



wembury

Parish Council

Parish Councillors	J Stansell	Chairman
	J Batley	
	J Bennett	
	D Brown	District Councillor
	A Cammack	Vice Chairman
	C Curtis	
	D Drought	
	D Giles	
	J Hart	County Councillor
	R Newnham	
	D Packer	
	A Wirgman	
Clerk	R Fairclough	

Minutes of the Annual Wembury Parish Council Meeting held at the Wembury War Memorial Village Hall, on Monday 23 May 2016.

16-057 OPENING THE MEETING

Cllr Stansell opened the meeting at 7:29 pm and welcomed everyone to the annual Parish Council meeting.

Cllrs Batley, Bennett, Brown, Cammack, Curtis, Drought, Newnham, Packer and Wirgman were present, together with; PCSO Andy Potter, District Cllr Cane, Brian Dixon, Chairman Wembury War Memorial Village Hall CIO and three members of the public.

16-058 ELECTION OF CHAIRMAN & DECLARATION OF OFFICE

Cllr Drought proposed, seconded by Cllr Bennett, that Cllr Stansell is elected Chairman for the year 2016/2017. The proposal was approved unanimously.

RESOLVED: Cllr Stansell is elected Chairman for the year 2016/2017.

Cllr Stansell then signed the Chairman's Declaration of Office and took the chair.

16-059 ELECTION OF VICE CHAIRMAN & DECLARATION OF OFFICE

Cllr Stansell proposed, seconded by Cllr Bennett, that Cllr Cammack is elected Vice Chairman for the year 2016/2017. The proposal was approved unanimously.

RESOLVED: Cllr Cammack is elected Vice Chairman for the year 2016/2017.

Cllr Cammack then signed the Vice Chairman's Declaration of Office.

16-060 DECLARATION OF INTEREST & DISPENSATION REQUESTS

The Chairman reminded members to declare any changes in their personal interests and to ensure that South Hams DC information is up to date.

He also emphasised that members should declare interests in the items to be discussed during the course of each Wembury Parish Council meeting.

The Chairman again reminded members of the Members Code of Conduct, and Communications Protocol which they have all agreed to abide by.

16-061 APOLOGIES

Apologies received from Cllrs Giles and Hart.

15-062 ELECTION OF REPRESENTATIVES

Following a short discussion members agreed to represent the Parish Council as shown below:-

REPRESENTATIVES

Wembury Primary School liaison	Cllr Packer
River Yealm Harbour Authority	Cllr Drought
River Yealm Estuary Management Group	Cllr Drought
Parish Cluster Group	Cllr Stansell
Ivybridge & District Association of Local Councils	Cllr Stansell
Wembury War Memorial Hall Committee	Cllr Cammack
Down Thomas Silver Jubilee Hall Committee	Cllr Newnham
Wembury Alms Houses	Cllr Newnham
Four Rivers Dementia Alliance	Cllrs Drought & Wirgman

CHAIRMAN OF WORKING GROUPS

Neighbourhood Plan Group	Cllr Packer
Wembury Emergency Plan Group	Cllr Brown
Wembury Beach Liaison Group	Cllr Packer
Leisure Facilities Group	Cllr Bennett
Communications Group	Cllr Brown
Highways & Drainage Working Group	Cllr Stansell
Snow Warden	Cllr Stansell

NOTICE BOARD RESPONSIBILITY

Down Thomas

M) Manor Bourne Road top, near shops	Clerk	Lockable
M) Post Office & Community Room	Clerk	Lockable
1) Manor Bourne Road bottom	Cllr Drought	
11) Bovisand Park on wall of main building	Cllr Drought	

Heybrook Bay

2) Westlake Drive on wall adj bus shelter	Cllr Giles	
3) End of Renney Road	Cllr Giles	Lockable

Wembury Point

4) Spring Road adj to post box	Cllr Newnham	
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Hollacombe

5) Wembury Road adjacent to bus shelter	Cllr Bennett	
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Wembury

M) Church Road adjacent to hairdresser	Clerk	Lockable
6) Church Road adjacent to hairdresser	Cllr Batley	
7) Knighton Road opp Store	Cllr Cammack	
8) Cory Court	Cllr Packer	
9) Barton Close at school entrance	Cllr Wirgman	Lockable
10) Hawthorn Drive Doctors car park	Cllr Curtis	

(M) Main Notice Boards

16-063 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 7:34 pm.

