

The logo for Wembury Parish Council features the word "wembury" in a blue, lowercase, sans-serif font. Above the letter 'b' is a stylized blue and yellow tower icon. Below "wembury" is the text "Parish Council" in a black, uppercase, sans-serif font.

# 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 30 April 2018.**

#### **18-041 OPENING THE MEETING**

**The Vice Chairman, Cllr Cammack**, opened the meeting at 7:30 pm and welcomed everyone to the meeting. Cllrs Bennett, Batley, Brown, Curtis, Drought, Giles, Hart, Newnham and Packer were present, together with PCSO Andy Potter and 4 member of the public.

#### **18-042 APOLOGIES**

Apologies received from Cllrs Stansell, Wirgman and District Cllr Cane.

#### **18-043 DECLARATION OF INTEREST & DISPENSATION REQUESTS**

There were no Declarations of Interests or Dispensation Requests.

#### **18-044 THE BUSINESS OF THE COUNCIL WAS SUSPENDED FOR THE PUBLIC TO MAKE OBSERVATIONS OR TO PUT QUESTIONS**

**The Vice Chairman suspended the business of the Council at 7.31 pm and opened this session to the public.**

**The Vice 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) March 2018 - Police Report**

**PCSO Andy Potter** had submitted a written report as follows:-

**From 21<sup>st</sup> March to 24<sup>th</sup> April**

**Wembury**

22<sup>nd</sup> March, assault, no further Police action CR/024910/18

31<sup>st</sup>, dog out of control, enquiries continuing CR/027300/18

2<sup>nd</sup> April assault, enquiries ongoing CR/028013/18

Overnight 4<sup>th</sup> / 5<sup>th</sup> theft of property from a car [Lyford Close area] CR/028737/18

26<sup>th</sup> assault, enquiries ongoing CR/029405/18

**Bovisand**

2<sup>nd</sup> April burglary non dwelling CR/028449/18

**Down Thomas**

11<sup>th</sup> April harassment, enquiries ongoing CR/030786/18

**PCSO Potter** had inspected the graffiti on the Skateboard Park equipment. It appeared to be old and no new graffiti has appeared.

There were no further questions for PCSO Potter.

**ii) Members of the Public**

**David Pinder** expressed his concern about the changes to the proposed National Planning Policy Framework (NPPF) and that the consultation period closes on 10 May 2018. The AONB higher status has been removed and it is now only of high importance. He felt that this would lead to many grey areas about the definition of 'high importance' and could lead to further developments in the AONB. He urged the Parish Council to do all it could to protect the AONB. He was concerned about inappropriate housing in inappropriate locations. He asked that the Parish Council respond to the PPF and he would send the Clerk information about the History Society's submission. He also asked individual councillors to respond. This matter is to be discussed later in the meeting.

**There were no further comments and the Vice Chairman closed this open session at 7.46 pm to resume Parish Council business.**

**18-045 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 26 MARCH 2018.**

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

**18-046 MATTERS ARISING FROM THE MINUTES**

**18-032 Signing at Knighton Hill, Wembury**

**Cllr Hart** said that he has approved from his localities budget, the provision of two junction signs and SLOW signs on the road at the top of Knighton Hill. The signs are being ordered but it may take a while before they can be erected.

**18-033 i) New Wembury Signs**

**Cllr Hart** reported that due to a long term staff illness the Twinning Signs have not been ordered. However, this is now in hand and the signs will be ordered shortly.

**18-033 ii) Sweeping & Gully Cleaning**

**Cllr Hart** has spoken to Nick Colton about informing residents when gully cleaning operations are scheduled.

However, it is South Hams DC responsibility to inform residents when the road is to be swept.

**Cllr Brown to chase South Hams DC.**

**18-033 iii) TAP Fund 2018**

**Cllr Brown** agreed to provide clear guidance in future, about the sort of scheme which would be suitable for a grant.

**18-033 iv) South Hams DC – What We Do**

**Cllr Brown** will pick up a paper copy of the South Hams DC poster, 'What We Do' later this week, for a suitable display within the Parish.

## **18-047 TO RECEIVE REPORTS FROM DEVON COUNTY COUNCIL ON MATTERS AFFECTING WEMBURY**

**The Vice Chairman allowed Cllr Hart to raise this item earlier in the meeting as he had to return to Exeter on County Council business.**

**Cllr Hart** informed members that Sherford Road is now closed and a diversion to the A38 is via Brixton.

Repairing potholes is an ongoing problem. DCC are receiving about 700 complaints a day and they are filling about 300 potholes a day. Cllr Hart felt that DCC were slowly getting on top of things, but it was a struggle with 8000 miles of road to maintain. They are currently concentrating on larger dangerous potholes and will get round to the smaller ones later, rather than do them all at the same time.

