



DRAFT

**Minutes of the Wembury Parish Council Meeting held at Wembury Village Hall
on the 20th of May 2024.**

Location: Wembury Village Hall

Parish Councillors Present: Cllr Cox, Cllr Drought (Chair), Cllr Edwards, Cllr Gibbard, Cllr Kenny, Cllr Nix, Cllr Short, Cllr Stansell (Vice-Chair), Cllr Stewart, Cllr Truscott, Cllr Walrond.

Clerk: Anne Towill

Responsible Financial Officer: Lucy Bruckner

Members of the Public: Six

24-52 The Chair opened the meeting at 19:30.

24-53 Apologies.

None

24-54 Absent.

None

24-55 Election of Chair and Declaration of Office signing.

All in favour

RESOLVED: To elect Cllr Drought as Chair of Wembury Parish Council.

24-56 Election of Vice Chair and Declaration of Office signing.

All in favour.

RESOLVED: To elect Cllr Cox as Vice Chair of Wembury Parish Council.

24-57 Declarations of Interests & Dispensation Requests.

None

24-58 To suspend the business of the council to allow speaker presentations.

- i. *Devon County Council Report – none received.*
- ii. *South Hams District Council Report –* Cllr Nix explained that it had been a quieter month, but they were due to have their annual full council meeting soon. She has been in contact with South West Water and will be meeting with them in the next few weeks. There is some work being done on the road in Down Thomas which appears to be emergency works. The new retaining wall that has been built in Down Thomas will be looked at by Devon County Council Highways as it is not in keeping with what was there before.
- iii. *Jess Tatton-Brown National Trust.*
The collapsed wall at the beach has been inspected by a specialist and the National Trust will get a report in June. They will take the recommended action to stabilise the wall and that action will then affect whether the disabled toilet can be built.

24-59 To confirm the minutes of the Parish Council meeting held on 29th of April 2024

All in favour.

RESOLVED: To approve the minutes of the meeting held on the 29th of April 2024.

24-60 To appoint members to serve on the following committees.

- i. Neighbourhood Plan Committee.

All in favour.

RESOLVED: To appoint Cllr Cox (Chair), Cllr Walrond, Cllr Stansell, Cllr Kenny, Cllr Edwards, Cllr Gibbard and Cllr Truscott as members of the Neighbourhood Plan Committee.

- ii. Wembury Beach Liaison Working Group.

All in favour.

RESOLVED: To appoint Cllr Stansell, Cllr Kenny and Cllr Nix as members of the Wembury Beach Liaison Working Group.

- iii. Wembury Emergency Plan Committee.

All in favour.

RESOLVED: To appoint Cllr Kenny (Chair), Cllr Stansell, Cllr Drought and Cllr Gibbard as members of the Wembury Emergency Plan Committee.

- iv. Wembury Recreation Ground Committee.

All in favour.

RESOLVED: To appoint Cllr Cox (Chair), Cllr Stansell and Cllr Walrond as members of the Wembury Recreation Ground Committee.

- v. Pavilion Working Group.

All in favour.

RESOLVED: To appoint Cllr Walrond (Chair), Cllr Stewart and Cllr Kenny as members of the Pavilion Working Group Committee.

- vi. Finance Committee.

All in favour.

RESOLVED: To appoint Cllr Truscott (Chair), Cllr Drought, Cllr Stewart, Cllr Gibbard and Cllr Edwards as members of the Finance Committee.

- vii. Highways Committee.

All in favour.

RESOLVED: To appoint Cllr Edwards (Chair), Cllr Kenny, Cllr Stansell and Cllr Truscott as members of the Highways Committee.

- viii. Snow Warden.

All in favour.

RESOLVED: To appoint Cllr Stansell as Snow Warden.

24-61 To appoint representatives to outside bodies

- i. Wembury Primary School Liaison

All in favour.

RESOLVED: To appoint Cllr Stewart as the Wembury Primary School Liaison.

