



**Minutes of the Wembury Parish Council Meeting held at Wembury Village Hall
on the 19th of May 2025.**

Location: Wembury Village Hall

Parish Councillors Present: Cllr Cox (Vice Chair), Cllr Gibbard, Cllr Kenny, Cllr Nix, Cllr Stansell, Cllr Stewart, Cllr Walrond.

Clerk: Anne Towill

Responsible Financial Officer: Laura Kearney

Members of the Public: 3

25-49 Opening of the Meeting

The meeting was opened at 19:30

25-50 Apologies

Cllr Drought, Cllr Edwards and Cllr Truscott sent their apologies.

All in favour.

RESOLVED: To accept the apologies of Cllr Drought, Cllr Edwards and Cllr Truscott.

25-51 Absent

Cllr Bob Short was absent.

25-52 Election of Chair and Declaration of Office signing

All in favour

RESOLVED: To elect Cllr Nix as the Chair.

25-53 Election of Vice Chair and Declaration of Office signing

All in favour

RESOLVED: To elect Cllr Cox as the Vice Chair

25-54 Declarations of Interests & Dispensation Requests

None

25-55 To suspend the business of the Council to allow speaker presentations.

The meeting was suspended at 19:33

- i.* Devon County Council Report – See Annex A.
- ii.* South Hams District Council Report – See Annex B.
- iii.* Yealm Estuary Management - See Annex C

The meeting was resumed at 20:01

25-56 To confirm the minutes of the Parish Council meeting held on 28th of April 2025

All in favour.

RESOLVED: To confirm the minutes of the Parish Council meeting held on the 28th of April 2025

25-57 To consider current planning matters and to receive monthly planning

applications.

i. *Planning applications*- See Annex D

RESOLVED: To submit the comments as per Annex D.

25-58 To appoint members to serve on the following committees and positions.

i. Neighbourhood Plan Committee.

All in favour

RESOLVED: To appoint Cllr Cox (Chair), Cllr Walrond, Cllr Kenny, Cllr Nix, Cllr Gibbard, Cllr Stewart to the committee with members of the public Sam Sharples, Tom Stansell, Adrian Ballisat and Jilly Middleton as member of the committee.

ii. Wembury Beach Liaison Working Group.

All in favour

RESOLVED: To appoint Coral Smith as Chair, Cllr Stansell, Cllr Kenny and Cllr Nix as members.

iii. Wembury Emergency Plan Committee.

All in favour

RESOLVED: To appoint Cllr Kenny (Chair), Cllr Stansell, Cllr Drought and Cllr Gibbard to the committee.

iv. Wembury Recreation Ground Committee.

All in favour

RESOLVED: To appoint Cllr Cox (Chair), Cllr Stansell, Cllr Walrond and Cllr Stewart to the committee and members of the public Andy Cammack, Adam King (Tree Warden) and James Friend (contractor).

v. Pavilion Creation Working Group.

All in favour

RESOLVED: To appoint Cllr Stewart (Chair), Cllr Walrond and Cllr Kenny to the group.

vi. Wembury Environmental Group

All in favour

RESOLVED: To appoint Cllr Gibbard (Chair), Cllr Stewart and Cllr Stansell to the group.

vii. Finance Committee.

All in favour

RESOLVED: To appoint Cllr Truscott (Chair) Cllr Drought, Cllr Gibbard and Cllr Edwards to the committee.

viii. Highways Committee.

All in favour

RESOLVED: To appoint Cllr Edwards (Chair), Cllr Kenny, Cllr Stansell and Cllr Truscott to the committee.

ix. HR Committee

All in favour.

RESOLVED: To appoint Cllr Cox (Chair), Cllr Edwards and Cllr Gibbard to the committee.

x. Snow Warden.

All in favour

RESOLVED: To appoint Cllr Kenny to the post of Snow Warden.

