



Minutes of the Wembury Parish Council Meeting held online on 25th January 2021.

Parish Councillors Present:

D Brown (Chairman and District Councillor), J Bennett, M Chown (District Councillor), D Drought (Vice Chairman), R Newnham, G Truscott, C Smith, M Kenny, J Cox.

Clerk: A Towill

Two members of the public present.

Cllr Renyard joined the meeting at 20:05

21- 01 OPENING THE MEETING

Cllr Brown opened the meeting at 19:29

He explained that the Clerk would be recording the meeting via Zoom.

21- 02 APOLOGIES

Apologies received from Cllr Stansell due to family commitments. Accepted unanimously.

21- 03 CO-OPTION OF NEW COUNCILLOR- WEMBURY WARD

Jane Cox had put herself forward as a Wembury Ward Councillor to fill the vacancy. Cllr Brown proposed the following, seconded by Cllr Smith and agreed unanimously.

RESOLVED: To Co-opt Jane Cox as a Wembury Ward Councillor.

21- 04 DECLARATION OF INTEREST & DISPENSATION REQUESTS

Cllr Chown and Cllr Smith declared an interest in the decision re the planting of trees on Wembury Parish Council land. There were no further Declarations of Interests or further Dispensation Requests.

21- 05 THE BUSINESS OF THE COUNCIL WAS SUSPENDED FOR THE PUBLIC TO MAKE OBSERVATIONS OR TO PUT QUESTIONS

The Chairman suspended the business of the Council and opened this session to the public at 19:35

The Chairman announced that members of the public are only allowed to speak during the open session of the meeting, and they should raise any matters of

concern, or explanation, including planning items, at that time and not wait until later in the meeting, as they would not be allowed to speak.

i. **Cllr Chown (South Hams District Council)** had circulated a report immediately prior to the meeting. There were no questions.

ii. **Cllr Hart (Devon County Council)** had circulated a report which The Clerk read out. There were no questions.

“Have already sent on some information about the testing of teachers and those working in pre-school.

There have been two cases recently of Dogs chasing and attacking sheep in the Wembury, Brixton area which has resulted in at least one sheep having to be put down. So, have had DCC put out a press release asking people to be careful whilst walking on footpaths through fields. This is the lambing season. I have offered to pay for some slabs to be put down around the post box where a resident slipped. I still have some money, but it needs to be allocated before the end of February.

Not sure there is an easy answer to the Wembury Point traffic. Would be surprised if the National Trust would increase the size of the car park. Not sure if yellow lines would work either. Happy for highways to discuss with others.

No news on Traine Road but there have been at least 2 more accidents in the last few weeks. Will chase again.

The number of people in hospital with Covid-19 is still increasing. So please be careful and keep your distance from others. The vaccine is being delivered but the Virus is also still spreading.

iii. **A Member of the Public** explained that the parking at Wembury Point was now at a point where those who lived there could not get in to or out of their properties, the bus could not complete its route and any emergency vehicles would be unable to pass. He considered it to be not only a huge inconvenience for the residents, but it also impacted businesses and was a safety issue.

He has been in contact with the National Trust, Highways and the Police about this matter and the agreement was that a multiagency approach was needed to find a resolution. There was a discussion about the possible resolutions.

iv. **A Member of the Public** expressed concern about the volume of traffic in Wembury especially since the pandemic started. He would like to see the speed limit reduced to 20mph on roads where there is no pavement or speed humps installed.

Cllr Drought explained that even in Down Thomas where there was a 20mph limit that it was not enforceable by law but only advisory. It was suggested that the Highways group explore the issue and ways to help.

There were no further comments, and the Chairman closed this open session at 19:55 to resume Parish Council business.

21- 06 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 21st DECEMBER 2021.

The minutes were agreed as being a correct record and duly signed by the Chairman.

21- 07 TO RECEIVE THE MONTHLY PLANNING REPORTS

i. Planning Applications

a) 3945/20/HHO

Householder application for two storey side extension and demolition of single storey garage

22 Mewstone Avenue, Wembury. PL9 0JZ

The views of the councillors have already been submitted unratified due to the timescale of the consultation.

b) 3814/20/VAR

Application for variation of condition 2 regarding drawings of planning application 2821/17/FUL

Fort Bovisand, Bovisand. PL9 0AB

The views of the councillors have already been submitted unratified due to the timescale of the consultation.

c) 4147/20/VAR

Variation of condition 1 (Approved plans) of planning permission 1998/20/ARM for construction of single dwelling.

