will be monitored.

Dead trees have been taken down near the allotment due to the damage and injury risk. The logs have been stacked to provide wildlife habitats and the public have been asked to not remove them.

A noticeboard has been installed in the recreation ground on the back of the masterplan board.

Memorial Benches and Trees

One picnic bench has arrived and will be installed as soon as possible. The other benches and picnic bench are expected in the early part of August. The plinths will be installed as soon as possible

Asset Maintenance

We are struggling to find a suitably qualified and experienced person to assess the bus shelter on Mewstone Avenue (near Brownhill Lane). More avenues are being explored to find someone suitable.

Traine Road

No update

Insurance Claim

No update

Accounts

The AGAR has been sent off to the external auditor and all relevant documentation displayed on the website and noticeboards.

Other

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

A meeting was held between myself, Cllr Harris and Dominic Acland from the Life on the Edge AONB project, which is looking at how to improve the situation with the crisis in the insect population. Various areas of Wembury Parish and issues unique to Wembury Parish were discussed, and ideas mooted as to how to best engage with the community.

Neighbourhood Plan- a letter has been sent to all members of the committee thanking them for their hard work and explaining what will happen next. Cllr Truscott has been asked to start the process of adding myself to the bank account and transferring the finances. Mr Packer has been asked to begin the transferral of the data etc.

ANNEX C to Wembury Parish Council Minutes – 26th July 2021

PAYMENTS and RECEIPTS to 20th July 2021

PAYMENTS				
Description	Supplier	Net	VAT	Total
Picnic Bench (RP)	Marmax	£519.00	£103.80	£622.80
Email, Office 365 and VOIP	HelloComtec	£ 46.30	£9.26	£55.56
Tennis Court Upright Repair	JFGS	£353.88	£0.00	£353.88
Internal Audit	P Vassallo	£150.00	£0.00	£150.00
Clerk Salary and Office Allowance	Anne Towill	£1,121.45	£0.00	£1,121.45
Energy Supply for DAAT Tower	DAAT Tower	£9.79	£0.49	£10.28
NP Policies stage 1	Jo Widdecombe	£500.00	£0.00	£500.00
Grant	FROWS	£210.00	£0.00	£210.00
Grant	DT Village Hall	£500.00	£0.00	£500.00
Noticeboard	Earth Anchors	£363.00	£72.60	£435.60
Printer- Flat Rate	Konica Minolta	£42.75	£8.55	£51.30
Printer- print costs	Konica Minolta	£6.36	£1.27	£7.63
Subscription	Clerk and Councils Direct	£12.00	£0.00	£12.00
PAYE	HMRC	£427.96	£0.00	£427.96
	TOTAL	£4,262.49	£195.97	£4,458.46
RECEIPTS				
Description	Supplier	Total		
Donation	Tracey Wright	£300.00		
Donation	Mrs French	£605.00		
Energy Supply for DAAT Tower - REFUND	YU	£743.27		
Interest	Lloyds Bank	£0.10		
Interest	Lloyds Bank	£0.88		
	Total	£1,649.25		

ANNEX D to Wembury Parish Council Minutes – 26th July 2021

Bank Reconciliation for July 2021

Bank Reconciliation at 20/07/2021

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

Receipts 01/04/2021 - 20/07/2021	£28,790.54
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£132,292.94

SUBTRACT

Payments 01/04/2021 - 20/07/2021	£12,725.23
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Cash in Hand 20/07/2021

£119,567.71

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash	20/07/2021	0.00
Current Account	20/07/2021	3,709.19
General Account	20/07/2021	103,220.84
Book Account	20/07/2021	12,637.70

£119,567.73

Less unrepresented payments	£0.00
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£119,567.73

Plus unrepresented receipts	£0.00
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ANNEX E to Wembury Parish Council Minutes – 26th July 2021

Reserves Balance for July 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 Earmarked	£55,946.74	£18,000.00	£0.00	£0.00	£73,946.74
 TOTAL RESERVE	 55,946.74	 18,000.00	 £0.00	 £0.00	 £73,946.74
GENERAL FUND					£45,620.97
TOTAL FUNDS					£119,567.71

ANNEX F to Wembury Parish Council Minutes – 26th July 2021

Temporary Delegation of Powers July 2021

Background: There are many aspects which may mean that the council is unable to meet in the forthcoming months. There are an increasing number of local COVID cases, the change in season will make meeting outside increasingly problematic, and there are numerous challenges to providing a safe inside environment whilst still allowing as many members of the public to attend as the law requires. Wembury Parish Council (WPC), has a duty of care to prevent the spread of infectious disease not just to WPC Council members and staff but also to members of the public.

The lack of legislation allowing councils to meet virtually, means that councillors may not wish to meet in person and a meeting may not be quorate because of that. However, WPC needs to ensure that it maintains effective and lawful decision-making processes, and continues the operation of essential services and contractual obligations.

Therefore, temporary measures are necessary to allow the council to function should council decide not to hold their normal monthly meetings or inquorate meetings become regular.

i) General Delegation

To allow WPC to operate on a minimum requirement basis, the following is delegated to the Clerk. This will be in place until the COVID risk is reduced enough to mean that inquorate meetings are unlikely, and/or council are unlikely to cancel meetings due to an increase in local cases of COVID.

The Clerk shall have delegated authority to make decisions on behalf of WPC where such decisions cannot reasonably be deferred and must be made in order to comply with a commercial, health and safety, insurance or statutory deadline.

This will be carried out in consultation with the Chair and Vice Chair of WPC and whenever possible with all WPC council members, by electronic means or telephone. The delegation does not extend to matters expressly reserved to WPC in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation will be recorded in writing and will be published in accordance with the relevant regulations.

ii) Planning Applications

The Clerk will continue to follow the procedure that has been followed by WPC so far, apart from the following points:

- If there is no council meeting planned before the application deadline, or the meeting is inquorate, having obtained comments from all councillors within an agreed timescale and having secured agreement for a response from a quorate majority of councillors, the clerk will submit the response to the relevant body (SHDC or DCC)

- The decision will then be reported at the next meeting of WPC.

iii) Finance

All purchases and payments will be recorded on the monthly finance report and circulated to councillors as normal, on or before the date WPC would meet.

- This would be sent to councillors via email and recorded on the monthly report ready to be ratified at the next meeting of WPC.

To minimise social interaction between WPC bank account signatories, a digital transfer form and copies of invoices will be circulated to signatories. This will then be returned to the clerk and online payments made.

The Clerk will still produce the monthly reconciliation, and this will be emailed to all WPC councillors as per the Monthly Finance Report.