25-59 To appoint representatives to outside bodies

- i. Wembury Primary School Liaison
All in favour
RESOLVED: To appoint Cllr Stewart as Wembury Primary School Liaison.
- ii. River Yealm Harbour Authority
All in favour
RESOLVED: To appoint Cllr Stansell as the representative to the River Yealm Harbour Authority.
- iii. River Yealm Estuary Management Group
All in favour
RESOLVED: To appoint Cllr Gibbard as the representative to the River Yealm Estuary Management Group.
- iv. Wembury War Memorial Hall Committee
All in favour
RESOLVED: To appoint Cllr Edwards as the representative to the Wembury War Memorial Hall Committee.
- v. Down Thomas Silver Jubilee Hall Committee
All in favour
RESOLVED: To appoint Cllr Truscott as the representative to the Down Thomas Silver Jubilee Hall Committee.
- vi. Wembury Alms Houses
All in favour
RESOLVED: To appoint Cllr Edwards as the representative to the Wembury Alms Houses.
- vii. Four Rivers Dementia Alliance
All in favour
RESOLVED: To appoint Cllr Nix as the representative to the Four Rivers Dementia Alliance.
- viii. Dementia Friendly Parishes Around the Yealm
All in favour
RESOLVED: To appoint Cllr Nix as the representative to the Dementia Friendly Parishes Around the Yealm
- ix. **Yealm Estuary Management**
All in favour
RESOLVED: To appoint Cllr Gibbard as the representative to Yealm Estuary Management

25-60 To appoint responsibility for noticeboards

The following responsibilities were allocated.

- i. **Down Thomas -Bus Shelter. Cllr Short.**
- ii. **Heybrook Bay**
 - a. Westlake Drive (on wall adjacent to bus shelter) **Cllr Nix**
 - b. End of Renney Road **Cllr Stansell**
- iii. **Wembury Point - Spring Road (adjacent to post box) Cllr Gibbard**
- iv. **Hollacombe - Wembury Road (bus shelter) Cllr Gibbard.**
- v. **Wembury-**
 - a. Church Road (adjacent to hairdresser) **The Clerk**
 - b. Hawthorn Drive (doctor's car park) **Cllr Cox**

c. Recreation Ground **The Clerk**

25-61 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
 - a. Information & Data Protection Policy
 - b. Consent Form
 - c. Contact Privacy Notice
 - d. Document Retention & Disposal Policy
 - e. Appendix A
 - f. GDPR Documentation- Controller
 - g. 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
- xxiii. Crisis Communication Policy
- xxiv. Employer Discretions Policy
- xxv. Co-option Policy
- xxvi. Grant Request Application Form

All in favour

RESOLVED: To adopt the listed policies.

25-62 Review of Terms of Reference for Committees, Working Groups and Advisory Groups

- i. Neighbourhood Plan Committee.
- ii. Wembury Beach Liaison Working Group.
- iii. Wembury Emergency Plan Committee.
- iv. Wembury Recreation Ground Committee.
- v. Pavilion Creation Working Group.
- vi. Wembury Environmental Group

- vii. Finance Committee.
- viii. Highways Committee

All in favour.

RESOLVED: To adopt the terms of reference as listed above.

25-63 Committees and Working Groups

i. Wembury Recreation Ground

Cllr Cox said that there was nothing to report at the moment but the next meeting will be the 5th of June, 7pm at the Knighton Room. There was a discussion around a recent attack of a dog on another dog.

ii. Neighbourhood Plan

Cllr Cox said that the next meeting is the 22nd of May, 7pm in the Knighton Room. Work continues on writing policies.

iii. Pavilion Creation Working Group

Cllr Stewart explained that the third option has been costed, he has done a review and asked for some corrections and clarifications. The costs will be available for the June meeting. They will also prepare for the stall at the summer fair to present the options to the public.

iv. Highways

No update.

v. Environment

Cllr Gibbard reported the following.

National Trust:

Wembury Stream Climate Resilience Project. A stakeholder meeting was held on 9th May 2025. Work is being done to safeguard the environment in climate change. Wastewater, agriculture, tourism, residences etc all put pressure on the Marine Conservation Area.

In summer 2024 a scoping study and survey was carried out on a variety of of issues and measures that impact on the stream. The preferred option of interventions was presented which were to remove sections of hard bank walls to allow movement and natural function, debris dams to encourage water onto floodplain, ponds & scrapes to reduce turbidity, limestone riffle at beach end to filter pollutants, possibly set back or remove the sewer overflow outlet, create a mosaic of habitats & increase biodiversity, removal of non-native invasive species, creation of willow scrub, reseedling grassland. Impacts of the preferred option will be temporary.

Next steps will be hydraulic modelling to see effects of interventions, planning pre-applications, detailed designs, determine timeframes and funding, engage the community.

