



Minutes of the Wembury Parish Council Meeting held at Down Thomas Village Hall on the 27th of October 2025.

Location: Down Thomas Village Hall

Parish Councillors Present: Cllr Coumbe, Cllr Cox (Chair), Cllr Gibbard, Cllr Newcombe, Cllr Short, Cllr Stansell, Cllr Stewart, Cllr Truscott, Cllr Walrond.

Clerk: Anne Towill

Members of the Public: 5

25-113 Opening of the Meeting

The Chair opened the meeting at 19:30.

25-114 Apologies

Cllr Kenny and Cllr Edwards.

RESOLVED: To accept the apologies of Cllr Kenny and Cllr Edwards.

25-115 Absent

None.

25-116 Declarations of Interests & Dispensation Requests

Cllr Stewart declared an interest in the planning application for Thorn House.

25-117 To suspend the business of the Council to allow speaker presentations.

The meeting was suspended at 19:32.

i. South Hams District Council Report – See Annex A.

The meeting was reopened at 19:36

25-118 To confirm the minutes of the Parish Council meeting held on the 29th of September 2025

RESOLVED: To confirm the minutes of the Parish Council meeting held on the 29th of September 2025.

25-119 To confirm the minutes of the Parish Council meeting held on the 6th of October 2025

RESOLVED: To confirm the minutes of the Parish Council meeting held on the 6th of September 2025.

25-120 To consider current planning matters and to receive monthly planning applications.

Planning applications- See Annex B

25-121 Committees and Working Groups

i. Wembury Recreation Ground

a. Update

The committee have not met this month. Routine maintenance has continued. The next meeting is on the 20th of November 2025.

b. Ocean City FC Terms and Conditions

RESOLVED: To adopt the proposed terms and conditions for Ocean City FC.

c. Toddler Swing

The previously purchased swing has been returned as it was delivered not assembled and without safety fitting instructions. Despite request to provide the safety settings none have been provided.

RESOLVED: To purchase a prebuilt swing directly from Sutcliffe Play at a cost of £320.76

ii. Neighbourhood Plan

The Neighbourhood Plan committee met on the 14th of October and reviewed the following.

- Analysis of the responses from consultations regarding site allocations.
- The South Hams District Council call for sites.
- Site allocations.
- Policy updates were made including reviewing of employment. Tourism sections, renewable energy, farming, forestry and marine businesses were discussed. Remaining policies for development are built environment and environment.

In order to move forward with obtaining quotes for support with finalization of the plan, Adrian Ballisat would download and share the info to date with the Responsible Financial Officer so that she could approach relevant businesses for quotations.

The next meeting will be on the 17th of November 2025.

iii. Pavilion Creation Working Group

Progress since last presented to Council

i. Pre-Application Planning Enquiry

- a. Submission has been prepared to establish if it can be Permitted Development.
- b. Working Group seeking permission to submit the Pre-Application Enquiry
- c. If SHDC agree that it would constitute Permitted Development, it will make savings (i.e. no costs for info required for a full planning application), and thus further inform the planned public vote

ii. 'What is the Hub?' poster summary sheet made and presented at DT Summer fayre

iii. Analysis of Down Thomas Fayre (thanks to Cllr Gibbard)

iv. Started a list of local groups / businesses / organisations to consult

v. Started a Business Plan Brief (to formulate ideas for consideration)

vi. Budget allocation request submitted to RFO

Next Steps

i. Next meeting 11th of November 7.00pm, Knighton Room

ii. Following the Pre-App, and potential contractor feedback, prepare final proposals to be presented to the community for comment / consideration & vote on whether to proceed. Exact content of presentation (i.e. funding streams, effect on precept, etc) to be agreed at subsequent Council meetings.

iii. Following community vote in spring of 2026, to seek renewed topographical survey quotes

iv. Information will be 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.

- a. New Committee Members

RESOLVED: To add Jack Baxter to the Pavilion Working Group Committee.

- b. Pre-Application Wording

RESOLVED: To submit the Pre-Application as circulated.

- iv. Highways

Cllr Edwards reported that there was a meeting the previous Friday with members of the Wembury Parish Council Road Warden scheme and the Highways Officer from Devon County Council to clarify communication lines and ways of working.

- v. Environment Committee

Cllr Gibbard explained that he had been asked to be the Wembury Parish Council representative on the Life on the Edge group. He has also attended other environmental group meetings and will be organising the first Wembury Parish Council Environment Group meeting for the 13th November 2025.

25-122 Other Matters.

