



# wembury

## Parish Council

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

**Minutes of the Wembury Parish Council Meeting held at the Silver Jubilee Hall, Down Thomas, on Monday 27 June 2016.**

### **16-074 OPENING THE MEETING**

**The Chairman, Cllr Stansell**, opened the meeting at 7:32 pm and welcomed everyone present. Cllrs Batley, Bennett, Brown, Cammack, Giles, Newnham, Packer and Wirgman were present, together with; Deborah McCann, Planning Consultant, Martin Wright, Director J & M Homes Ltd, John Annear, Director J & M Homes Ltd, District Councillor Cane and five members of the public.

### **16-075 APOLOGIES**

Apologies received from Cllrs Drought, Curtis, Hart and PCSO Andy Potter.

### **16-076 DECLARATION OF INTEREST & DISPENSATION REQUESTS**

None.

### **16-077 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 7:33 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) June 2016 - Police Report**

**The Chairman** read out the written report from PCSO Andy Potter as follows:-

**From 13<sup>th</sup> May – 28<sup>th</sup> June 2016**

**23<sup>rd</sup> May – CR/034493/16 - Theft**

Kitley View, Wembury Road – building materials stolen from driveway -. Enquiries ongoing

## **14<sup>th</sup> June – CR/039575/16 – Common assault**

Traine Road – enquiries ongoing, offender identified.

### **ii) Knighton Hill Housing Development**

Deborah McCann, Planning Consultant, Martin Wright and John Annear, Directors of J & M Homes Ltd, introduced themselves.

John then explained that work had recently commenced on the Knighton Hill housing development. The contractor has excavated the central road, terrace area and created an onsite compound area. John advised that new ground conditions had been encountered and that works had temporarily been halted whilst new geotechnical investigations were undertaken. The contractor has not yet concluded the investigations and established the full impact, but the initial geology response gave us sufficient confidence to tentatively proceed. John said that they will continue to keep the Parish Council informed as the impact becomes clearer. The contractor is now clearing the site and removing surplus material. The scheme will be constructed in three sections over a two year period; plots 1 – 13, plots 14 – 17 and houses at the top end. The compound area is at the top of the site, which reduces construction traffic going down Knighton Hill. The housing scheme is the same one which originally gained planning permission and the developer is not intending to change it. The contractor has submitted a Management Plan which details working times and emergency personnel details.

**It was agreed that this information needs to be more widely distributed.**

**Cllr Packer** asked if suitable plans could be forwarded to the Parish Council for information. John agreed to provide suitable information and to maintain good communication with the Parish Council during the contract. A general discussion ensued about problems with previous developments ie speeding lorries, unsocial working hours and emergency personnel difficult to contact. The contractor took note of the comments.

**Lorna Sherriff, National Trust**, asked about the Sec106 Agreement footpath requirement on National Trust land, to the rear of the site. The contractor intends to construct this path as per the original Sec106 Agreement and it is currently subject to planning permission. **Both the National Trust and Parish Council would like to have further discussions about this path with the contractor and developer.**

**The Chairman** thanked Deborah McCann, Martin Wright and John Annear for attending the meeting and wished them a successful development.

### **iii) Members of the Public**

**Terry Cranstone, 1<sup>st</sup> Wembury Group Scout Leader**, thanked the Parish Council for the recent grant of £300 and explained that the money would be spent on the footpath lighting electricity costs and the purchase of useful scouting equipment.

**Alan Puddicombe** informed members that the hedge along the narrow access road into Heybrook Bay was overgrown and as it is a blackthorn hedge it was scratching vehicles when two cars needed to pass. He asked if the hedge could be trimmed back. **Cllr Giles agreed to investigate the matter further.**

**Cllr Cammack** was concerned about brambles overgrowing the bus shelter at Hollacombe and would like to see it cut. **The Clerk to investigate further.**

**There were no further comments and the Chairman closed this open session at 7.55 pm to resume Parish Council business.**

## **16-078 RATIFICATION OF MINUTES OF THE WEMBURY ANNUAL PARISH MEETING HELD ON 23 MAY 2016.**

The minutes were ratified and signed by the Chairman.

There were no matters arising or actions to be taken.

**16-079 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 23 MAY 2016.**

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

**16-080 MATTERS ARISING FROM THE MINUTES**

**16-066 i) Bus Shelter**

The Wembury Recreation Ground Working Group is to shortly finalise the location of the new bus shelter.

**16-066 ii) Wembury Recreation Ground – Bench**

The Chairman will now arrange a date for the official inauguration of the seat for Cllr Squire.