A butterfly / bird / plant survey was undertaken. Butterflies: numbers only just starting to increase, 8 species observed in the last survey. Songbirds: number of recorded species increasing, 23 species observed in the last survey. Pollinators: number of recorded species increasing, 37 species observed in the last survey.

Yealm Estuary to Moor. A steering group meeting was held on the 14th of May 2025. There are several vacancies on the steering group. It was identified that the water testing equipment needs accurate calibration. A condensed version of the Yealm Catchment Plan will be distributed to parishes and there is a need to engage with stakeholders. Schools &

community engagement: not many schools are taking part in the Green Mapping project to record flora & fauna – YEM should encourage all head teachers in the catchment. They will be attending Wembury Summer Fayre – focus on Wembury, attending Yealmpton show.

Terrestrial projects: B4 monitoring (Birds, Bees, Butterflies & Bats) & lizards and reptiles. They need volunteers and there will be training sessions. Tree plantings were late but went well, funding available for advice. Planting season is over but the tree nurseries are busy. Invasive weeds are starting show along the river – will be monitored to see how well last year's removal went. Three areas of Japanese knotweed to be cut low and injected with herbicide. There is a need for volunteers for Yealmbridge South. Could be some YESS funding for Himalayan balsam removal but there are a few commitments that might be tricky to overcome.

River projects: cameras & monitors have been set up and are working well. There have been a few reports to the Environment Agency about the Pyle but they are probably within the permitted amounts. River fly samplings has started. There are plans to remediate the damage by International Paints but there has been a lot of mercury found in areas and they need to decide whether it can be disturbed.

RYWQG

There are about 50 trained YEM volunteers and there are meetings coming up that could be potential funding opportunities and they will be raising their profile and awareness of the organisation. They will be creating a river charter similar to the one for the River Dart. River bathing quality status-Mothecombe is having high E. coli levels so people are bathing at their own risk. There is a need for more regular testing.

South Devon National Landscape

They have released a management plan review. Newton & Noss are trying bins to collect ocean plastic.

25-64 Other Matters.

i. Clerk Report

No Clerk's report had been created due to workload.

ii. Local Government Review

All in favour

RESOLVED: To work with all councils creating their detailed plans. This shall be based upon the feedback from residents and the priorities witnessed within the day-to-day work of the council. The Clerk, Chair and Vice Chair will attend any meetings according to availability.

25-65 To receive Financial Reports.

i. Responsible Financial Officer's Report

The Responsible Financial Officer's report was noted.

ii. Financial Statement

All in favour.

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

iii. May Payments.

All in favour.

RESOLVED: To agree and sign the Accounts for payment May 2025.

iv. *Quotes*

It was decided that further quotes for the Hawthorn Drive noticeboard would be sought to ensure best value for money and the Responsible Financial Officer will check that the size quoted for is not too large for our needs.

v. *Internal Audit*

All in favour.

RESOLVED: To receive the report of the Internal Audit 2023/24 and the AGAR Annual Internal Audit Report 2023/24.

vi. *Explanation of Variances*

All in favour.

RESOLVED: To note the explanation of variances, as required by the External Auditor.

vii. *Dates for Exercise of Public Rights*

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

viii. *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

ix. *Grants*

Six in favour, one abstention.

RESOLVED: To give a grant of £364.95 to Down Thomas Silver Jubilee Hall to help pay for their first year Wi-Fi subscription.

25-66 Exchange of Information- No decisions may be made on items raised here.

Cllr Cox gave thanks to Cllr Drought for all his hard work for the community over the many years he has been a councillor. This was echoed by the rest of the council.

Cllr Stewart said that he was concerned about certain parts of the community having a negative impression of Wembury Parish Council and there was a discussion around how this could be improved.

Cllr Kenny said that he would try to get police reports again as they had proved difficult to get in the past. Cllr Nix said that there was a new inspector for the area and Cllr Kenny agreed to invite them to a meeting.

25-67 Close of Meeting

The meeting was closed at 21:36



Anne Towill
Clerk to the Council

ANNEX A to Wembury Parish Council Minutes – 19th of May 2025
Devon County Council – Cllr Tony Carson

Cllr Carson wanted to give thanks to those who had voted for him. He summarised the current council political makeup and said that not much has changed yet. He will be working with tenant farmers and asked that people please send any issues that people want to be looked at to him. Some pothole work has been done, and more patching work will be done soon. He also spoke about the local government review and stated that he believes that the government prefers much larger unitary authorities.