- i. Clerk Report

The Clerk's report was noted.

- ii. Subject Access Request

It was noted that the recent Subject Access Request has been completed and took 14hrs of the Clerk's working hours.

- iii. Unreasonable, Habitual or Vexatious Contact and Behaviour Policy

RESOLVED: To adopt the new Unreasonable, Habitual or Vexatious Contact and Behaviour policy in place of the current Vexatious Policy.

- iv. Local Government Review

- a. Update and Next steps

Cllr Nix gave an update on the 13 parishes meeting that has been attended and the letter that has been proposed to be sent. There will be further meetings for the 13 parishes as well as a meeting with South Hams District Council in the future.

- b. Letter to Central Government from the 13 Parishes

RESOLVED: To sign the proposed letter to central government from the 13 Parishes.

- v. Financial Risk Assessment

RESOLVED: To adopt the amended Financial Risk Assessment.

- vi. Christmas Tree

RESOLVED: To install additional lighting to the tree on the verge of one additional string of lights that are coloured.

- vii. Letter to Parklife ref Life on the Edge Grant

RESOLVED: To ratify the decision to send a letter of support to Parklife, reference a Life on the Edge grant.

25-123 To receive Financial Reports.

- i. Responsible Financial Officer's Report

The Responsible Financial Officer's report was noted.

- ii. Grant

RESOLVED: To grant Parklife SW £1000

- iii. Financial Statement
RESOLVED: To receive and agree the Financial Statement of payments and receipts, Reserve Balances and Bank Reconciliation and to sign the Bank Reconciliation.
- iv. Virement of Funds
RESOLVED: To move money from general reserves into the Earmarked Reserve of Public Asset Maintenance, the salary budget, and the pension contributions budget. The Responsible Financial Officer to decide how much in each according to decisions made later in the meeting and her judgement.
- v. Quotes.
This was deferred as quotes had not been received.
- vi. October Payments.
RESOLVED: To agree and sign the Accounts for payment October 2025.

25-124 Confidential Section

At 20:20 the council:

RESOLVED: Under the Public Bodies (Admissions to Meetings) Act 1960 it was resolved to exclude members of the public and press due to the sensitive nature of the item next to be considered relating to individual members of staff, performance, terms and conditions etc.

The Clerk left the meeting at 20:21 and returned at 20:42

- i. **Change of Pay Grade**
RESOLVED: To increase the pay grade for the Clerk as recommended by the HR committee as of the 1st of December 2025 and to increase their hours by ten per month as of January 2026. To also increase the pay grade for the Responsible Financial Officer from April 2026 following a successful first yearly appraisal.

The meeting was opened to the public at 20:44

25-125 Exchange of Information- No decisions to be made on items raised here.

Cllr Gibbard reminded councillors of the finance meeting coming up and the need to be quorate.

Cllr Gibbard also reminded councillors of the upcoming code of conduct training.

Cllr Cox talked about the trees that had been cut around 10pm on Church Road. Devon County Council Highways will be contacted to ask that work isn't done so late in the future.

Cllr Stansell explained that the two power cuts had caused sewage discharge into the sea at Wembury. The Clerk said that she had had some further contact from South West Water but it had stalled. Cllr Stewart

25-126 Close of Meeting

The meeting was closed at 20:53

Anne Towill

Anne Towill
Clerk to the Council

ANNEX A to Wembury Parish Council Agenda – 27th of October 2025
South Hams District Council Report – Cllr Nix

There have been monthly meetings re the Local Government Review with regular briefings until the detailed proposal goes in. Devon County Council have put in their initial plan now.

South Hams District Council are focusing on healthy homes projects and can provide a thermal imaging camera to councils to use in their communities if wished to help homeowners identify where their homes may benefit from further insulation.

There has been a lot of work on planning issues and issues on the roads, including the difficulties with South West Water works.

Cllr Short asked for traffic lights on the Gabber Lane diversion to avoid similar issues to last time and Cllr Nix said she would speak to highways to see if it was possible.

ANNEX A to Wembury Parish Council Agenda – 27th of October 2025

Planning Applications

a. 2315/25/HHO

Proposal: Householder application for extension & external alterations **Site**

Address: Thorn Lodge Wembury PL9 0EF

Comment: No objection

Appendix C to Wembury Parish Council Agenda – 27th of October 2025
Financial Documents

Please see the following pages.