Xanadu, West Hill, Heybrook Bay. PL9 0BB

No Objection (Unanimous)

d) 4164/20/HHO

Householder application for rear extension and internal alterations 8 Hawthorn Park Road, Wembury. PL9 0DB

There were some concerns over the impact of the chimney on the neighbouring property. It is believed that an amendment will be submitted.

Objection (Two objections, two abstentions)

e) 4143/20/HHO

Retrospective householder application for extension to chalet

48 Cedar Park, Bovisand. PL9 0AG

No Comment due to inability to gain access to the park to view the impact. (Unanimous)

f) 4082/20/FUL

Demolition of existing holiday chalet and construction of replacement holiday chalet including associated external works 43 Cedar Park, Bovisand. PL9 0AG

No Comment due to inability to gain access to the park to view the impact. (Unanimous)

RESOLVED: To accept the Planning Report with resolutions as detailed above.

21- 08 TO RECEIVE INWARD CORRESPONDENCE

None

21- 09 TO RECEIVE REPORTS FROM COMMITTEES AND REPRESENTATIVES

i. Emergency Plan

a. COVID 19 Response Update

Cllr Kenny explained that there have been no more reports or requests for help. The system is still there if people need it.

b. Update of Emergency Plan

This is still a work in progress and is on hold at the moment.

ii. Climate, Environment and Biodiversity Emergency

a. Update.

Cllr Smith explained that the Wild Wembury verges project was still being progressed. However, as it had been intended as a community project some elements had been pushed back to later in the year when they could hopefully be safely done. There is an RSPB Bird Watch project happening for people to send their records in.

b. Planting of trees on Wembury Parish Council owned verges.

Cllr Chown said that this was a project between Wild Wembury, South Devon AONB and Parklife. They had some free trees being supplied by the Woodland Trust that were arriving in March. They would like permission in principle to plant any appropriate trees on Wembury Parish Council owned verges. Cllr Smith also asked that if anyone were aware of publicly accessible places where trees could be planted in the Down Thomas Ward, to let them know.

Cllr Brown proposed the following, seconded by Cllr Renyard. Eight in favour with two abstentions.

RESOLVED: To agree in principle to allow the planting of suitable trees on Wembury Parish Council owned land.

iii. Beach

a. Beach Liaison Group Update.

There have been no meetings. However, Cllr Smith was pleased to report that a Surfers Against Sewage campaign has been successful in that all sewage spills have to be reported not just the ones that happen in the 'bathing season'.

b. Emergency Phone

The Clerk explained that Cllr Stansell had been advised that a line check would be needed to establish if that was the cause of the problem with incoming calls. The cost would be £425. There was a discussion around who was responsible for the line and it was decided that Salcombe Harbour Authority would be contacted to see if it was theirs. There was a discussion around whether the emergency phone was needed any more. All mobiles can call the emergency number even if they do not have a signal as the call will be rerouted to a signal for no additional cost.

Cllr Jane Cox proposed the following, seconded by Cllr Chown. Eight in favour, one abstention and one against.

RESOLVED: To request Salcombe Harbour Authority check if they are responsible for the line and if so investigate if the line is at fault.

iv. Neighbourhood Plan

a. Request for payment of budgeted amount of £2000.

Cllr Truscott requested that the budgeted amount of £2000 be transferred to the Neighbourhood Plan account.

Cllr Truscott proposed the following seconded by Cllr Smith and agreed unanimously.

RESOLVED: To transfer the budgeted £2000 to the Neighbourhood Plan account.

b. Request for delegation of amount to be spent without Wembury Parish Council's authorisation to be £1000.

The Neighbourhood Plan Committee would like to be able to spend up to £1000 without it needing to be referred to Wembury Parish Council (contrary to current Terms of Reference). They are wanting to employ a specialist to create some draft policies and have found one who can do it. The Clerk offered to source some others to get more quotes.

Cllr Brown proposed the following, seconded by Cllr Newnham and agreed unanimously.