ANNEX B to Wembury Parish Council Minutes – 19th of May 2025
South Hams District Council – Cllr Nix and Cllr Carson

Devon County Council Elections

The results of the Devon County Council elections means that we have a whole new administration in charge of Devon County Council with 45 out of 61 brand new Councillors elected. It will be down to them to drive forward any proposals for a new unitary authority. If plans go ahead then both District and County Council will cease to exist. Cllr Tony Carson was duly elected to represent this Parish within his ward of Bickleigh & Wembury.

Cllr Julie Carson and I remain your District Councillors for another two years and will continue to attend Parish Council meetings and respond to your queries.

SHDC changes

Last week we voted in a new leader for South Hams District Council - Cllr Dan Thomas. As we all settle into the Council year, please let us know what you would like to see happen.

LGR

The initial feedback on the white power has been received by all relevant councils within Devon. I will give feedback to all Parish Councils on this document and support in any way possible to get the right outcome for the residents and community.

Case work in May

Following meeting with residents, we are having discussions with DCC over yellow line, bollards and parking on pavements, affecting pedestrian access and access for services.

We have been talking to our waste services about placement of bins and the need not to block pavements and access routes.

Again, planning is one of the big topics in the area with lots of applications, enquiries, appeals and advice sought.

Support given to residents on issues which have now been passed across to DCC for their consideration - these include schools and social care - as well as the hotly contested topic of roads and potholes.

We would also like to thank Dermot for his support and input over his time as Chairman of the Parish Council and hope he enjoys his "retirement".

Also, to the whole team in Wembury and surrounds for their hard work in and around the community.

ANNEX C to Wembury Parish Council Minutes – 19th of May 2025 **Yealm Estuary to Moor**

The Yealm Estuary to Moor group are a group of volunteers working to improve things such as biodiversity and reduce pollution in the Yealm. They do this by building relationships with key stakeholders that can have a positive impact on the health of the Yealm. They seek to restore, protect and correct habitats which can maintain or improve water quality. They also work with schools and parish councils and also other organisations that can help them deliver their projects. They are keen to get an active community engagement in Wembury parish with regard to their work.

They are also working with the National Trust to create tree nurseries etc but need volunteers to help with this. They are developing a catchment plan and will be consulting with communities regarding it, and for that they need Wembury Parish Council's help. The councillors indicated they are happy to help with distributing any survey when it is ready and made some suggestions as to other events the group could attend to get interest and have conversations with the community. The councillors also asked whether the water quality testing results were similar to the ones done by other agencies. It was explained that the Yealm Estuary to Moor results are very localised and with specific data so it's hard to compare them.

ANNEX D to Wembury Parish Council Minutes 19th of May 2025

Planning Applications

a. 0693/25/HHO

Proposal: READVERTISEMENT (amended plans) Householder application for small side extension & loft conversion

Site Address: 5 Crossways, Wembury, PL9 0EY

Six in favour one abstention.

RESOLVED: No objection

a. 0837/25/FUL

Proposal: Retrospective permission for a temporary agricultural worker's residential static caravan

Site Address: South Barton Farm Veasy Park Wembury PL9 0ES

Four in favour, three abstentions.

RESOLVED: No objection if it is on a temporary basis of a maximum of three years.

b. 1382/25/HHO Proposal: Householder application for alterations to conservatory to convert existing space into kitchen extension

Site Address: Brambles Cliff Road Wembury PL9 0HN

Six in favour, one abstention.