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) May 2016 - Police Report

PCSO Andy Potter gave the Police Report for May 2016 as follows:-

From 21st April to 12th May

CR/029175/16 - 5th May report of a mobile phone stolen from car parked in Wembury Beach car park

The Chairman raised the concern of Mr King who had emailed him about uncontrolled dogs ie dogs off the lead and owners not exercising control. PCSO Potter said that he had been in contact with Mr King and had asked for specific incidents so they could be investigated.

ii) Members of the Public

No comments.

There were no further comments and the Chairman closed this open session at 7:42 pm to resume Parish Council business.

16-064 ANNUAL REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS AND OTHER DOCUMENTS.

The following documents for annual review and approval had been circulated to all members and any necessary changes made:-

- i) Wembury Parish Council Standing Orders
- ii) Wembury Parish Council Financial Regulations
- iii) Wembury Parish Council Health & Safety Policy
- iv) Internal Controls & Risk Management
- v) Down Thomas Community Room Fire Regulations

A short discussion ensued.

Cllr Drought proposed, seconded by Cllr Curtis, that the documents i) to v) above are approved. The resolution was approved unanimously.

RESOLVED: The following documents are approved:-

- i) Wembury Parish Council Standing Orders**
- ii) Wembury Parish Council Financial Regulations**
- iii) Wembury Parish Council Health & Safety Policy**
- iv) Internal Controls & Risk Management**
- v) Down Thomas Community Room Fire Regulations**

16-065 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 25 APRIL 2016.

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

16-066 MATTERS ARISING FROM THE MINUTES

16-049 i) Bus Shelter

The Wembury Recreation Ground Working Group has not yet met due to holidays, but will endeavour to meet within the next two weeks to finalise the location of the new bus shelter.

16-049 ii) Wembury Recreation Ground – Bench

The Chairman would let members know the date of the official inauguration of the seat for Cllr Squire, which has been delayed by his poor health.

16-049 iii) Cedar Park

The Chairman is still awaiting a response for the name of a Duty Director to contact in respect of future planning applications.

16-049 iv) Four Rivers Dementia Alliance

Cllr Drought had attended a recent meeting of the dementia group but there seemed to be little enthusiasm for the various caring groups to get together to help each other.

16-049 v) Ivybridge DC Transport Association

A meeting was held with Alex Thom of the Ivybridge DC Transport Association on 23 May 2016, about a local Wembury Car Service to provide links to suitable bus services. A good discussion was held with some positive outcomes. Initially Alex will provide further information about the current service which needs to be publicised more. Additional voluntary drivers are required, especially if the service is to be expanded. The local community will be asked to see if an additional service would be welcomed and used, and whether it would be financially viable. **The working group will now pursue all these matters.**

16-054 Wembury Parish Map

The Clerk was still awaiting a response from Down Thomas Silver Jubilee Hall Committee as to whether they wished to display the map in the village hall.

Cllr Newnham said that the committee had a meeting the following evening when it would be discussed.

16-067 TO RECEIVE THE MONTHLY PLANNING REPORTS

i) Planning Applications

The Chairman went through the planning applications.

RESOLVED: To accept the Planning Report with resolutions as detailed in ANNEX A of these minutes.

16-068 TO RECEIVE INWARD CORRESPONDENCE

FOR ACTION - Emailed Letters & Emails

a) Wembury Marine Centre

The Wembury Marine Centre had circulated its Annual Report and requested a grant to contribute to the forthcoming season's activities. A short discussion ensued.

Cllr Drought proposed, seconded by Cllr Newnham, that the Wembury Marine Centre is granted £500 to contribute towards the forthcoming season's activities. The Resolution was approved unanimously.

RESOLVED: The Wembury Marine Centre is granted £500 to contribute towards the forthcoming season's activities.

b) Devon Highways – Road Signs

The Chairman reminded councillors about the Devon Highways policy of reducing road signs.

c) South Hams DC – Dog Fouling

The Chairman informed members of an event at Ivybridge Market on Thursday 25 August when dog fouling would be discussed by the South Hams DC Dog Wardens. A general discussion ensued. As South Hams DC were making a special effort to reduce dog fouling in public places, members felt that the local community should be encouraged to report dog fouling and to share information with the Dog Warden so suitable prosecutions could be made.

