



Minutes of the Wembury Parish Council Meeting held at Down Thomas Village Hall on the 30th of June 2025.

Location: Down Thomas Village Hall

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

Clerk: Anne Towill

Members of the Public: 10

25-68 Opening of the Meeting

The Chair opened the meeting at 19:31.

25-69 Apologies

None

25-70 Absent

None

25-71 Declarations of Interests & Dispensation Requests

None

25-72 To Suspend the Business of the Council to Allow Speaker Presentations

The meeting was suspended at 19:32

- i. Devon County Council Report- see Annex A
- ii. South Hams District Council Report – see Annex B
- iii. Members of the Public regarding recent emergency work by South West Water.

A member of the public spoke about the issues experienced due to the road diversion caused by emergency South West Water work on a leak under the road in Down Thomas. The diversion caused severe issues for all drivers. Cllr Carson explained that a one-way route was not possible under the emergency powers that South West Water work under in these circumstances. If they were to do a full refit of the pipe, then a one-way system should be considered. Cllr Nix and Cllr Short have both been in conversation with South West Water and Cllr Nix and Cllr Carson are doing a lot of work to establish better working practices and traffic management. Cllr Nix explained that the South West Water teams do carry a sheet of metal that can be laid down over the hole for emergency vehicles, but this will not help if the vehicles doing the work are in the way and move slowly. Signage should also be moved overnight when traffic can pass which hasn't been happening. A member of the public asked if the emergency plan committee could assist in traffic management. There was a discussion around the issues with signage being in the wrong

Date: 28th of July 2025

Signed:

- places and that it needs to be checked. South West Water should ensure that they are in the right places.
- iv. Member of the Public. A member of the public spoke about issues arising from traffic going to Home Farm Shows causing blockages on the roads. Cllr Nix will look at their licencing and their traffic management plan.
 - v. Member of the Public. A member of the public spoke about their planning application for Little Coastguards Cottage. They have made amendments to the appearance to improve the visuals for properties the other side of the estuary.
 - vi. Member of the Public. A member of the public spoke about the issues with people parking on the junction of Traine Road and Church Road near the Odd Wheel. They and their employees have had near misses due to cars being parked on the junction and reducing or stopping visibility. The signage stating that Traine Road is unsuitable for through traffic is also not effective.

Cllr Nix explained that the council has already put in a request for double yellow lines at the junction, and the pub has been asked to get customers to move their vehicles if they are badly parked. Any double yellow lines would need to go out to consultation, but it is on the list and it is hoped to be done within the year. The Clerk explained what had happened with a previous proposal to make Traine Road access only. Cllr Edwards said that he would bring the issues up in the next Highways meeting.

25-73 To confirm the minutes of the Parish Council meeting held on 19th of May 2025.

All in favour.

RESOLVED: To confirm the minutes of the Parish Council meeting held on 19th of May 2025 as a true and accurate record.

25-74 To consider current planning matters and to receive monthly planning applications.

- i. Planning applications- See Annex C*

25-75 Committees and Working Groups

- i. Wembury Recreation Ground*

- a. General Update

Cllr Cox gave the following report:

The committee met on the 5th of June and for the first part of the meeting considered the design and plans for the potential new community building with the recreation ground. Some suggestions for improvements were made although the committee were overwhelmingly in support of this proposed facility and the benefits it will bring both to the recreation ground and the parish community as a whole. The committee were mindful though that the council must also be in a position to maintain and improve the excellent range of facilities already at the recreation ground and be able to proceed with planned renovations (tennis court surfacing) as well as recommended improvements (such as the fencing, improved MUGA surface, petanque court. It was suggested that moving forward the council may look to consult with the community on which elements the community would wish to retain. The committee reviewed progress in the overall management of the ground and considered how to optimize both operational and strategic direction. The new asset management software when implemented would enable

more robust oversight by all relevant parties and in the meantime the current YGS Landscapes management plan would be shared with the Clerk.

The merging of the 'pavilion' working group and the recreation ground committee should be considered if the pavilion build is to proceed.

The committee discussed the Friends of Wembury Recreation Ground group and considered how to involve other local and community groups in this, potentially setting up a working group to manage under the direction of the Clerk.

b. Football Team usage of the Recreation Ground

All in favour.