**16-066 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 and access to the site.

**16-066 v) Ivybridge DC Transport Association**

The Clerk is still awaiting relevant information from the Ivybridge DC Transport Association.

**16-066 vi) Wembury Parish Map**

Down Thomas Village Hall Committee has now agreed to display the Wembury Parish map in the hall.

**16-081 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.**

**16-082 TO RECEIVE INWARD CORRESPONDENCE**

**FOR ACTION - Emailed Letters & Emails**

**a) Devon Communities Together**

The Chairman reported that the annual subscription is due and will be paid shortly.

**b) South Hams DC – Events Policy Changes Proposal – Consultation Document**

A general discussion ensued about the South Hams DC policy changes which propose a charge for some types of events. Cllr Brown explained that this was about recovering costs and a commercial way forward. It was also necessary to create a clear policy where none had existed before. It was generally agreed that one policy does not necessarily fit all situations. Members felt that charging was justified for larger commercial events, where South Hams DC loses income, but that small local community events, or charitable events should be exempt from charges, to show encouragement and support for such community events.

**The Clerk to write to South Hams DC accordingly.**

**c) Wembury Recreation Ground**

A 'Shared Access' representative has spoken to the Chairman and suggested that there may be an opportunity for the Parish Council to carry out more works within the Wembury Recreation Ground in return for the installation of telecom apparatus. **The Chairman will arrange a suitable meeting with 'Shared Access' to discuss this matter further.**

**d) Internal Auditor – Report on 2015 – 2016 Accounts and Annual Report**

The Internal Auditor's report is discussed later in the meeting.

**16-083 URGENT MATTERS BROUGHT FORWARD AT THE CHAIRMAN'S DISCRETION**

None.

**16-084 TO RECEIVE REPORTS FROM THE COUNTY OR DISTRICT COUNCIL  
ON MATTERS AFFECTING WEMBURY**

**DEVON CC**

**Cllr Hart** – No report on this occasion

**SOUTH HAMS DC**

**Cllr Brown** reassured members that South Hams DC 'Our Plan' was still in existence; however, a Joint Plan is currently being developed between Plymouth City, West Devon DC and South Hams DC. This will sit below Our Plan and the Wembury Parish Neighbourhood Plan would fit below that. At present Wembury is not within the 'Urban Fringe'. The Executive agreed recently to spend £0.5m on 30 to 40 full time equivalent staff to improve communications between South Hams DC and members of the public and to resolve the issues with planning and enforcement. There should be an improvement by September. Devolution conversations are still ongoing with the relevant parties, although Brexit may have an effect on it.

**Cllr Cane** reported that South Hams DC has agreed to take 6 Syrian refugee families and to house them within the district. He reminded members that the old RDC Chain of Office was held by South Hams DC and was available for the chairmen of Wembury and Brixton Parish Councils to wear on special ceremonial occasions. The bench presentation to John Squire might well be such an occasion to wear the chain.

**16-085 TO RECEIVE REPORTS FROM COMMITTEES AND REPRESENTATIVES**

**i) WEMBURY SCHOOL REPORT**

The report had been circulated to all Parish Councillors and was taken as read.

**The Chairman** informed members that he had presented the Queen's Sport medals to pupils at their recent Sports Day to celebrate the Queen's 90<sup>th</sup> birthday. See the School and Wembury Parish websites for photographs.

**Cllr Packer** has informed Wembury School that he will be the link between the School and Parish Council.

**ii) WEMBURY WAR MEMORIAL VILLAGE HALL**

**Brian Dixon** had submitted a written report which had been circulated to all members and was taken as read.

**Cllr Packer** said that the hall required £35,000 to replace the hall floor and was looking for ideas for suitable fundraising events. New trustees are also required.

**iii) LEISURE FACILITIES WORKING GROUPS**

**a) Discovering Wembury Book**

**The Chairman** has this matter in hand.

**b) Recreation Facilities**

**Cllr Bennett** reported that the Masterplan information board has been installed at the Wembury Recreation Ground entrance and looks very impressive and informative. Another new sapling has been damaged by the South Hams DC contractor when mowing the grass. South Hams DC has been informed and a replacement tree requested.

Everything is going well with the Wembury Youth Club, especially the outdoor competitions. There will be a barbecue and watersport event on the beach on the last evening before the summer holidays.

There was a power cut at the Wembury Beach Pumping Station in March which knocked out the power to the defibrillator. This trip has now been reset by a SWW technician and power restored to the beach defibrillator.

