

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

| | | |
|---------------------------|---------------------|----------------------------|
| 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 21 May 2018.

18-055 OPENING THE MEETING

Cllr Stansell opened the meeting at 7:30 pm and welcomed everyone to the Annual Parish Council meeting.

Cllrs Batley, Bennett, Brown, Cammack, Curtis, Drought, Giles, Hart, Newnham, Packer and Wirgman were present, together with 5 members of the public.

18-056 ELECTION OF CHAIRMAN & DECLARATION OF OFFICE

Cllr Drought proposed, seconded by Cllr Bennett, that Cllr Stansell is elected Chairman for the year 2018/2019. The resolution was approved unanimously.

RESOLVED: Cllr Stansell is elected Chairman for the year 2018/2019.

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

18-057 ELECTION OF VICE CHAIRMAN & DECLARATION OF OFFICE

Cllr Drought proposed, seconded by Cllr Stansell, that Cllr Cammack is elected Vice Chairman for the year 2018/2019. The resolution was approved unanimously.

RESOLVED: Cllr Cammack is elected Vice Chairman for the year 2018/2019.

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

18-058 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, circulated via email, which they have all agreed to abide by.

18-059 APOLOGIES

Apologies received from PCSO Potter and District Councillor Cane.

1 Signed: Date:

18-060 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 |

WORKING GROUPS

CHAIRMAN

| | |
|---|----------------------|
| Neighbourhood Plan Group Cllrs Giles, Stansell | Cllr Packer |
| Wembury Emergency Plan Group Cllrs Stansell | Cllr Brown |
| Wembury Beach Liaison Group Cllrs Stansell, Brown, Bennett | Cllr Packer |
| Leisure Facilities Group Cllrs Stansell, Cammack, Brown | Cllr Bennett |
| Wembury Recreation Ground Group Cllrs Bennett, Cammack, Brown, Batley | Cllr Stansell |
| Communications Group Cllrs Stansell, Packer | Cllr Brown |
| Highways & Drainage Working Group Cllr Curtis, Clerk | Cllr Stansell |
| Snow Warden | Cllr Stansell |
| Verges Working Group Cllr Brown, Stansell, Curtis | Cllr Cammack |
| Community Asset Group Cllr Stansell, Drought, Curtis, Batley | Cllr Brown |
| Finance Sub Committee All councillors | 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 | |
|----|-----------------------------|--------------|--|

Hollacombe

| | | | |
|----|--------------------------------------|--------------|--|
| 5) | Wembury Road adjacent to bus shelter | Cllr Bennett | |
|----|--------------------------------------|--------------|--|

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 Brown | Lockable |
| 10) | Hawthorn Drive Doctors car park | Cllr Curtis | |
| (M) | Main Notice Boards | | |

18-061 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 7:37 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 2018 - Police Report

PCSO Andy Potter had provided a written Police Report for May 2017, which the Chairman read out follows:-

From 25th April to 15th May 2018

Wembury

5th May, theft of two kayak from Wembury beach CR/039482/18

9th May, assault, enquiries ongoing CR/040192/18

Heybrook Bay

27th April, drink/driver, enquiries ongoing CR/035720/18

ii) Members of the Public

a) Planning Application 0865/17/FUL – Amendments to planning application 3681/16/FUL to create one additional dwelling unit at Court Barton Renney Road Down Thomas PL9 0AQ. **Ms Claire McMahan**, the owner of the site explained the changes and the reason for the changes since the application approval last year.

The main reason being that since the conditional approval last summer, the redundant agricultural barn has been subject to a further structural survey as a prerequisite to beginning the next phase and this has concluded that for reasons of safety and for structural viability, the building needs to be demolished and reconstructed using existing materials supported by more modern methodologies. A general discussion ensued.

The Chairman said that the planning application would not be discussed at this meeting, but that the planning application was currently in circulation.

Cllr Drought informed Ms Mahon of comments made by neighbours.

b) Colin Bowden raised the question of the meeting with the SHDC Development Management Committee members. The Chairman explained that it was now going to be a private meeting with Wembury PC councillors and possibly other parish councillors so that a full and frank discussion can be held. The Wembury PC Planning Group were meeting on 23 May to prepare a suitable paper and to fix a suitable date with SHDC for the meeting. **Colin was asked to let the Clerk have any planning concerns which he would like to be raised at the meeting.**

There were no further comments and the Chairman closed this open session at 7.56 pm to resume Parish Council business.

18-062 ANNUAL REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS AND OTHER DOCUMENTS.

The following documents for annual review and approval had been updated and circulated to all members:-

- 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 Safety Policy / Certificate
- vi) Asset Register
- vii) Complaints Procedure
- viii) Financial Risk Assessment
- ix) Financial Signatories
- x) Communication Protocols
- xi) GDPR Documents
 - Information & Data Protection Policy
 - Consent Form
 - Contact Privacy Notice
 - Document Retention & Disposal Policy & Appendix A
 - Data Inventory Schedule

The Chairman informed members that the Complaints Procedure was new this year and explained that the Asset Register required further updating. The Asset Register was discussed and the following resolution was proposed by Cllr Drought, seconded by Cllr Brown, and approved unanimously.

RESOLVED: The Chairman and Clerk are assigned delegated powers to update the Asset Register and provide relevant information for the Annual Insurance.

A short discussion ensued on documents i) to v) and vii) to x). Cllr Brown proposed the following resolution, seconded by Cllr Drought, which was approved unanimously.

RESOLVED: Documents i) to v) and vii) to x) are approved and relevant documents should be made available on the Wembury Parish Council website.