The Government now has a problem with Community Transport. Some community buses have become big business and as they don't pay for a licence like commercial bus companies the Government has been taken to Court and lost. All the Counties are lobbying the Government to resolve this issue, otherwise all the Community Transport schemes may have to cease operations.

Regarding the comments about the AONB earlier, Cllr Hart said that the planners at County Hall can only object to a scheme if the transport increases severely, or that the scheme is badly designed.

Wembury Bus No 48 is carrying out a trial run on 3 May and the bus company has asked to meet Wembury Parish Councillors on site to discuss the route further.

The cutting of daffodils in verges in Wembury appears to be a mistake by Devon Highways. Cllr Hart is following up the verge cutting, as it does not appear to have been done consistently with some visibility splays not being cut ie at the end of Leyford Lane.

Cllr Hart informed members that Brixton and Bickleigh are purchasing their own Speed Monitor. Cllr Packer is due to take over from Cllr Cammack regarding the use of the Wembury Speed Monitor, but he requires Chapter 8 Training. Cllr Packer also asked whether it was worthwhile to purchase the extra software which would record the numbers and speed of vehicles.

**Cllr Packer would check out the price of the software and come back to Wembury Parish Council with a proposal, Cllr Hart agreed to fund up to 50% providing Wembury PC funded the remainder.**

**Cllr Hart thanked the Vice Chairman and members, and left the meeting at this point.**

## **18-048 TO RECEIVE THE MONTHLY PLANNING REPORTS**

### **i) Planning Paper for Discussion with South Hams DC**

The Planning Group had met twice and had decided to defer the original meeting and to arrange a special meeting with the Chairman and Vice Chairman of the SHDC Development Control Committee and other appropriate planning members. The meeting is to be arranged during May 2018. Other parish councils have also expressed a wish to attend the meeting.

**The Planning Group will prepare a paper once the Chairman is back from holiday, which will be sent to Cllr Steer in advance of the meeting. Cllr Brown agreed to arrange the meeting with SHDC members and to inform the Clerk accordingly.**

### **ii) Planning Applications**

**The Vice Chairman** went through the planning applications in Annex A of the Agenda.

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

## **18-049 TO RECEIVE INWARD CORRESPONDENCE FOR ACTION - Emailed Letters & Emails**

### **a) Devon CC – Wembury Bus Service No 48**

Plymouth Citybus will be carrying out a trial run on Thursday 3 May and wish to meet members of Wembury Parish Council to discuss the route and any problems in more detail. A short discussion ensued. The Clerk explained that the meeting was only to discuss the trial run and any problems Citybus may have in meeting their proposed schedule and route. **It was agreed that Cllrs Brown, Cammack and Curtis would meet Citybus at 10:45 am at the Southland Park Road terminus.**

**b) Data Protection Regulations**

The Clerk will discuss this matter later in the meeting.

**c) Citizens Advice**

**A reminder for members to complete the Satisfaction Survey**

**d) National Planning Policy Framework**

**It was agreed that the Planning Group would meet once the Chairman returned from holiday to prepare and submit by 10 May 2018, a suitable response on behalf of Wembury PC.**

**e) National Rural Crime Survey**

**A reminder for members to complete the ‘Have Your Say’ survey.**

**f) WWMVHall - Open Day Table Event – Saturday 12 May 2018**

A discussion ensued about what Wembury PC should display on the table.

It was agreed that the following would be prepared and displayed:-

**What Wembury Parish Council does – Cllr Brown**

**Anti-Litter Campaign – Cllr Brown**

**Wildlife Verges Project – Cllr Cammack / Keith Rennells**

**Wembury Recreation Ground Master Plan – Playground Survey – Cllr Bennett**

**OSSR Report & WPC Grants available – Clerk**

**Planning Matters – Cllr Stansell**

**The following councillors have also agreed to help man the table during the day Cllrs Stansell, Giles, and Drought.**

The table can be set up from 10 am with the event running from 11 am until 3 pm.

The History Society will be providing suitable display Boards.

**Information should be sent to the Clerk for collating.**

**Cllr Packer will be manning a separate table about the Neighbourhood Plan**

**FOR INFORMATION- Emailed Letters & Emails**

The correspondence in ANNEX B had all been circulated via email and were taken as read.