Cllr Cammack agreed to attend the Ivybridge event.

Cllr Brown was asked if a Dog Warden could attend a future Wembury Parish Council meeting to explain about dog fouling legislation.

16-069 URGENT MATTERS BROUGHT FORWARD AT THE CHAIRMAN'S DISCRETION
None.

**16-070 TO RECEIVE REPORTS FROM THE COUNTY OR DISTRICT COUNCIL
ON MATTERS AFFECTING WEMBURY
DEVON CC**

Cllr Hart had submitted a short written report as follows:-

Cllr Hart is spending a lot of time on Devolution. There is a lot of misinformation about this topic. It is not true that parts of Devon are trying to link up to create a Unitary Council and there is no Exeter Unitary council bid. What is happening is that Districts are beginning to work closer together to be more efficient. Cllr Hart has been asked to go to London again this week for a further meeting with Greg Clark, the minister responsible for devolution. The best news for the month is that Wembury School is now to get the £145,000 for educational use out of the Section 106 agreement with Taylor Wimpy. This is very good news and keeps this money in the parish to benefit local families.

SOUTH HAMS DC

Cllr Brown had recently attended a joint member session with West Devon with presentations about finance and IT. The many complaints about the website and planning information were raised and are being addressed.

Cllr Cane said that South Hams DC is looking for another organisation to run their Leisure Centres as the current contract runs out in November. There are 3 bidders for the contract which will start in December 2016. There are 4 centres in South Hams and 3 centres in West Devon and Cllr Cane would like to see more people using them. At the Annual meeting last week the new Chairman elected was Cllr Smerdon and the Vice Chairman Cllr Cuthbert.

16-071 TO RECEIVE REPORTS FROM COMMITTEES AND REPRESENTATIVES

i) WEMBURY SCHOOL REPORT

The Chairman raised the headteachers request in the School Annual report about financial assistance towards funding of 'Queen's Games 2016 medallions' for children in the School. A short discussion ensued. Cllr Brown proposed, seconded by Cllr Bennett, that £300 is granted to Wembury School to help fund the 'Queen's Games 2016 medallions' for children in the School, to celebrate the Queen's 90th birthday. The resolution was approved unanimously.

RESOLVED: That £300 is granted to Wembury School to help fund the 'Queens Games 2016 medallions' for children in the School, to celebrate the Queen's 90th birthday.

ii) WEMBURY WAR MEMORIAL VILLAGE HALL

Brian Dixon had submitted the Annual report which was taken as read.

iii) LEISURE FACILITIES WORKING GROUPS

a) Discovering Wembury Book

The Chairman is still waiting for prices for 1000 and 2000 copies.

b) Recreation Facilities

Cllr Bennett reported that there had been no further evidence of saplings being broken or horses on the Wembury Recreation Ground and the grass is looking good.

All local sports and recreations groups within the parish have now been consulted and a report by independent consultants on a suitable Sport and Recreation Policy will be submitted to a future Parish Council meeting.

The Wembury Youth Club is thriving with up to 50 signed up members, half of whom attend regularly. Some members having reached the age of 16 are now acting as assistants and helping with the running of the club. Outdoor activities are in full swing now and competitions are being held in football, tennis and rounders.

iv) NEIGHBOURHOOD PLANS

Cllr Packer reported that reports are being produced and the plan is progressing slowly. The group is hoping to hold a Consultation Event with the community after the summer School holidays. He will report to the Parish Council when there is information to report. The next meeting is on 6 June 2016.

It was suggested that a stall should be manned for both the Parish Council and the Neighbourhood Plan at the forthcoming School Fayre in Wembury on Saturday 2 July. It was also suggested that a Parish Council stall should be manned at the Down Thomas Festival on Saturday 11 June. Cllrs Wirgman, Brown, Stansell, Curtis, Cammack and Newnham all volunteered to assist.

v) COMMUNICATIONS GROUP

Cllr Brown informed members that an early meeting of the group is necessary to progress the production of the Wembury Parish App and to upgrade the Parish website.

Cllr Brown would arrange a meeting in early June.