#### **iv) NEIGHBOURHOOD PLANS**

**Cllr Packer** reported that minutes of the last Steering Group meeting held on 20 June 2016 would be circulated via email and on the website shortly. The group is progressing well and a complete package for a housing need assessment is being worked on. Vision days and events are planned to be organised towards the end of the summer. At the next meeting, Martin Parkes from 'Devon Communities Together' will be speaking.

The Wembury School Fayre on Saturday 2 July was discussed and there will be two stalls, one for the Neighbourhood Plan and one for the Wembury Parish Council. **Various members agreed to assist manning the stands on the day between 12 and 4 pm.**

#### **v) COMMUNICATIONS GROUP**

**Cllr Brown** informed members that at the last meeting on 23 June 2016 the Communications Group finalised details of the new proposed Wembury Parish App for use on mobile phones, tablets and other electronic devices. A contract has to be signed by the Chairman and it is hoped that the App will be up and running by August. He felt that this would enable better communication by the Parish Council to a different part of the local community.

### **16-086 FINANCIAL REPORTS**

#### **i) FINANCIAL STATEMENTS FOR JUNE 2016**

**The Chairman** presented the financial reports as per ANNEX C.

**RESOLVED: The 27 June 2016 Financial Statement is approved, as detailed at ANNEX C.**

#### **ii) TAP FUND SCHEMES**

##### **a) 2016 TAP Fund Scheme – Verge Assessment**

**The Chairman** reported that this TAP Fund project now needs to get underway whilst the verges are lush and he was seeking members who would be able to put together a small contract to have all the verges inspected. **Cllr Batley said that he would speak to Cllr Curtis to see if they could put something together with the assistance of the Clerk.**

#### **iii) CLERK'S FINANCE REPORT**

The report had been circulated via email with proposals for new cheque signatories, electronic banking and a broadband upgrade. A general discussion ensued about the various proposals and the resolutions below were proposed.

##### **a) New Cheque Signatories**

Cllr Wirgman proposed, seconded by Cllr Cammack, the following resolution:-

To add Cllrs Stansell, Packer and Brown to the list of Lloyds Bank cheque signatories and to remove the seven names of those no longer a parish councillor. The resolution was approved unanimously.

**RESOLVED: To add Cllrs Stansell, Packer and Brown to the list of Lloyds Bank cheque signatories and to remove the seven names of those no longer a parish councillor.**

##### **b) Electronic Payments**

Cllr Bennett proposed, seconded by Cllr Newnham, the following resolution:-

To pay NPower by direct debit for electricity to the Down Thomas Post Office and Community Room. The resolution was approved unanimously.

**RESOLVED: To pay NPower by direct debit for electricity to the Down Thomas Post Office and Community Room.**

Cllr Cammack proposed, seconded by Cllr Brown the following resolution:-

All current Wembury Parish Councillors are made signatories for electronic payment by Wembury Parish Council. An electronic payment may not be made by the Wembury PC Clerk / Finance Officer until an electronic payment proforma has been signed by two Wembury Parish Councillors. The Wembury Parish Council Financial Regulations are amended accordingly.

The resolution was approved unanimously.

**RESOLVED: All current Wembury Parish Councillors are made signatories for electronic payment by Wembury Parish Council. An electronic payment may not be made by the Wembury PC Clerk / Finance Officer until an electronic payment proforma has been signed by two Wembury Parish Councillors. The Wembury Parish Council Financial Regulations are amended accordingly.**

**c) Broadband Upgrade**

Cllr Newnham proposed, seconded by Cllr Brown the following resolution:-

To upgrade the Wembury PC internet connection to the BT Sub 15 Fibre Optic speed, at a monthly cost of £22 per month, for a 24 month contract and to allow the Clerk to use the internet connection for personal use, providing it is used in a legal manner.

The resolution was approved unanimously.

**RESOLVED: To upgrade the Wembury PC internet connection to the BT Sub 15 Fibre Optic speed, at a monthly cost of £22 per month, for a 24 month contract and to allow the Clerk to use the internet connection for personal use, providing it is used in a legal manner.**

**iv) INTERNAL AUDITORS REPORT**

**The Chairman** reported that the original internal auditor upon his release from hospital, was able to carry out the audit. The report has been circulated to all Wembury Parish Councillors. There were no adverse comments on the 2015-16 Accounts and Annual Return and no action to take. The Annual Return has now been sent to the external auditor.

**16-087 EXCHANGE OF INFORMATION**

**Cllr Packer** asked members to think about local Green Spaces for a discussion at a future meeting.

**The Chairman** thanked all the councillors for their attendance and closed the meeting at 9.16 pm.

Roy Fairclough  
Clerk