**18-050 URGENT MATTERS BROUGHT FORWARD AT THE CHAIRMAN’S DISCRETION**

None.

**18-051 TO RECEIVE REPORTS FROM THE SOUTH HAMS DISTRICT COUNCIL ON MATTERS AFFECTING WEMBURY**

**Cllr Brown** said that the proposed development of 15 dwellings at South Barton Farm had not yet been determined by the South Hams DC planners.

He gave statistics about the effect the recent cold weather and snow has had on the South Hams DC services. Some refuse collections had been stopped. Consequently, there was a lot of catching up to do. Collection of bulky waste was now being charged for at £30 per item. However, clinical waste can now go into the grey bins.

South Hams DC are running a Community Lottery with proceeds going back into service provision.

Everything looks ok with the Joint Local Plan, with an interim statement due in about 3 weeks' time with the plan becoming effective by the end of the year.

South Hams DC is supporting local fishermen and are providing them with life jackets.

Cllr Brown has asked for a meeting with the National Trust about the future of the Wembury Beach Toilets to see if there is an alternative to charging for their use.

Meanwhile, the South Hams Executive has agreed to go out to tender for conversion of the toilets within South Hams to become pay on entry toilets.

## **18-052 TO RECEIVE REPORTS FROM COMMITTEES AND REPRESENTATIVES**

### **i) WEMBURY SCHOOL REPORT**

No report on this occasion. Read the Headteacher's BLOG on the School website at [www.wemburyprimary.co.uk](http://www.wemburyprimary.co.uk)

### **ii) WEMBURY WAR MEMORIAL VILLAGE HALL**

The report by Brian Dixon, Chairman WWMVH CIO, had been circulated and was taken as read.

### **iii) LEISURE FACILITIES WORKING GROUPS**

#### **a) Wembury Recreation Ground**

##### **i) Land & Facilities Transfer**

**The Clerk** reported that he has been chasing the solicitors for a suitable date to sign the contract. He was hoping to receive a suitable date soon.

##### **ii) Children's Play Area**

**Cllr Bennett** informed members that he was waiting for a fourth quote for the children's play area from Rhino Play, who has done work for Wembury School before.

**A children's survey has been produced and final comments are awaited.**

Cllr Bennet requires about 300 copies and he will circulate to all the children's groups in Wembury ie The School, Pre-School, Playgroup, Bears, Cubs and Scouts, Duke of Edinburgh Award Scheme and Youth Club. **The Clerk will print the survey sheets.**

Komplan will produce a scheme when the survey is complete.

#### **b) Recreational Facilities**

**Cllr Bennett** would like to see South Hams DC take action regarding the outstanding repair / maintenance items that they have agreed to carry out. **He will contact Rob Sekula.**

Pump Hill telephone mast is now complete and only needs to be switched on.

#### **c) Wembury Wildlife Verges Project**

**Cllr Cammack** reported that DCC and SHDC have been cutting verges in the parish and some daffodils and cowslips have been mowed down and some wildflower areas mowed. However, it may be recoverable and could have been worse.

**A meeting of the Verges group is arranged for 9 May 2018** and future cutting of verges needs to be discussed, with meetings arranged with both SHDC and DCC to ensure future cutting is done to encourage wildflowers and wildlife.

### **iv) LOCAL PLANS**

#### **a) SHDC Joint Local Plan**

**Cllr Brown** has already reported on this matter.

#### **b) Wembury Neighbourhood Plan**

**Cllr Packer** was awaiting the minutes of the meeting held on 25 April 2018. Some progress is now being made and the NP Group will be displaying at the Wembury War Memorial Village Hall Table event on 12 May 2018.

**Cllr Packer and Cllr Giles** will shortly be attending a seminar on Neighbourhood Planning which they hope will assist the future development of the Wembury Neighbourhood Plan.

**v) CLERKS WORKSHOP**

**The Clerk** attended a Clerks Workshop on 25 April 2018. Various items were discussed such as, pay increase, potholes, lengthsman, audit, public toilets and planning issues. The main item of discussion was the General Data Protection Regulations.

**General Data Protection Regulations (GDPR)**

The Clerk explained the implications of the GDPR for Wembury Parish Council. He suggested that the Parish Council should now take steps to produce the following documents which should be available for use by 25 May, when these regulations come into force.