16-072 FINANCIAL REPORTS

i) FINANCIAL STATEMENTS FOR MAY 2016

The Chairman presented the financial report as per ANNEX C.

RESOLVED: The 23 May 2016 Financial Statement is approved, as detailed at ANNEX C.

ii) REVISED BUDGET 2016 – 2017

The Chairman presented the revised Budget for 2016 – 2017 as per Annex D.

RESOLVED: The revised Budget for 2016 – 2017 is approved, as detailed at ANNEX D.

iii) ANNUAL RETURN FOR 2015 - 2016

The Clerk explained the Annual Return for 2015 - 2016 which had already been circulated to all members. Cllr Drought proposed, seconded by Cllr Brown, that the Annual Return for 2015 - 2016 is approved and signed by the Chairman and Clerk. The resolution was approved unanimously.

RESOLVED: That the Annual Return for 2015 - 2016 is approved and signed by the Chairman and Clerk.

The Chairman and Clerk signed the Annual Return for 2015 – 2016.

The Clerk then explained that unfortunately the current Internal Auditor had just been admitted to hospital and so a new Internal Auditor is required. Also, that once the Annual Return has been audited it has to be sent to the external auditor by 10 June ie before the next Wembury Parish Council meeting. He requested delegated powers to the Chairman to resolve these issues with the Clerk and to report back to the next meeting.

Cllr Drought proposed, seconded by Cllr Curtis, that the Chairman is delegated powers to appoint an Internal Auditor for the 2015 – 2016 Annual Return, in conjunction with the Clerk and to report any comments to the next Wembury Parish Council meeting. The resolution was approved unanimously.

RESOLVED: The Chairman is delegated powers to appoint an Internal Auditor for the 2015 – 2016 Annual Return, in conjunction with the Clerk and to report any comments to the next Wembury Parish Council meeting.

iv) ANNUAL REVIEW OF CLERK'S SALARY, OFFICE ACCOMMODATION AND DOWN THOMAS POST OFFICE

a) Annual Review of Clerk's Salary & Office Accommodation

The Clerk requested an additional one increment pay increase, from NALC Scale Point 32 to Scale Point 33 at the pro rata rate for 17 hours per week. Also, an increase in office accommodation charge from £190 to £195 per month.

The Clerk left the room at this point.

Cllr Stansell proposed, seconded by Cllr Drought that the Clerk's salary is increased, from NALC Scale Point 32 to Scale Point 33 at the pro rata rate for 17 hours per week and the office accommodation charge is increased from £190 to £195 per month, all effective from 1 April 2016. The resolution was approved unanimously.

RESOLVED: The Clerk's salary is increased, from NALC Scale Point 32 to Scale Point 33 at the pro rata rate for 17 hours per week and the office accommodation charge is increased from £190 to £195 per month, all effective from 1 April 2016.

b) Down Thomas Post Office

The Clerk had recommended no increase in charges for the Down Thomas Post Office, and it should remain at £180 per year. The charges should be reviewed in May 2017.

Cllr Drought proposed, seconded by Cllr Stansell that the charges for the Down Thomas Post Office remain at £180 per year and reviewed in May 2017. The resolution was approved unanimously.

RESOLVED: The charges for the Down Thomas Post Office remain at £180 per year and reviewed in May 2017.

The Clerk re-entered the room at this point.

v) ANNUAL INSURANCE

The Clerk explained that Wembury PC has a three year contract with Zurich Insurance and that the insurance has been paid for the next year. There needs to be minor modifications to the Asset Register, but as there will be major changes to the insurance policy when Wembury PC takes over the Wembury Recreation Ground, he recommended that all the changes are done at this time. **Members agreed to this course of action.**

vi) BUS SHELTER MAINTENANCE

The original contractor, Vance Day, who was maintaining the bus shelters, is no longer able to continue with the work. Consequently, the Clerk has obtained a price from another local contractor, but the prices returned are relatively high. **The Clerk will seek further quotes and report back.**

16-073 EXCHANGE OF INFORMATION

Cllr Drought reported that the River Yealm Harbour Authority has now installed a CCTV security system to cover the harbour and he was very impressed with the quality of the pictures. More cameras will be added over time.

The Chairman thanked all the councillors for their attendance and closed the meeting at 9:12 pm.

Roy Fairclough
Clerk