- ii. River Yealm Harbour Authority
All in favour.
RESOLVED: To appoint Cllr Stansell as the River Yealm Harbour Authority Representative
- iii. River Yealm Estuary Management Group
All in favour.
RESOLVED: To appoint Cllr Drought as the River Yealm Estuary Management Group Representative.
- iv. Ivybridge and District Association of Local Councils
All in favour.
RESOLVED: To appoint Cllr Nix as the Ivybridge and District Association of Local Councils Representative.
- v. Wembury War Memorial Hall.
All in favour.
RESOLVED: To appoint Cllr Edwards as Wembury War Memorial Hall Representative.
- vi. Down Thomas Silver Jubilee Hall Committee
All in favour.
RESOLVED: To appoint Cllr Truscott as Down Thomas Silver Jubilee Hall Committee Representative.
- vii. Wembury Alms Houses
All in favour.
RESOLVED: To appoint Cllr Edwards as Wembury Alms House Representative.
- viii. Four Rivers Dementia Alliance
All in favour.
RESOLVED: To appoint Cllr Drought as Four Rivers Dementia Alliance Representative.
- ix. Dementia Friendly Parishes Around the Yealm
All in favour.
RESOLVED: To appoint Cllr Drought as Dementia Friendly Parishes Around the Yealm Representative.

24-62 To appoint responsibility for noticeboards

Down Thomas (bus shelter) – Cllr Drought
Heybrook Bay

- a. Westlake Drive (on wall adjacent to bus shelter) – Cllr Nix
- b. End of Renney Road – Cllr Stansell

Wembury Point - Spring Road (adjacent to post box) Cllr Gibbard

Hollacombe - Wembury Road (bus shelter) Cllr Gibbard

Wembury-

- a. Church Road (adjacent to hairdresser)- Clerk
- b. Hawthorn Drive (doctor's car park) Cllr Cox
- c. Recreation Ground – Clerk

24-63 Annual Review & Approval of Policies and Procedures.

- i. Standing Orders
- ii. Financial Regulations
- iii. Health & Safety Policy
- iv. Internal Controls

- v. Asset Register
- vi. Complaints Procedure
- vii. Disciplinary Procedure
- viii. Financial Risk Assessment
- ix. Anti-Fraud and Corruption Policy
- x. Financial Signatories
- xi. 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
- xii. Vexatious Complaints Policy
- xiii. Sustainable Purchasing and Procurement Policy
- xiv. Environmental Policy
- xv. Memorial Bench and Trees Policy
- xvi. Scheme of Delegation
- xvii. Safeguarding Policy
- xviii. Communication Protocol
- xix. Investment Policy
- xx. Code of Conduct
- xxi. Illegal and Unauthorised Encampments Policy
- xxii. Grants Policy and Application Form

All in favour

RESOLVED: To approve the policies listed above.

24-64 Review of Terms of Reference for Committees, Working Groups and Advisory Groups.

All in favour

RESOLVED: To approve the Terms of Reference for all committees, working groups and advisory groups, except the term of reference for the Pavilion Working Group, which will be amended and returned to council for consideration once changed.

24-65 To consider current planning matters and to receive monthly planning applications.

- i. *Planning applications- See Annex A*

24-66 Committees and Working Groups

- i. *Wembury Recreation Ground*
 - a. General Update

Cllr Cox explained that apart from what was in the Clerk's report that there wasn't a lot to report. The committee are due to meet soon and hopefully the Friends of Wembury Recreation Ground Group will have their first working party in June.
- ii. *HR Committee*
 - a. *Clerk Appraisal*

It was noted that the Clerk has had her appraisal and that she has successfully passed her probation.

All in favour

RESOLVED: To offer the Clerk the permanent role as Clerk and Proper Officer.

b. *Responsible Financial Officer Appraisal*

It was noted that the Responsible Financial Officer had a successful appraisal and as per her contract her wage will increase one spinal point.

c. *Responsible Financial Officer Hours*

All in favour

RESOLVED: To increase the Responsible Financial Officer hours to 9 per week from the 1st of June 2024.

24-67 Other Matters.

i. *Clerk Report*

The Clerk's report was noted – See Annex B.