- Information and data protection policy
- Data Inventory
- Privacy Notices - Emails – Contractors – Payroll – others as necessary
- Consent Forms
- Retention and Disposal Policy
- Data protection Impact Assessment

The current information is that a Data Protection Officer is not required for local government. A general discussion ensued.

**Cllr Packer agreed to look into simplifying the Privacy Notices, Consent Forms and Data Inventory by electronic means if possible.**

**The Clerk** suggested that once these documents have been produced, then they should be approved at the next Wembury PC meeting on 21 May 2018.

Cllr Brown proposed the following resolution, seconded by Cllr Cammack, which was approved unanimously.

**RESOLVED: Wembury Parish Council will produce the following documents to comply with the General Data Protection Regulations: Information and data protection policy; Data Inventory; Privacy Notices; Consent Forms; Retention and Disposal Policy; Data protection Impact Assessment.**

**vi) OTHER COMMITTEES / GROUPS / REPRESENTATIVES**

None on this occasion.

**18-053 FINANCIAL REPORTS**

**i) Financial Statement for 31 March 2018 & Bank Reconciliation.**

**The Vice Chairman** presented the financial statements as per ANNEX C.

**RESOLVED: The Financial Statement for 31 March 2018 and Bank Reconciliation is approved as detailed in ANNEX C.**

**ii) Financial Statement for 30 April 2018**

**The Vice Chairman** presented the financial statements as per ANNEX D.

**RESOLVED: The Financial Statement for 30 April 2018 is approved as detailed in ANNEX D.**

**iii) Annual Review of Clerks Salary & Office Accommodation**

**The Clerk** had circulated a paper outlining his pay increase request.

**The Clerk left the room at this point.**

Cllr Drought proposed, seconded by Cllr Bennett, the following resolution which was approved unanimously.

**RESOLVED: The Clerk's salary should be increased from Scale Point 34 to Scale Point 35, pro-rata for 17 hours per week, including the National Pay increase, which is £16.32 per hour and equates to £1202.29 per month, commencing from 1 April 2018. The Office Accommodation should also be increased to £205 per month, commencing from 1 April 2018.**

**The Clerk re-entered the room.**

**iv) Internal Audit**

**The Clerk** explained that he had found it impossible to agree a suitable date to meet the approved internal auditor at IAC and to arrange for the audit to be carried out before the next Wembury PC meeting. After speaking to Mr Rose of IAC he had agreed that a local auditor could be used instead. The Clerk has spoken to several local Clerks and found an auditor, Mr Peter Vassallo who has carried out the internal audit for Brixton Parish Council. The Clerk read out Mr Vassallo's CV. A short discussion ensued. Members thought that Mr Vassallo appeared suitable to carry out the Wembury PC internal audit as he had the necessary qualifications, experience and insurance indemnities. The Clerk explained that Mr Vassallo was available to carry out the audit, would pick up the papers and any necessary discussions would be held locally. Cllr Drought proposed the following resolution, seconded by Cllr Brown, which was approved unanimously.

**RESOLVED: Wembury Parish Council approve Mr Peter Vassallo to replace IAC, to carry out the Internal Audit of Wembury Parish Council for the financial year 2017/2018.**

**18-054 EXCHANGE OF INFORMATION**

None.

**The Chairman** thanked all the councillors for their attendance and closed the meeting at 9.10 pm.

Roy Fairclough,  
Clerk

## **ANNEX A to Wembury Parish Council Minutes – 30 April 2018**

### **1.0 PLANNING APPLICATIONS CONSIDERED BY WEMBURY PC**

**0876/18/HHO – *No objection***

Badgers Spring Road Wembury Point PL9 0AY

Single storey side extension to provide new annex to main house.

**0910/18/HHO – *OBJECTION - Loss of light and neighbour's privacy – Perhaps ends of balustrade should be screened to make acceptable.***

10 Valley Drive Wembury PL9 0EZ

Loft conversion with internal alterations and rear extension with raised external terrace.

**1268/18/HHO – *No objection***

Primrose Bank, Longlands Drive, Heybrook Bay, Devon, PL9 0BL

Householder application for a car port to side of dwelling, with lightweight translucent polycarbonate roof.