Wembury Parish Council Payments & Receipts 16/09/2025-17/10/2025					
Date	Description		Net	VAT	Total
16/09/2025	Receipt - Precept	Wembury Parish Council	47,000.00		47,000.00
16/09/2025	Payment - Air Ambulance Tower - Energy Supply	British Gas	-12.80	-0.64	-13.44
18/09/2025	Payment - VAS- Road Speed Sign	MessageMaker	-3,260.00	-652.00	-3,912.00
29/09/2025	Payment - Bank Service Charge	Lloyds Bank	-4.25		-4.25
30/09/2025	Receipt - Interest received	Wembury Parish Council	16.46		16.46
30/09/2025	Receipt - Interest received	Wembury Parish Council	500.98		500.98
30/09/2025	Payment - Stationery/Office Equipment- desk lamp	Reimburse RFO	-5.47	-1.10	-6.57
30/09/2025	Payment - Stationery/Office Equipment- monitor stand	Reimburse RFO	-23.74	-4.75	-28.49
30/09/2025	Payment - Stationery/Office Equipment- pens	Reimburse RFO	-1.35	-0.27	-1.62
30/09/2025	Payment - Stationery/Office Equipment- desk	Reimburse RFO	-20.00		-20.00
30/09/2025	Payment - LGPS contributions (pension, employer and employees)	Devon County Council	-499.90		-499.90
30/09/2025	Payment - Bank Service Charge	Unity Bank	-6.00		-6.00
30/09/2025	Payment - Salary and Office Allowance - 2 staff	Anne Towill	-1,849.74		-1,849.74
30/09/2025	Payment - Defib masks	Reimburse RFO	-63.32	-12.66	-75.98
30/09/2025	Payment - Printer cartridge	Reimburse RFO	-16.11		-16.11
01/10/2025	Payment - Audit - external	PKF Littlejohn	-315.00	-63.00	-378.00
01/10/2025	Payment - DBS checks for volunteers	Cornwall Council	-32.92	-6.58	-39.50
01/10/2025	Payment - Grass Cutting	Fairway Lawn Care	-720.00		-720.00
01/10/2025	Payment -Stall at fayre	DT Village Hall	-20.00		-20.00
01/10/2025	Payment - 2nd stall at fayre	DT Village Hall	-20.00		-20.00
01/10/2025	Payment - Planned Works	J.Friend Garden Services	-1,015.92	-203.18	-1,219.10
01/10/2025	Payment - Tree Survey	Rupert Baker	-337.00		-337.00
01/10/2025	Payment - Community Hub Room Hire	Wembury Village Hall	-75.00		-75.00
01/10/2025	Payment - Community Hub Room Hire	Wembury Village Hall	-60.00		-60.00
01/10/2025	Payment - Asset repair and maintenance, parts and labour	J.Friend Garden Services	-167.00	-33.40	-200.40
01/10/2025	Payment - Safety Sign	SafetySigns4Less	-8.14	-1.63	-9.77
09/10/2025	Receipt - Interest received	Wembury Parish Council	0.01		0.01
10/10/2025	Payment - PAYE, HMRC and NI	HMRC	-1,090.76		-1,090.76
14/10/2025	Payment - First Aid Supplies for Road Warden Scheme	Zafety Supplies	-24.90	-4.98	-29.88
15/10/2025	Payment - Email, Office 365 and VOIP	Comtec	-56.30	-11.26	-67.56
15/10/2025	Payment - Air Ambulance Tower - Energy Supply	British Gas	-11.75	-0.59	-12.34
				-996.04	36,804.04
Created by 					

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 17/10/2025		
	Cash in Hand 01/04/2025		128,243.73
	ADD Receipts 01/04/2025 - 17/10/2025		98,376.26
	SUBTRACT Payments 01/04/2025 - 17/10/2025		226,619.99
			50,620.61
	Cash in Hand 17/10/2025 (per Cash Book)		175,999.38
B	Cash in hand per Bank Statements		
	Petty Cash 23/06/2023	0.00	
	Discovering Wembury Book (Bus E 17/10/2025	0.96	
	General savings (Bus Bank Instant 17/10/2025	0.01	
	Current (Treasurers) Account 0157 17/10/2025	53,855.37	
	Unity Bank Current 20531766 17/10/2025	4,454.08	
	Unity Bank Savings Account 20531 17/10/2025	113,500.98	
	Unity Bank Discovering Wembury 17/10/2025	4,187.98	
			175,999.38
	Less unrepresented payments		
			175,999.38
	Plus unrepresented receipts		
	Adjusted Bank Balance		175,999.38
	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					112,581.95
TOTAL FUNDS					175,999.38