24-68 To receive Financial Reports.

i. *Responsible Financial Officer Report*

The Responsible Financial Officer's report was noted.

ii. *Internal Audit*

The report of the Internal Audit 2023/24 and the AGAR Annual Internal Audit Report 2023/24 was noted and received.

iii. *Explanation of Variances*

The explanation of variances was noted.

iv. *Dates for Exercise of Public Rights*

The dates of the Exercise of Public Rights, 3rd June – 12th July inclusive were noted.

v. *AGAR*

All in favour

RESOLVED: To certify the Annual Governance Statement (Section 1), Annual Accounting Statements (Section 2) for the year ended 31 March 2024.

vi. *Silver Jubilee Hall*

It was noted that the Silver Jubilee Hall in Down Thomas will increase charges by £2 per session from October 2024.

vii. *South Hams District Council Direct Debit*

All in favour

RESOLVED: To agree to make all payments to South Hams District Council by direct debit.

viii. *Financial Statements*

All in favour.

RESOLVED: To receive and agree the Financial Statement of payments and receipts, Reserve Balances and Bank Reconciliation dated 13th May 2024 and to sign the Bank Reconciliation.

ix. *Accounts for Payment*

All in favour

RESOLVED: To agree and sign the Accounts for payment May 2024.

24-69 Exchange of Information- No decisions may be made on items raised here.

Cllr Edwards reminded council that the roadworks on Mewstone were due to begin this week and there will now be bank workers on Church Road to ensure that the narrows do not become a problem. The Clerk clarified that the work being done is to protect the current surfacing from damage by water and cold and prevent further pot holes.

Cllr Stansell said that he had been told that Churchwood would experience a power outage on the 21st of May. No other councillors were aware of this affecting the rest of the parish.

Cllr Cox said that the Neighbourhood Plan Committee would be at the June Farmers' Market to talk to residents.

Cllr Kenny explained that he had attended a '20 is plenty' meeting and will be bringing to council some ideas.

The Clerk said that after speaking to James, other contractors will be contacted for quotes to remove and replace the zip wire leg and they will be brought to council in June.

24-70 Close of Meeting

The meeting was closed at 20:37.



Anne Towill
Clerk to the Council

ANNEX A to Wembury Parish Council Agenda -20th May 2024
Planning Applications

- i. **1219/24/HHO**
Proposal: Householder Application for the removal of rear conservatory, the construction of a new single storey rear extension, internal & external alterations & relocation of existing carport
Site Address: 5 Leyford Close Wembury Plymouth PL9 0HX
Eight in favour, three abstentions.
RESOLVED: No objection but ask that the planning officer requests clarification of the cladding material to be used.

- ii. **0904/24/FUL**
Proposal: Proposed new roof terrace to rear over existing ground floor extension.
Site Address: The Odd Wheel Knighton Road Wembury PL9 0JD
Ten in favour, one abstention.
RESOLVED: No objection subject to a condition that it is for private use only.

- iii. **3976/23/HHO**
Proposal: Householder application for new single-story front and side extensions
Site Address: 11 Leyford Close Wembury PL9 0HX
Nine in favour, two abstentions.
RESOLVED: No objection.

- iv. **1449/24/FUL**
Proposal: Erection of a new self-build detached dwelling
Site Address: Land At Sx 503 503, Bovisand Lane, Down Thomas
Four in favour, two against, five abstentions.
RESOLVED: Objection as it is in the undeveloped coast and doesn't meet a local need.

ANNEX A to Wembury Parish Council Agenda -20th May 2024
Clerk's Report

Recreation Ground

A new toddler swing has been installed as finding the right fixings to reuse the old one was proving incredibly difficult.

The cornus cuttings have been burnt as it wasn't possible or practical to chip them.

The youth shelter is almost finished but requires moving back to its site before the final coat can be done. James is sourcing a vehicle to lift it in to place to avoid damaging the paintwork.

The playpark has been strimmed.

The main grassed area and verges have not been cut since early March due to the weather and staff illnesses at the contractors. They will prioritise a cut.

Community Hub Down Thomas

The Eddystone has been contacted to see if it would host the hub to solve the transport issues. I have yet to have a reply.

Other

- Spoke to South Hams Community Action re engaging with isolated members of the community.
- The move to .gov has been started.
- Some work on documentation for the Neighbourhood Plan community engagement is in progress.
- Assisted with Internal Audit.
- Cllr Gibbard was set up with email and documents.
- Probationary appraisal was completed.