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## **ANNEX B to Wembury Parish Council Minutes – 30 April 2018**

### **FOR INFORMATION - Emails & Emailed Letters**

**2018 Community Safety Partnership Forum Event** - Rattery Village Hall, at 12.15 with a light lunch

**Ivybridge Ring & Ride** – Seeking Driver Volunteers

**Planning Comments** – Various, see emails

### **MAGAZINES / NEWSLETTERS – Circulated in the normal way**

**LCR** – Spring 2018

**The Clerk** – Vol 49 No 2

### **EMAILS**

108 General emails circulated since the last Mailings on 21 March 2018



## ANNEX C to Wembury Parish Council Minutes – 30 April 2018

### FINANCIAL STATEMENT

**Total All Accounts at 26 March 2018** **£58,517.32**

#### FINANCIAL STATEMENT 31 MARCH 2018

##### Guidebook Account

Opening Balance 26 March 2018		£13,978.06	
Sales for Period	0	£0.00	
Copies remaining unsold - updated book	1,644		
Closing Balance		<b>£13,978.06</b>	
<b>Balance at 31 March 2018</b>			<b>£13,978.06</b>

##### Instant Savings General Account

Opening Balance 26 March 2018		£40,484.87	
Includes £5500 Office Fund - (2006-09)			
Includes £5000 Grounds Maintenance Fund			
<b>Electronic Transfers / Payments</b>			
Transfer to Current Account		-£5,000.00	
<b>Balance at 31 March 2018</b>			<b>£35,484.87</b>

##### Current Account

Opening Balance 26 March 2018		£2,595.74	
P Whitley Bus Shelter Cleaning	2648	£30.00	Cheque destroyed
Transfer from General Account		£5,000.00	
<b>Electronic Transfers / Payments</b>			
Clerks Salary & Expenses - March		-£1,156.85	
Wembury Neighbourhood Plan		-£4,000.00	
P Whitley Bus Shelter Cleaning		-£30.00	
<b>Balance at 31 March 2018</b>			<b>£2,438.89</b>

**Total All Accounts at 31 March 2018** **£51,901.82**

**VAT to be reclaimed** **£1,458.65**

**£53,360.47**

## ANNEX C to Wembury Parish Council Agenda dated 30 April 2018

### WEMBURY PARISH COUNCIL BANK RECONCILIATION 31 MARCH 2018

DETAILS	WPC Book Acc	WPC General Acc	WPC Current Acc	Lloyds Deposit Acc	TOTAL	VAT Outstanding
From 31 March 2018 Financial Statement						
Closing Cashbook Balance	£13,978.06	£35,484.87	£2,438.89	£0.00	£51,901.82	£1,458.65
Lloyds Bank Statement	£13,978.06	£35,484.87	£2,438.89	£0.00	£51,901.82	£0.00
Difference	£0.00	£0.00	£0.00	£0.00	£0.00	£1,458.65
Uncleared Book Income	£0.00					
Uncleared Cheque Expenditure						
Nil						
Reconciliation to Cashbook	£13,978.06	£35,484.87	£2,438.89	£0.00	£51,901.82	£1,458.65

## ANNEX D to Wembury Parish Council Agenda dated 30 April 2018

### FINANCIAL STATEMENT

**Total All Accounts at 31 March 2018** **£53,360.47**

#### FINANCIAL STATEMENT 30 APRIL 2018

##### Guidebook Account

Opening Balance 31 March 2018		£13,978.06	
Sales for Period	0	£0.00	
Copies remaining unsold - updated book	1,644		
April Interest		£0.59	
Closing Balance		<b>£13,978.65</b>	
<b>Balance at 30 April 2018</b>			<b>£13,978.65</b>

##### Instant Savings General Account

Opening Balance 31 March 2018		£35,484.87	
Includes £5500 Office Fund - (2006-09)			
Includes £5000 Grounds Maintenance Fund			
April Interest		£1.57	
<b>Electronic Transfers / Payments</b>			
South Hams DC 50% Precept 2018-19		£15,250.00	
Council Tax Support Grant		£410.00	
<b>Balance at 30 April 2018</b>			<b>£51,146.44</b>

##### Current Account

Opening Balance 31 March 2018		£2,438.89	
Fire Safety Matters SW Ltd		-£28.80	
SHDC Payroll Service		-£120.00	
DALC Subs 2018		-£677.18	
Eco Land Management - WRG Maintenance		-£300.00	
<b>Electronic Transfers / Payments</b>			
1st Wembury Scouts S137 Grant	2654	-£100.00	
HMRC VAT Payment	2655	£1,458.65	
HMRC Tax & NI	2656	-£1,092.04	
BT Combined	2657	-£187.06	
<b>Balance at 30 April 2018</b>			<b>£1,392.46</b>

**Total All Accounts at 30 April 2018** **£66,517.55**

**VAT to be reclaimed** **£194.60**

**£66,712.15**