RESOLVED: To refuse Princerock FC to use the recreation ground as a training and match ground due to the poor behaviour records of the club. A score of 25 and below for two years or more would be necessary to reconsider this decision.

ii. *Neighbourhood Plan*

Cllr Cox gave the following report:

The Neighbourhood Plan committee met on the 12th of June and resolved outstanding matters on site allocation to be included within the community consultation events scheduled during this summer. The initial mapping ideas would be adjusted to show a number of 'potential' sites for affordable housing based on the housing needs surveys and community engagement activities that had taken place over the past few years and previous South Hams District Council site allocation plans where relevant.

The committee considered whether it would now be appropriate to survey the parish as a whole to request additional sites which landowners within the parish would like to offer for affordable housing and that this should be put to the full council for consideration.

Marketing materials for this summer's community engagement were discussed and agreed subject to funding for its production being available. The Responsible Financial Officer would be asked to obtain quotations for a 3x1 banner. The request for funding to be put on the agenda for the next full council meeting.

The committee resolved to request the council for agreement to the establishment of four working groups to move the Neighbourhood Plan towards completion. These would be for:

Mapping – to determine and provide final mapping for inclusion within the NP to include boundaries, results from community consultation, a future community call for sites)

Community Engagement and Consultation- to lead on consultation with the community throughout the Neighbourhood Plan process until adoption of the plan.

Policy Development – to draft, review and finalise policies until adoption.

Publication – to coordinate and organise the final documentation until complete.

The committee resolved to ask the council to direct the Clerk to set up a generic term of reference for the working groups, which would be open to all committee members, members of the full parish council and members of the public. Meetings could be held in person or online and a chair and

minute taker would be appointed for each meeting. All minutes would be publicly available. Working groups could not make decisions.
The next meeting is on the 14th of July at 7pm in the Knighton Room.

iii. Pavilion Creation Working Group

- a. The progress report was noted. See Appendix D.
- b. The council supported the renaming of the building and requests the working group to create a name that better reflects the inclusivity of the proposal.
- c. The council supported the merging of the Pavilion Working with the Wembury Recreation Ground Committee once the planning pre-app stage has been completed.
- d. The council agreed that the Responsible Financial Officer be requested to seek quotations for a topographical measured survey of the recreation ground. The Pavilion Working Group will provide requirements for such, and recommendations for relevant companies.
- e. The council agreed that the group prepare a Pre-Application Planning Enquiry, which the Clerk will submit to South Hams District Council to establish if the project comes under Permitted Development.
- f. The council agreed to ask the Responsible Financial Officer to ask local contractors for their expertise in ways to reduce costs, or if any would need to be increased due to the local market. The working group will send recommendations of contractors and requirements to the Responsible Financial Officer.

iv. Highways

- a. Update. Cllr Edwards explained that the work on the narrows on Church Road and some work on Knighton Road has been completed. He spoke about the 12 months warranty for pot hole repairs and said that he had checked on this. The companies who do the work won't provide a warranty for longer due to the parish being in a valley so there is more water damage, plus the historical road surface in rural areas causes more issues. The Devon County Council Highways asset strategy is online for anyone to see, and they asked that people report any poor pothole filling to Devon County Council as it is hard for them to audit them all. The Knighton Road central trench may be done when the narrows are patched.
- b. Water Leaks. Cllr Nix spoke about the work that has been done between herself, Cllr Tony Carson, Nick Colton (Highways Officer) and Cllr Dan Thomas (Devon County Council) on the problems caused by the continued leaks, repairs and consequent diversions by South West Water. They have caused huge problems for residents as the diversion is not suitable and really requires a one-way system. MP Rebecca Smith has also been asked to bring it up in a meeting she will be having with South West Water. Highways also came out with their enforcement team to make sure that diversion signs were correctly placed. A better route for a new pipe would be through fields

alongside the road. She proposed that the Clerk be asked to write a letter to South West Water about the situation.

All in favour.

RESOLVED: The Clerk to draft, circulate and send an email to South West Water regarding the health and safety issues caused by the inappropriate diversion that is put in place by South West Water when leaks occur in this area.

v. *Environment*

a. Cllr Gibbard updated the council that it had been a quiet month but that he had been involved in butterfly, birds and bat surveys recently. He hopes to organise a first committee meeting soon.

b. Yealm Estuary to Moor Survey

The council agreed to help distribute the Yealm Estuary to Moor survey.

