



**Minutes of the Wembury Parish Council Meeting held at Wembury Village Hall
on the 28th of July 2025.**

Location: Wembury Village Hall

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

Clerk: Anne Towill

Members of the Public: 17

25-81 Opening of the Meeting

The Chair opened the meeting at 19:31.

25-82 Apologies.

All in favour.

RESOLVED: To accept the apologies of Cllr Stansell, Cllr Kenny, Cllr Stewart and Cllr Gibbard.

25-83 Absent.

None

25-84 Co-option of Councillor for Wembury and Down Thomas Wards.

RESOLVED: Alicia Coumbe and Rebecca Newcombe were elected as the councillors for the Wembury and Down Thomas Wards respectively.

25-85 Declarations of Interests & Dispensation Requests.

None

25-86 To suspend the business of the Council to allow speaker presentations.

- i. *Devon County Council Report – No report due to illness*
- ii. *South Hams District Council Report – See Annex B*
- iii. *National Trust –* Jess Tatton-Brown explained that the Clitters footpath is now open to be enjoyed but the one alongside Wembury Woods isn't yet open. They are taking measures to reduce the impact of ragwort on neighbouring land. They are also hosting several events over the summer that everyone is welcome to attend.
- iv. *Member of the Public.* A member of the public spoke about the road conditions and Knighton Hill and Pump Hill. There was a discussion around the planned works for Devon County Council Highways.
- v. *Member of the Public.* A member of the public spoke about overgrown hedges in the parish. They were advised that adjoining landowners were responsible for hedgerows, but that Devon County Council Highways can get involved in certain circumstances.
- vi. *Member of the Public.* A member of the public spoke about their planning application for Little Coastguards Cottage.
- vii. *Member of the Public.* A member of the public spoke about traffic at Home Farm shows. There will be no more shows for 12mths due to the pregnancy of the organiser. Cllr Nix hasn't yet heard back from South Hams District Council regarding the licence. Cllr Newcombe will speak to

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the organiser who is her sister, to see if there is any way the traffic flow can be improved and regarding the licence for the events.

25-87 To confirm the minutes of the Parish Council meeting held on the 30th of June 2025

Six in favour, two abstentions.

RESOLVED: To confirm the minutes of the Parish Council meeting held on the 30th of June 2025 as a true and accurate record.

25-88 To consider current planning matters and to receive monthly planning applications.

i. Planning applications- See Annex B

25-89 Committees and Working Groups

i. Wembury Recreation Ground

a. General Update from Cllr Cox.

The Committee has not met during the month. At the WPC stand at the Wembury School Fair on the 5th of June, members of the committee spoke to some members of the community who attended the event to promote the Friends of Wembury Recreation Ground. There will be further attempts to encourage more members of the community during the forthcoming months. The grass cutting has continued satisfactorily over the summer period and a number of people have expressed their satisfaction that the overall facility is well maintained and utilised. There have been a very small number of negative comments regarding the areas left uncut on social media. The decision to leave some areas wild was to provide a more effective environment for wildlife to thrive in our parish.

A wasp nest was identified on 26th July in a SHDC bin within the playpark. This was removed promptly by specialist contractors.

The Allianz inspection report has not identified any significant defects at the recreation ground and minor repairs have been actioned. Any longer-term recommendations will be considered by the committee at its next meeting

b. Coombe Dean Sponsored Walk.

All in favour

RESOLVED: To ratify the decision made by email to allow Coombe Dean school to use the recreation ground as a stopover for their sponsored walk, and to install a temporary Portaloo and markers to make this possible.

ii. Neighbourhood Plan

a. Update.

The Committee met on the 14th of July and considered the feedback from the school summer fair. There were a number of members of the public who attended the event and feedback on some of the site allocations has been analysed.

There have been some expressions of interest in providing land for development. In lieu of this, the Committee are asking the parish council to survey the parish as a whole to identify if any local landowners would wish to offer sites. The committee have obtained advice from SHDC who recommend that this would be an appropriate move for the neighbourhood Plan (NP) committee to undertake.

The marketing materials used at the Wembury Fair will be re-presented at the Down Thomas fair in September. The committee would also welcome

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the opportunity to present to any other interested groups or individuals upon request to the Clerk.

NP Committee members will be continuing to develop policies and the draft NP over the summer period and would welcome additional input into any of the working groups it is hoping to establish. Any interested parties are asked to contact the Clerk for further information.

- b. Working Groups Terms of Reference.

Six in favour, two abstentions.

RESOLVED: To set up the suggested four working groups within the Neighbourhood Plan Committee and agree the circulated Terms of Reference.