RESOLVED: No objection

ANNEX E to Wembury Parish Council Minutes 19th of May 2025

Financial Documents

Receipts and Payments 01.04.25-10.05.2025		Gross	VAT	Net
Payment - Admin costs	Viking	-£ 45.97	-£ 10.37	-£ 56.34
Payment - Admin costs	Viking	-£ 5.90		-£ 5.90
Payment - Training	Cornwall Council	-£ 36.00	-£ 7.20	-£ 43.20
Payment - Room Hire	DT Village Hall	-£ 20.00		-£ 20.00
Payment - DBS checks for volunteers	Cornwall Council	-£ 64.50		-£ 64.50
Payment - DBS checks for volunteers	Cornwall Council	-£ 45.00	-£ 9.00	-£ 54.00
Payment - Training	DALC	-£ 35.00	-£ 7.00	-£ 42.00
Payment - Payroll	South Hams District Council	-£ 150.00	-£ 30.00	-£ 180.00
Payment - Survey for Pavillion	Ravenslade	-£ 1,500.00	-£ 300.00	-£ 1,800.00
Payment - Planned Works	J.Friend Garden Services	-£ 507.96	-£ 101.59	-£ 609.55
Payment - Asset repair and maintenance, parts and labour	South Hams District Council	-£ 85.24	-£ 17.05	-£ 102.29
Payment - Grass Cutting	South Hams District Council	-£ 1,187.22	-£ 237.44	-£ 1,424.66
Payment - Asset repair and maintenance, parts and labour	South Hams District Council	-£ 85.24	-£ 17.05	-£ 102.29
Payment - Community Hub Room Hire	Wembury Village Hall	-£ 60.00		-£ 60.00
Receipt - Interest received	Wembury Parish Council	£ 3.40		£ 3.40
Receipt - Interest received	Wembury Parish Council	£ 94.67		£ 94.67
Payment - Donation	Dementia Friendly Parishes	-£ 50.00		-£ 50.00
Payment - Email, Office 365 and VOIP	Comtec	-£ 56.30	-£ 11.26	-£ 67.56
Payment - PAYE, HMRC and NI	HMRC	-£ 507.62		-£ 507.62
Payment - Website	Comtec	-£ 550.00	-£ 110.00	-£ 660.00
Payment - Air Ambulance Tower - Energy Supply	EDF	-£ 19.76	-£ 0.99	-£ 20.75
Receipt - Precept	Wembury Parish Council	£ 47,000.00		£ 47,000.00

Payment - Salaries, Pensions, expenses etc	Various	£ 2,208.70		£ 2,208.70
Payment - Room Hire	Wembury Village Hall	-£ 112.00		-£ 112.00
Payment - Subscriptions and memberships	DALC	-£ 915.41		-£ 915.41
Payment - Admin costs	Lloyds Bank	-£ 4.25		-£ 4.25
Payment - Planned Works	J.Friend Garden Services	-£ 1,523.88	-£ 304.77	-£ 1,828.65
Payment - Planned Works	J.Friend Garden Services	-£ 62.60	-£ 12.52	-£ 75.12
Payment - Planned Works	J.Friend Garden Services	-£ 1,560.00	-£ 312.00	-£ 1,872.00
Payment - Planned Works	J.Friend Garden Services	-£ 170.86	-£ 34.17	-£ 205.03
Payment - Planned Works	J.Friend Garden Services	-£ 269.00	-£ 53.80	-£ 322.80
Payment - Room Hire	Wembury Village Hall	-£ 60.00		-£ 60.00
Payment - Subscriptions and memberships	SLCC	-£ 160.00		-£ 160.00
Receipt - Interest received	Wembury Parish Council	£ 85.85		£ 85.85
Receipt - Interest received	Wembury Parish Council	£ 2.84		£ 2.84
				£ -
		£ 39,545.75	-£ 1,576.21	£ 37,969.54

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 09/05/2025		
	Cash in Hand 01/04/2025		128,243.73
	ADD Receipts 01/04/2025 - 09/05/2025		47,186.76
			175,430.49
	SUBTRACT Payments 01/04/2025 - 09/05/2025		13,634.62
	Cash in Hand 09/05/2025 (per Cash Book)		161,795.87
B	Cash in hand per Bank Statements		
	Petty Cash 23/06/2023	0.00	
	Discovering Wembury Book (Bus E 09/05/2025	4,146.57	
	General savings (Bus Bank Instant 09/05/2025	114,035.88	
	Current (Treasurers) Account 0157 09/05/2025	43,613.42	
			161,795.87
	Less unrepresented payments		
			161,795.87
	Plus unrepresented receipts		
	Adjusted Bank Balance		161,795.87
	A = B Checks out OK		

Wembury Parish Council
Reserves Balance
2025-2026

<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	35,946.74				35,946.74
Bus shelter s.106 money					0.00
Neighbourhood Plan	3,058.06				3,058.06
Pavilion	10,000.00				10,000.00
Total Earmarked	65,667.43				65,667.43
 TOTAL RESERVE	 65,667.43				 65,667.43
 GENERAL FUND					 96,128.44
 TOTAL FUNDS					 161,795.87