25-76 Other Matters.

i. *Casual Vacancy*

It was noted that Dermot Drought has resigned as councillor after 26 years of working for the community. South Hams District Council were notified and there was no call for an election. Therefore, the Clerk will start advertising the vacancy.

Cllr Cox left the meeting at 21:30

ii. *Breach of the Code of Conduct*

All in favour.

RESOLVED: The council will undertake the sanction recommended for whole council code of conduct training. This will be as a group at a cost of approximately £250 and will be in the autumn to hopefully allow for the co-option of new councillors.

iii. *Local Government Review/Devolution*

a. The results of the community survey were noted.

b. The Clerk and the Cllr Nix updated the council regarding meetings attended with South Hams District Council, Plymouth City Council, 13 parishes and conversations had with Devon County Council. The Clerk also explained that she had sent emails to all councils regarding the results of the community survey. The Clerk and Cllr Nix also explained that plans for any future meetings.

c. The council decided that the Clerk would draft and circulate a letter to central government to inform them as to what our community's priorities are in relation to any new unitary authority. Once responses have been received it will be sent to the relevant department in central government.

iv. *Water Leaks and Road Closures*

This had been moved to the Highways item.

v. *Clerk Report*

The Clerk's report was noted.

vi. *Community Hub and Friends of Wembury Recreation Ground*

The council decided that a volunteer's co-ordinator would be sought on a voluntary basis to manage the Community Hub and the Friends of Wembury Recreation Ground group, under the supervision of the Clerk.

25-77 To receive Financial Reports.

i. *Responsible Financial Officer's Report*

The RFO's report was noted.

ii. *Planned Works Contract*

The council decided to split the planned works contract that is due to be sent out to tender soon, between a gardening contract and a maintenance and build contract (planned and unplanned contracts within the maintenance and build contract).

iii. *Unity Corporate Multipay Card*

All in favour.

RESOLVED: To apply for a Unity Card with a £500 per month limit.

iv. *DALC Annual Conference*

All in favour.

RESOLVED: To allow the Clerk and the Responsible Financial Officer can attend the DALC Annual Conference, and to pay the associated costs of doing so.

v. *Financial Statement*

All in favour. See Appendix E

RESOLVED: To receive and agree to the Financial Statement of payments and receipts, Reserve Balances and Bank Reconciliation and to sign the Bank Reconciliation, with a labelling change from survey to costings, and a request to make sure any pavilion spend is taken out of pavilion reserves.

vi. *June Payments.*

All in favour.

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

vii. *Quotes*

a. Bus Shelter Cleaning Contract

All in favour.

RESOLVED: To award the bus cleaning contract to Sparkles Cleaning at a cost of £237 a quarter.

b. Hawthorn Drive Noticeboard

Further information was requested before the council could decide.

c. PVC Banner for Fayres

All in favour.

RESOLVED: To order a banner from Vistaprint at a cost of £66.85

d. Tree Survey

All in favour.

RESOLVED: To award the tree survey contract to Rupert Baker at a cost of £337.

viii. *Insurance*

The insurance payment for the year was noted. More information was requested about Cyber Insurance before a decision could be made.

ix. *Sale of RFO Laptop*

More information was requested about what would happen to the old laptop before a decision could be made.

25-78 Confidential Section

All in favour.

RESOLVED: Under the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press were required to leave the meeting due to the sensitive nature of the item next to be considered.

- i. Clerk's Appraisal

All in favour.

RESOLVED: To approve the findings of the Clerk's Appraisal and the increased spinal point, plus note the associated increase in salary.

- ii. Overtime

All in favour.

RESOLVED: To allow the Clerk to do up to ten hours per month of overtime for the next six months, to deal with the workload and demands of the current situation.

25-79 Exchange of Information- No decisions to be made on items raised here.