RESOLVED: To allow the Neighbourhood Plan Committee to spend up to £1000 of its funds without needing to come to the Wembury Parish Council for authorisation.

c. Terms of Reference

It was suggested that a working group be formed to look at the Terms of Reference for the Neighbourhood Plan and ensure they meet the needs of the group and Wembury Parish Council. Members to include Cllr Stansell, Cllr Renyard, Cllr Brown, and The Clerk.

Cllr Truscott proposed the following, seconded by Cllr Cox and agreed unanimously.

RESOLVED: To set up a working group to update the Terms of Reference for the Neighbourhood Plan Committee.

v. Communications

- a. New Website** – The Clerk updated the council as to how the new website was progressing
- b. Noticeboards** – The Clerk read out a report about the decisions made by Cllr Smith, Cllr Kenny, and The Clerk as to which boards to keep, the priority of which ones needed dealing with first and the decisions made about size and style.

vi. Wembury Recreation Ground

a. General Update. Meeting Minutes.

Playpark

Muddy areas in the park have been aerated by James which improved the surface.

The park gate near the school entrance has been repaired and is now closing properly.

The claim for the tripping issue is being dealt with by Zurich, our insurance company.

A small area of rubber matting under the toddler swings needs repairing which we can ask Rhino Play to attend to. This is not considered a trip hazard at the present time.

Tennis Courts

There are several large cracks in the playing area surface and James is looking for a suitable filler to overcome this.

The fence posts need rust treatment and one needs a complete replacement. James to price up.

Skate Park

The sign is missing. New signs have been ordered from SHDC for each park facility.

There is a small crack and a slight dip in the tarmac which can be monitored for now.

The tarmac path that leads to the scout hut has a section with an uneven surface which needs levelling. James to level.

Andy Cammack mentioned that some branches had come down in the winds. South Hams District Council have been told they need to deal with these trees prior to the final handover. They should be having them seen to soon. James asked that any trees or branches that are felled in the park to be chipped so he can use it for mulching.

Trees

One of the pine trees close to John Squires seat is leaning over too far and will make sitting difficult. Adam King has advised that the plinth

and seat be relocated in front of the trees. James will assess and provide a price. The tree that is leaning may need bracing at some point.

WPC has agreed in principle of allowing memorial trees on the recreation ground. Adam King suggested that replacement trees for damaged ones could be considered. A contract would need to be drawn up with a set of conditions as to maintenance and what items could be displayed, maybe just a plaque. Adam to advise on which trees would be suitable where. Cost of tree will be relative to size and type. Length of time for plaque to be in place was suggested to be 25yrs

Covid restrictions

The tennis courts have been closed and notices will be positioned on the Muga and skate park to inform of their closure. The clerk has been in touch with our insurance company as regards the rules for use of the play park. We are following the guidance provided by SHDC for their play parks.

Night Landing Site

The works will be carried out on the 26th and 27th of January.

AOB

Adam King advised that he is now working for a company that is a sister company of YGS landscaping. The Clerk explained that if any contracts came up in the future where YGS would bid for them then Adam would need to remove himself from the discussion and any vote.

Adam advised that YGS would replace the planting that has died, finish the mulching, and give one day of training to whoever will be taking over the maintenance. There is £5000 left of the contract which will not be spent - this underspend is from obtaining free trees and the lack of watering etc due to the COVID pandemic restrictions. Cllr Bennett asked that the planned works to move the gate to the field be postponed until after the night landing site tower is installed.

The Clerk updated the committee that the three seating benches have now all been allocated to people who would like a memorial bench as well as one picnic bench.

In addition to these minutes, Cllr Bennett explained that the mud is now becoming a bigger problem in the playground. He questioned whether more surfacing was needed in the long term.

Additionally, the gate near the school entrance was not closing properly despite the new mechanism. The company that installed it will be coming the following week to rectify it.

Lastly, South Hams District Council have cut some of the trees alongside the path as part of their final handover of the recreation

ground responsibility. From now on Wembury Parish Council will be responsible for the trees and hedge along the path.

b. Tennis Court Upright repair.

A quote for £353.88 has been received by JFGS.

Cllr Smith proposed the following, seconded by Cllr Bennett and agreed unanimously.

RESOLVED: To accept the quote of £358.88 for the repair of the tennis court upright.

c. Repairs to the Tennis Court Surface

A quote for £295.90 has been received to repair some defects in the tennis court surface.