Wembury Parish Council. Receipts and payments 1.4.2024 - 13.5.2024					
Date		Payee/Supplier	Net	VAT	Gross
09/04/2024	Receipt - Interest	Wembury Parish Council	£4.14		£4.14
09/04/2024	Receipt - Interest	Wembury Parish Council	£107.63		£107.63
09/04/2024	Receipt - Interest	Wembury Parish Council	£134.73		£134.73
10/04/2024	Payment - Energy Supply for DAAT Tower	EDF	-£18.54	-£0.93	-£19.47
15/04/2024	Payment - Email, Office 365 and VOIP	HelloComtec	-£56.30	-£11.26	-£67.56
17/04/2024	Receipt - VAT Refund	Wembury Parish Council		£3,406.03	£3,406.03
18/04/2024	Receipt - Precept	SHDC	£34,200.00		£34,200.00
30/04/2024	Payment - Stationery/Office Equipment	Anne Towill	-£4.60		-£4.60
30/04/2024	Payment - Stationery/Office Equipment	Lucy Bruckner RFO	-£11.00		-£11.00
30/04/2024	Payment - Election recharges and expenses	SHDC	-£208.78		-£208.78
30/04/2024	Payment - Room Hire	Wembury Village Hall	-£97.00		-£97.00
30/04/2024	Payment - Staff salaries and Office Allowances	Two staff	-£1,659.71		-£1,659.71
30/04/2024	Payment - Payroll	SHDC	-£150.00	-£30.00	-£180.00
30/04/2024	Payment - Payroll	HMRC	-£430.17		-£430.17
30/04/2024	Payment - Subscription	DALC	-£231.56		-£231.56
30/04/2024	Payment - Subscription	DALC	-£539.44	-£107.89	-£647.33
30/04/2024	Payment - DBS checks for volunteers	Cornwall Council	-£54.00		-£54.00
30/04/2024	Payment - DBS checks for volunteers	Cornwall Council	-£85.00	-£17.00	-£102.00
30/04/2024	Payment - Expenses	Lucy Bruckner RFO	-£24.87		-£24.87
30/04/2024	Payment - Community Hub WWMVH Hire	Wembury Village Hall	-£60.00		-£60.00
30/04/2024	Payment - Tree Surgery	The Devon Tree Co	-£700.00		-£700.00
30/04/2024	Payment - Parts for playground equip repairs	J.Friend Garden Services	-£471.99	-£94.40	-£566.39
03/05/2024	Receipt - Discovering Wembury Books	Churchwood Valley	£60.00		£60.00
09/05/2024	Receipt - Interest	Wembury Parish Council	£4.30		£4.30
09/05/2024	Payment - Energy Supply for DAAT Tower	EDF	-£7.90	-£0.40	-£8.30
			£29,699.94	£3,144.15	£32,844.09

Wembury Parish Council

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 13/05/2024		
	Cash in Hand 01/04/2024		105,655.73
	ADD Receipts 01/04/2024 - 13/05/2024		37,916.83
			143,572.56
	SUBTRACT Payments 01/04/2024 - 13/05/2024		5,072.74
	Cash in Hand 13/05/2024 (per Cash Book)		138,499.82
B	Cash in hand per Bank Statements		
	Petty Cash 23/06/2023	0.00	
	Book (Bus Bank Instant) Account 0 13/05/2024	4,078.42	
	General (Bus Bank Instant) Accour 13/05/2024	132,978.25	
	Current (Treasurers) Account 0157 13/05/2024	1,443.15	
			138,499.82
	Less unrepresented payments		
			138,499.82
	Plus unrepresented receipts		
	Adjusted Bank Balance		138,499.82
	A = B Checks out OK		

Wembury Parish Council
Reserves Balance
2024-2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Public Asset Maintenance Rese	4,662.63				4,662.63
Legal Costs Reserve	3,000.00				3,000.00
Reprint of Discovering Wembury	4,000.00				4,000.00
Elections Reserve	5,000.00				5,000.00
s.106 Funds	45,946.74				45,946.74
Bus shelter s.106 money					0.00
Total Earmarked	62,609.37				62,609.37
 TOTAL RESERVE	 62,609.37				 62,609.37
GENERAL FUND					75,890.45
TOTAL FUNDS					138,499.82