None

25-80 Close of Meeting

The meeting was closed at 22:20



Anne Towill
Clerk to the Council

ANNEX A to Wembury Parish Council Agenda – 30th of June 2025

Devon County Council Report – Cllr Tony Carson

LGR

There was a LGR meeting on the 16th of June with the 13 Parish Councils and the three County Council seats effected by the PCC bid. There was a further meeting for Parishes with the new leader of SHDC on 18th June at Follaton House, Totnes. We are waiting for DCC to short list their proposals on LGR, which are being led by the Deputy Leader of the Lib Dems Cllr Paul Arnott. It is expected that Devons bid will be for either a Devon as a whole without Plymouth or two areas of Devon and Plymouth separate. There is currently no appetite in talking to Plymouth about joining forces due to their robust determination to remain as a unitary.

General Bickleigh and Wembury Division Items

A visit to Hemerdon Mine to meet with Tungsten West and the DCC Planner on 11th June to see how they were progressing with reopening the mine.

Numerous reports of HGV Satnav misdirection in the lanes over the area has led to a request to our MP to lobby Parliament to make it a legal requirement for commercial drivers to use commercial Satnav software.

Local to Wembury

I have visited the Pre-school at the request of the Manager and following that meeting arranged for the Pre-school Officer from DCC to visit to see what support there is from Central Government for privately run Pre-schools.

Road surfaces in and around the village are high on my agenda but finding a challenge at DCC due to the budget repair for the county falling far short of what is actually needed.

Verge / pavement parking is damaging the water main on Mewstone Avenue, and we are working with SHD Councillors on coming up with a solution.

There is progress on DYL's in Down Thomas on the junction of Manor Bourne Road/Renney Road and Eddystone Road/ MB Rd.

On going issues with SWW's emergency powers to forcing the closure of Bovisand Lane on many occasions including three times last week.

ANNEX B to Wembury Parish Council Agenda – 30th of June 2025

South Hams District Council report- Cllr Alison Nix

Cllr Nix explained that she would talk about what she had been doing regarding the water leak in Down Thomas later in the meeting. She also reported the leak outside Blush in Wembury and it has now been repaired.

Cllr Nix said that the field in Heybrook Bay that had been dug up was being investigated, and a member of the public then explained that it had been for National Grid so they could update the power supply.

Local Government Review (LGR) – South Hams District Council have opened an online survey for residents and will start doing in person consults in September. She attended the community consult held by Plymouth City Council and there were approximately forty-five attendees.

Date: 28th of July 2025

Signed:

ANNEX C to Wembury Parish Council Agenda – 30th of June 2025

Planning Applications

- i. **1583/25/FUL**
Proposal: Retrospective consent for erection of two benches
Site Address: Land At SX 542 496 Wembury Road Wembury
There was a discussion around the prevalence of retrospective planning applications by the National Trust and how this erodes public trust in the organisation.
Four in favour, three against, three abstentions.
RESOLVED: No objection.

- ii. **1551/25/HHO**
Proposal: Householder application for addition of first floor extension, ground floor extensions & raised patio with glazed balustrading
Site Address: Roszella, Renney Road, Heybrook Bay. PL9 0BD
Six in favour, four abstentions.
RESOLVED: Objection due to being overbearing.

- iii. **1778/25/FUL**
Proposal: Application for external cladding
Site Address: 54 Bovisand Park, Bovisand Lane, Down Thomas. PL9 0AE
Nine in favour, one abstention.
RESOLVED: No objection.

ANNEX D to Wembury Parish Council Agenda – 30th of June 2025

Pavilion Creation Working Group Progress Report

- i. Option 3 costings received 9th May
 - a. Cllr Stewart since reviewed, made comment & sought clarification, and received final amended costings (Rev 1)
 - b. Option 3a (over tennis courts) = base build cost £395k
 - c. Option 3b (away from tennis courts) = base build cost £343k
 - d. (£52k difference)
- ii. Following analysis of Option 3b, Cllr Stewart has prepared an 'Option 4' which amends the design and specification to make it more cost efficient, whilst maintaining accommodation, retaining building performance and features (solar PV, low energy / running costs, rainwater harvesting, etc), and focus on sustainability.
 - a. Option 4 base build cost = Approx £285k
 - b. NOTE: The option 4 costing has been prepared using rates from the previous Options 3a/b and remeasuring by Cllr Stewart. If required, and at additional expense, the Quantity Surveyor could be asked to check this.
- iii. Pavilion presented to Wembury Recreation Ground Committee 5th June 2025.
 - a. Proposal well received
 - b. Feedback integrated into Option 4 proposal (as per enclosures)
- iv. Pavilion idea discussed at Neighbourhood Plan Committee Meeting 12th June 2025
 - a. Pavilion discussed in relation to Neighbourhood Plan summer fayre community consultations
 - b. Generally agreed that, subject to agreement with Council, the Pavilion will not be presented at the summer fayres as a 'focus' item, but as a continuing initiative
 - c. The focus of the summer fayres will be the Neighbourhood Plan