Cllr Brown proposed the following, seconded by Cllr Renyard and agreed unanimously.

RESOLVED: To accept the quote of £295.90 for the repairs to the tennis court surface.

d. Seating Update.

The Clerk updated the council on the progress with the seating in the Recreation Ground.

e. Tennis Court Hire for Businesses.

There was a discussion around who would be paying to use it and how it would be managed.

Cllr Smith proposed the following, seconded by Cllr Kenny. With seven in favour, one against and two abstentions.

RESOLVED: To charge businesses wishing to use the tennis courts £6 per hour per court.

f. Increased occurrences of dog poo left in the recreation ground.

There was a discussion around the problem. The Clerk has instructed the contractor to put up the illuminous dog poo signs that were purchased previously. Other areas around the parish will also have the signs put up to help with reports of issues. The situation will be monitored to see if the signage helps the situation before any further discussion.

vii. Pavilion

Cllr Brown explained that he has contacted some members of the public who have expressed an interest in being involved with the view to having a meeting as soon as possible.

viii. Highways and Footpaths

a. Update on working group

Cllr Renyard will be organising a virtual meeting with Nick Colton the Highways representative as soon as possible.

b. Quote for cover for road drain pit in field.

For the work to be completed safely, a cover is needed for the drainage pit in the field. JFGS have sourced one for £343.80.

Cllr Brown proposed the following, seconded by Cllr Newnham and agreed unanimously.

RESOLVED: To accept the quote for £343.80 for field drain cover.

c. Brownhill Lane- proposed change to bridleway

The councillors were all in favour of the lane becoming an official bridleway as it would benefit both horse riders and cyclists.

Cllr Chown proposed the following, seconded by Cllr Kenny and agreed unanimously.

RESOLVED: To support the proposed amendment to make Brownhill Lane into a bridleway.

d. Closure of Beach Road 10/2/21-12/2/21.

The Clerk informed the council of the road closure for necessary repairs and resurfacing. It was proposed that Devon Highways be asked to provide additional signage higher in the village to reduce traffic issues at the beach road entrance.

e. Wembury Point access issues.

As per circulated emails and the information from the member of the public at the beginning of the meeting, there have been frequent reports of access issues at Wembury Point. To the extent that emergency vehicles would be unable to access some houses.

Cllr Drought and Cllr Newnham will work with the Member of the Public and stakeholders to find possible resolutions to the issues.

ix. Clerk Report and Requests

a. Clerk Report

Wembury Recreation Ground

Clearing and tidying work has been undertaken by JFGS as has further painting of the stepping stones in the playpark to make them more visible.

JFGS has repaired the end of the footpath that had worn away to prevent it becoming a trip hazard. He also cleared a blockage on the roundabout in the playpark which had made it lock up.

Further signage has been put up on play and sports equipment due to the pandemic. The skate park and MUGA are officially closed but cannot be physically closed. The tennis court has been locked. The zip wire and play park are open but there are signs up advising that they are not cleaned and for people to wash their hands or use hand sanitiser. A longer-term solution to the constantly changing signage will be needed as the signs do not last very well in the winter or windy weather.

South Hams District Council have cut the hedge alongside the footpath. This is the last time they will do this and from now on the maintenance will be Wembury Parish Council's responsibility.

The dead trees on the border of the recreation ground have still to be sorted. I am awaiting a response from the allotment committee and the farmer has yet to be approached about sharing the cost of felling the ones on their border.

Traine Road

There has been no further update on this matter. I have discussed it with our Highways contact just before Christmas and he has heard nothing.

Community Maintenance

General maintenance of assets etc continues including drain clearing, reporting of issues to Highways, clearing bus stops of mud and debris etc.

Admin

DBS check has been requested several weeks ago but I have yet to have confirmation they will do it- this is a company recommended by Devon County Council. I will chase.

Overnight Parking signs- no update

The Mussel- no update

New and existing polices- these are a work in progress and will be submitted to council as soon as possible.

The Local Council Administration book has been purchased in agreement with the Chairman

PA System- From now on all bookings for the PA system to come through the Clerk who will liaise with Terry Clarke. New paperwork for the system will be drawn up to streamline the process. Terry Clarke to continue to store, maintain and monitor the equipment as he does it so well and is very conscientious in its upkeep. With the bonus of saving me considerable amounts of time.