- c. Call for Sites.

Seven in favour, one against.

RESOLVED: To ask the Neighbourhood Plan Committee to request additional site suggestions from landowners, for primarily affordable and local housing.

- d. Display Maps etc.

All in favour.

RESOLVED: To ratify the decision to purchase printed display maps etc for the summer fairs and any other events.

iii. *Pavilion Creation Working Group*

Efforts and focus following the June meeting was put into preparation for the Summer Fayre, so little progress has been made in respect to the Pavilion.

As agreed at the June council meeting, a vote will be organised in due course to enable the community to name the project to promote better inclusivity.

Information has been prepared and issued to the RFO to seek quotations for a topographical measured survey of the recreation ground.

Pre-Application Planning Enquiry submission is being prepared. Package will then be sent to Clerk for submission to SHDC, to establish if it can be Permitted Development.

Information being prepared to send to RFO to send to local contractors to check costs, against actual local rates / trades / suppliers, and understand their likely trade discount / project leverages / profit margins.

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.

Cllr Nix suggested asking the young people of the parish to be part of naming the facility.

iv. *Highways*

- a. Update

There will be a Highways meeting on the 8th of August at 1pm in the Knighton Room.

- b. Letter to South West Water.

All in favour.

RESOLVED: To send the drafted letter to South West Water.

25-90 Other Matters.

- i. *Footpath to the rear of Langdon View*

All in favour.

RESOLVED: To allow the proposed footpath to join the existing footpath below the skate park and to request cyclists to dismount where the path enters the recreation ground.

- ii. *Clerk Report*

The Clerk's report was noted.

- iii. *IT Policy*

Six in favour, two abstentions.

RESOLVED: To adopt the circulated IT policy.

- iv. *August Meeting*

All in favour.

RESOLVED: To not hold an August meeting.

- v. *Code of Conduct Training*

A date had been organised prior to the meeting

- vi. *Local Government Review (LGR)*

- a. Update

Cllr Nix updated the council about the meetings with Plymouth City Council, South Hams District Council and the thirteen councils. New information has come out about proposed timelines for the changes but it is similar to what has been talked about already.

- b. Letter to central government.

All in favour.

RESOLVED: To send the drafted letter to central government and Rebecca Smith MP regarding the community's views on LGR.

25-91 To receive Financial Reports.

- i. *Responsible Financial Officer's Report*

The RFO's report was noted.

- ii. *Grant*

All in favour.

RESOLVED: To give a grant of £1000 to 1st Wembury Scouts.

- iii. *Financial Statement*

Six in favour, two abstentions.

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

- iv. *July Payments.*

Six in favour, two abstentions

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

- v. *Sale of RFO's laptop*

All in favour.

RESOLVED: To sell the RFO's previous laptop for £50 to the council's IT provider, for him to clean and prepare to be used by an apprentice of one of his clients.

vi. *Quotes*

a. Noticeboard for Southland Park Road

It was decided that replacing this noticeboard would be postponed for the immediate future, as the Cllr who looks after it believes that she can manage with it and there isn't enough money in the budget for noticeboards for a new one. After a discussion about the need for noticeboards, it was agreed that the Responsible Financial Officer be asked to budget for the 2026/27 financial year for a noticeboard.

b. Skate ramp repair.

The Wembury Recreation Ground group will look in to the long-term future of the skate park.

All in favour

RESOLVED: To instruct the repairs of the skate ramp at a maximum cost of £1250

vii. *Tender Paperwork.*

Six in favour, two abstentions.

RESOLVED: To agree the review tender paperwork for the Planned Maintenance, Unplanned Maintenance and a Gardening contracts.

25-92 Exchange of Information- No decisions to be made on items raised here.

Cllr Short said that he had received complaints about off road motor bikes with noisy exhausts causing disturbances at Bovisand and Down Thomas. It has been reported to the police.

Cllr Coumbe spoke about the issues of pavement parking impacting pedestrians being able to use the pavements.

25-93 Close of Meeting

The meeting was closed at 21:28



Anne Towill
Clerk to the Council

ANNEX A to Wembury Parish Council Agenda – 28th of July 2025
South Hams District Council Report
Councillors Alison Nix and Julie Carson

SWW update

Regarding the time taken to fill the repair, it is policy to leave it for 24 to 48 hours in case the repair does not hold. We agreed that was not an option on Bovisand Lane. The case management team are also considering access for emergency vehicles which is one of our major concerns.

SWW have a statutory duty to get a water supply back on as soon as possible so getting alternative traffic management plans in place isn't possible. Anything that regulates requires a temporary traffic regulation order which can take a week or two to process and without is the restriction would not be legal. We are not in a position to implement a permanent one-way system on Pump Hill and Ford Road as it would not be seen as a high priority for funding and would not be viewed as uncontroversial.