Proposed Next Steps

- 1. Pavilion Working Group to prepare a Pre-Application Enquiry to South Hams District Council to establish if can be Permitted Development.
- 2. Following the Pre-App, and potential contractor feedback, prepare final proposals to be presented to the community for comment / consideration. Exact content of presentation (i.e funding streams, effect on precept, etc) to be agreed at subsequent Council meetings.

ANNEX E to Wembury Parish Council Agenda – 30th of June 2025

Financial Documents

Receipts & Payments 10/05/2025-16/06/2025				
Description	Supplier	Net	VAT	Total
Payment - Email, Office 365 and VOIP	Comtec	-£ 68.79	-£ 13.76	-£ 55.03
Payment - Audit - internal	Bridget Knight	-£ 200.00	£ -	-£ 200.00
Payment - Admin costs	Viking	-£ 29.89	-£ 5.98	-£ 23.91
Payment - Room Hire	DT Village Hall	-£ 22.00	£ -	-£ 22.00
Payment - Subscriptions and memberships	ICO	-£ 47.00	£ -	-£ 47.00
Payment - DBS checks for volunteers	Cornwall Council	-£ 43.00	£ -	-£ 43.00
Payment - DBS checks for volunteers	Cornwall Council	-£ 30.00	-£ 6.00	-£ 24.00
Payment - Asset repair and maintenance, parts and labour	JFGS	-£ 4.91	-£ 0.98	-£ 3.93
Payment - Community Hub Room Hire	Wembury Village Hall	-£ 75.00	£ -	-£ 75.00
Payment - Insurance	Clear Councils	-£ 1,407.88	£ -	-£ 1,407.88
Payment - Salary, Office Allowance and Pensions	Various	-£ 2,688.17	£ -	-£ 2,688.17
Payment - Bus shelter purchase	Euroshell	-£ 5,844.00	-£ 1,168.80	-£ 4,675.20
Payment - Admin costs	Lloyds Bank	-£ 4.25	£ -	-£ 4.25
Payment - Community Hub Expenses	Wembury Stores	-£ 50.00	£ -	-£ 50.00
Receipt - Interest received	Lloyds	£ 2.76	£ -	£ 2.76
Receipt - Interest received	Lloyds	£ 83.57	£ -	£ 83.57
Payment - Grant	DT Village Hall	-£ 364.95	£ -	-£ 364.95
Payment - Email, Office 365 and VOIP	Comtec	-£ 56.30	-£ 11.26	-£ 45.04
TOTAL		-£ 10,849.81	-£ 1,206.78	-£ 9,643.03

Date: 28th of July 2025

Signed:

Wembury Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 14/07/2025		
	Cash in Hand 01/04/2025		128,243.73
	ADD Receipts 01/04/2025 - 14/07/2025		50,835.63
	SUBTRACT Payments 01/04/2025 - 14/07/2025		179,079.36
	Cash in Hand 14/07/2025 (per Cash Book)		32,313.70
B			
	Cash in hand per Bank Statements		146,765.66
	Petty Cash 23/06/2023	0.00	
	Discovering Wembury Book (Bus E 14/07/2025	4,151.72	
	General savings (Bus Bank Instant 14/07/2025	97,679.60	
	Current (Treasurers) Account 0157 14/07/2025	11,261.21	
	Unity Bank 14/07/2025	3,673.13	
	Unity Bank Savings Account 14/07/2025	30,000.00	
			146,765.66
	Less unrepresented payments		
B	Plus unrepresented receipts		146,765.66
	Adjusted Bank Balance		146,765.66
	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		2,250.00		7,750.00
Total Earmarked	65,667.43		2,250.00		63,417.43
TOTAL RESERVE	65,667.43		2,250.00		63,417.43
GENERAL FUND					83,348.23
TOTAL FUNDS					146,765.66