SCRIBE accounts system- the data has now been uploaded and I must allocate some time to updating the most recent transactions and getting used to the system. The next agenda will contain a different style of financial report and all councillors who wish to will be added to

the system to be able to view the accounts only. Please let me know if you wish to be added. If I have no takers I will as a matter of course add the Chairman, Vice Chairman and one other to ensure that the council always has oversight of the accounts.

- b. Zoom Pro-** The Clerk explained that up until now the council had been using Cllr Brown's zoom account. As the pandemic situation is still ongoing it was prudent to have a council pro account.

Cllr Renyard proposed the following, seconded by Cllr Kenny with nine in favour and one abstention.

RESOLVED: To purchase Zoom pro for the council's use.

21-10 OTHER MATTERS FOR DISCUSSION AND DECISIONS

i. Damage to empty properties

Cllr Brown suggested that as this topic was brought up by Cllr Stansell and he was unable to attend, that its discussion be delayed until the February meeting.

ii. Post box at bottom of Church Road

Following a fall by a member of the public whilst trying to access the post box at the bottom of Church Road, Cllr Kenny has been looking in to how to improve things. The verge is owned by Devon County Council and Royal Mail and not responsible in any way for the surfacing. Following discussions, it was suggested that Wembury Parish Council ask their contractor for a quote and a grant is sought from Cllr Hart for the work. The Clerk is waiting for confirmation that Wembury Parish Council would not be liable for the site if they instructed and paid for any work to the area.

Cllr Kenny proposed the following, seconded by Cllr Bennett and agreed unanimously.

RESOLVED: Subject to confirmation as to liability, Wembury Parish Council to seek a grant for the work to improve the access to the post box at the bottom of Church Road. To then instruct JFGS to complete the work.

iii. Dog Poo bins in Down Thomas

There have been increasing problems with dog poo being left in Down Thomas village by dog owners. There was a discussion as to the best way to help the situation. Cllr Truscott will make some suggestions as to the best locations and then South Hams District Council will be contacted to see if they can be included in the rounds and any possible costs.

21- 11 FINANCIAL REPORTS

i. FINANCIAL STATEMENT FOR JANUARY 2021

The Chairman presented the financial report as per ANNEX A.

RESOLVED: The January 2021 Financial Statement is approved, as detailed at ANNEX A.

ii. BANK RECONCILIATION FOR JANUARY 2021

The Chairman presented the January 2021 Bank Reconciliation as shown in Annex B

RESOLVED: The January 2021 Bank Reconciliation is approved as detailed in ANNEX B.

iii. Grant request from Wembury Village Hall for contribution to solar PV.

Following a discussion as to needing clarification as to how much the village hall were requesting, Cllr Smith proposed the following, seconded by Cllr Renyard, with 9 in favour and one abstention.

RESOLVED: To agree in principle to contribute towards the cost of solar PV for Wembury Village Hall and request a figure of what is required to be submitted.

iv. Grant request from Wembury Pre-School for contribution towards COVID tests for the staff.

There was a discussion around the lack of provision of rapid tests for the preschool as they were an independent body to the school.

Cllr Brown proposed the following, seconded by Cllr Chown and agreed unanimously.

RESOLVED: To grant a request of £325 to pay for one pack of rapid response COVID tests for the Wembury Pre-School staff.

21-12 CONFIDENTIAL SECTION

The Chairman requested a resolution to exclude the public and press in accordance with Section 100(A)(4) of the Local Government Act 1972 due the exempt nature of the information to be discussed. The confidential section began at 21:19

i. Appointment of Temporary Assistant Clerk

Cllr Brown proposed the following, seconded by Cllr Smith and agreed unanimously.

RESOLVED: To offer the job of Temporary Assistant Clerk to Bethan Drew.

ii. Insurance Claim Update.

Cllr Renyard proposed the following, seconded by Cllr Drought with seven in favour and three abstentions.

RESOLVED: To delegate responsibility to The Clerk to seek additional legal advice.

Cllr Brown proposed the following, seconded by Cllr Drought with nine in favour and one abstention.

RESOLVED: To provide a budget of £500 to seek additional legal advice.