With planned closures that would be more than a week in length then DCC would insist on a complete traffic management plan, and this can include one way systems where there is time to process them (in the norm Utility Companies have to give three months' notice for a road closure so DCC would have time to comment).

The service reservoir at Manor Bourne Road supplies water to DT HB Bovisand hence why these areas do not lose water when these emergencies happen. Devon County Council are liaising with SWW to reach a resolution to this problem, but like residents they are mindful of the disruption to the highway if they carry out full replacement of the old pipework over a period of several weeks. This is being considered by the depot management team and we will update you when we have another update.

Highways

Still working on potholes and irregular road surfaces. Gutters being cleared on road between Staddiscombe and Wembury Point this week.

Planning applications

Several ongoing applications which I am sure will be discussed further later this evening. Support being given to residents who have ongoing planning concerns and also a number of enforcement queries.

LGR

Meetings attended in South Hams and PCC. Councils working towards putting in their bids in November. PCC have completed their consultations with the communities. SHDC consultations will be:

30 September – Brixton

1 October – Wembury. We have requested another one in DT.

Local Government Reorganisation

Everyone across the South Hams is being invited to help shape the future of Devon - www.southhams.gov.uk/local-government-reorganisation

ANNEX B to Wembury Parish Council Agenda – 28th of July 2025

Planning Applications

- i. **1813/25/HHO**
Proposal: Householder application for alterations & extensions to property
Site Address: Annislea Wembury Road Wembury PL9 0DQ
Comment: Objection due to scale, the north and south facing windows need to be obscure/frosted to avoid overlooking, clarity is needed on the first-floor master bedroom which appears to have a sliding door- is a balcony proposed?, an EV charger should be included, and ecological enhancements should be shown on the plans

- ii. **0216/25/HHO**
Proposal: READVERTISEMENT (revised plans) Householder application for refurbishment of existing Little Coastguards Cottage building together with the erection of a single storey extension to the side
Site Address: Land at SX 537 480 Wembury
Comment: No objection

- iii. **2008/25/HHO**
Proposal: Householder application for proposed single storey side extension with internal alterations
Site Address: 11 Westlake Rise, Heybrook Bay PL9 0DS
Comment: No objection

Appendix B to Wembury Parish Council Agenda – 28th of July 2025

Finance Documents

	Description	Supplier	Net	VAT	Total
Asset Maintenance and running costs	Payment - Air Ambulance Tower - Energy Supply	EDF	-£ 66.18	-£ 3.31	-£ 69.49
Bank Charges	Payment - Bank Service Charge	Unity Bank	-£ 2.13		-£ 2.13
Bank Charges	Payment - Bank Service Charge	Lloyds Bank	-£ 4.75		-£ 4.75
Salaries inc NI/Tax/Payroll/Pensions	Salaries, pensions and office allowance	Various	-£2,178.62	£ -	-£2,178.62
Pavilion	Payment - Costings	Ravenslade	-£ 750.00	-£150.00	-£ 900.00
Expenses, training and mileage	Payment - Training	DALC	-£ 35.00	-£ 7.00	-£ 42.00
Handyperson - planned works	Payment - Planned Works	JFGS	-£1,015.92	-£203.18	-£1,219.10
Asset Maintenance and running costs	Payment - Asset repair and maintenance	JFGS	-£ 68.74	-£ 13.76	-£ 82.50
Asset Maintenance and running costs	Payment - Asset repair and maintenance	JFGS	-£ 26.55	-£ 5.31	-£ 31.86
Asset Maintenance and running costs	Payment - Grass Cutting	Fairway Lawn Care	-£1,080.00		-£1,080.00
Community Hub expenses and room hire	Payment - Community Hub Room Hire	Wembury Village Hall	-£ 60.00		-£ 60.00
Interest	Receipt - Interest received	Wembury Parish Council	£ 2.39		£ 2.39
Interest	Receipt - Interest received	Wembury Parish Council	£ 54.15		£ 54.15
Other Grants received	Receipt - Payment from DCC for 50% of bus shelter	Wembury Parish Council	£3,506.00		£3,506.00
Salaries inc NI/Tax/Payroll	Payment - PAYE, HMRC and NI	HMRC	-£ 865.71		-£ 865.71
			-£2,591.06	-£382.56	-£2,973.62

Date: 29th of September 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			146,765.66
	Cash in hand per Bank Statements		
	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			146,765.66
	Plus unrepresented receipts		
	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