The confidential section ended at 21:54

21- 13 EXCHANGE OF INFORMATION

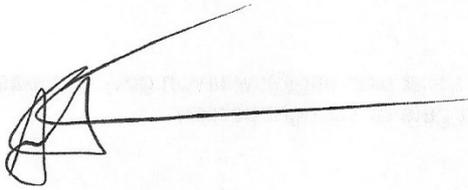
Cllr Drought explained that the Yealm Harbour Authority are currently recruiting.

Cllr Chown asked for the road drains roadside to be cleared by JFGS as they were getting bad again. The Clerk explained that it was on the Devon County Council Highways list to be done but she could ask JFGS as well.

Cllr Kenny said that the police report is on their website for anyone to view. Additionally, Cllr Kenny, Cllr Stansell and JFGS are in the process of getting the speed sign ready to be put up.

Cllr Kenny reported that the Scouts are looking for leaders for the group.

The Chairman thanked all the councillors for their attendance and closed the meeting at 22:00

A handwritten signature in black ink, appearing to be 'Anne Towill', written over a faint, light-colored rectangular stamp or watermark.

Anne Towill

Clerk

ANNEX A to Wembury Parish Council Minutes – 25th January 2021

Financial Statement

Guidebook Account				
<i>Opening balance at 15th December 2020</i>			<i>£ 14,437.58</i>	
	Sales for Period	10	£ 20.00	
	Copies remaining unsold - updated book	1,498		
	January Interest		£ 0.13	
	Transfer to Current Account		-£ 648.80	
Balance at 18th January 2021				£ 13,808.91
Instant Savings General Account				
<i>General Opening Balance at 15th December 2020</i>			<i>£ 58,501.46</i>	
	January Interest		£ 1.04	
	Post Office Rent for Down Thomas Community Room		£ 100.00	
	DAAT Grant		£ 6,417.33	
	Transfer to Current Account		-£ 3,500.00	
	Transfer to Current Account		-£ 1,000.00	
	January VAT Reclaim		£ 469.05	
General Balance				£ 60,988.88
<i>WPC S106 Money at 15th December 2020</i>			<i>£ 57,892.49</i>	
	S106 Balance			£ 57,892.49
Balance at 18th January 2021 (Including £12500 ringfenced)				£ 118,881.37
Current Account				
<i>Opening Balance 15th December 2020</i>			<i>£ 2,352.61</i>	
<i>Cheques</i>				
<i>Electronic payments/transfers</i>				
	December Clerk's Salary and Office Allowance		-£ 1,119.85	
	DALC (GDPR Training)		-£ 36.00	
	SLCC - ILCA		-£ 118.80	
	South Hams District Council- Emergency Phone Repair		-£ 244.92	
	Opus Energy		-£ 21.28	
	HelloComtec Dec		-£ 55.56	
	JFGS Planned Works Sept, Oct		-£ 648.80	
	Tamar Marketing Jan		-£ 742.50	
	Western Power Distribution		-£ 2,414.56	
	LexisNexis (CAB Local Council Administration Book)		-£ 119.99	
	SLCC Membership		-£ 166.00	
	HelloComtec Jan		-£ 55.56	
	HMRC		-£ 507.23	
	Opus Energy		-£ 22.29	
	Transfer from Book Account		£ 648.80	
	Transfer from General Account		£ 3,500.00	
	Transfer from General Account		£ 1,000.00	
Balance at 18th January 2021				£ 1,228.07
Total All Accounts at 18th January 2021				£ 133,918.35

ANNEX B to Wembury Parish Council Minutes – 25th January 2021

Bank Reconciliation

		WPC	WPC	WPC	TOTAL	VAT
Financial Statement		Book Acc	General Acc	Current Acc		Outstanding
Closing Cashbook Balance		£ 13,808.91	£ 118,881.37	£ 1,228.07	£ 133,918.35	
Lloyds Bank Statements		£ 13,788.91	£ 112,182.03	£ 1,228.07		£ 6,699.34
Difference		£ 20.00	£ 6,699.34	£ -		
Uncleared Book Income		-£ 20.00				
Uncleared Expenditure						
Total Uncleared Expenditure	£ -					
Reconciliation to Cashbook		£ 13,768.91	£ 112,182.03	£ 1,228.07	£ 133,918.35	