The Clerk explained the GDPR documents and implications to the Parish Council. A discussion ensued. Cllr Drought proposed the following resolution, seconded by Cllr Newnham, which was approved unanimously.

RESOLVED: The GDPR documents are approved and relevant documents should be made available on the Wembury Parish Council website.

18-063 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 21 APRIL 2018.

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

18-064 MATTERS ARISING FROM THE MINUTES

18-046 i) Road Sweeping

Cllr Brown informed members that the local South Hams DC Ward Councillors would be informed when street sweeping is to be carried out in their parish and then they were responsible for informing the local residents to ensure that cars are not parked in the way of the sweeper.

Cllr Curtis raised the question of weeds in footpaths. **Following a lively discussion it was felt that local community self-help should be used to keep the footpaths clear of weeds.**

18-046 ii) TAP Fund 2018

Cllr Brown had provided clear guidance about the sort of scheme which would be suitable for a grant application in future.

18-047 Wembury Speed Monitor

Cllr Packer was still checking the price of additional software for the Wembury Speed Monitor.

18-051 Wembury Beach Toilets

Cllr Brown has emailed **Richard Snow** of National Trust to arrange a suitable meeting to discuss the future management of the Wembury Beach Toilets.

18-065 TO RECEIVE THE MONTHLY PLANNING REPORTS

i) Meeting with SHDC Development Management Committee

The Chairman confirmed the meeting of the Planning Group on Wednesday 23 May 2018. A paper will be prepared and circulated to SHDC and to other parish councils. A suitable date for the meeting can then be arranged.

ii) 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.

18-066 TO RECEIVE INWARD CORRESPONDENCE

FOR ACTION - Emailed Letters & Emails

a) Devon CC – Bus Service No 48

The Clerk explained that at the site meeting with Citybus and Devon Highways on 3 May 2018 it was generally agreed the bus should not go along Church Road for safety reasons, and that it should travel both ways along Mewstone Avenue. This means that three bus stops will need to be moved in addition to the new proposed bus shelter. Details of these changes has been circulated to members and a general discussion ensued. Whilst some people will be disadvantaged by the change in route and bus stops being moved, it was felt that the route will be safer, and overall it will benefit more people by being able to catch the bus both ways on Mewstone Avenue.

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

RESOLVED: The proposed new bus route and bus stop / shelter locations for the No 48 Bus was approved and should now be put to Devon Highways and Citybus for their agreement.

b) General Data Protection Regulations

Already dealt with earlier in the meeting.

c) WWMVHall - Open Day Table Event

The Chairman reported on a successful day at the event with many people interested in the Neighbourhood Plan and Parish Council display stands. Three people were also interested in becoming a parish councillor.

d) Future Parish Councillors

A general discussion then ensued about future parish councillors. Following a quick show of hands, about six parish councillors will not be standing for re-election in May 2019. Also, the Parish Clerk said that he wished to retire by the end of the year, with a suitable handover up to May 2019 if required. Cllr Wirgman said that she had given notice that she would be resigning immediately after this meeting.

Consequently, it is now necessary to start the process of recruiting a new Clerk and new councillor, and to canvass potential Parish Councillors for the May 2019 elections.

FOR INFORMATION- Emailed Letters & Emails

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

18-067 URGENT MATTERS BROUGHT FORWARD AT THE CHAIRMAN'S DISCRETION

None.

**18-068 TO RECEIVE REPORTS FROM THE COUNTY OR DISTRICT COUNCIL
ON MATTERS AFFECTING WEMBURY
DEVON CC**

Cllr Hart reported that Sherford Road should be opened in a couple of weeks. A general discussion ensued about the roads and routes through Sherford. The School construction is now watertight and is still on schedule to open in September. So far 20 children have applied to attend the school.

Devon Highways has 40 teams filling in potholes and are now catching up, with more potholes being filled per day than being reported. Local councillors have been allocated pothole money to spend in their wards.

The Knighton Hill signs are currently being made.

With a turnover of £1.3 Bn last year Devon CC underspent by £12 m and is in a good position financially, especially compared to adjacent County Councils, with £82 m of reserves. The County Council will gain about £16.5 m from the Business Rates and hopes the trial will continue next year. This money has to be spent in job creation.

Devon County Council's Annual Meeting will be held on Thursday when the Chairman and Vice Chairman will be elected. The policy of the County Council this year is to work more closely with the Health Service.

SOUTH HAMS DC

Cllr Brown reported that a decision on the planning application for 15 houses at South Barton Farm has not yet been determined by South Hams DC.

The Wembury Recreation Ground is now ready to be transferred to Wembury Parish Council and some play equipment has been painted ahead of the handover.

TAP Fund details for future applications have been circulated.

Cllr Brown then provided impressive statistics of the work carried out by South Hams DC over the last year.

Cllr Cane – no report on this occasion.

18-069 TO RECEIVE REPORTS FROM COMMITTEES AND REPRESENTATIVES

i) WEMBURY SCHOOL REPORT

See the Annual Report.

ii) WEMBURY WAR MEMORIAL VILLAGE HALL

See the Annual Report.

iii) LEISURE FACILITIES WORKING GROUPS

a) Recreation Facilities

South Hams DC has now carried out many items of repair and painting work to the Wembury Recreation Ground facilities prior to hand over to Wembury Parish Council. **Some items of work to the gates and skatepark have still to be completed and need to be discussed by the WRG Group.**

b) Children's Play Area

Cllr Bennett reported that he had now received a fourth quote for the redesign of the Wembury Recreation Ground Children's Play Area. **A meeting is to be arranged on site with the Wembury Recreation Ground Group to discuss this quote and design.**

Printing and distribution of 300 survey forms to the local children is to be carried out in the near future, to determine the final design requirements of the WRG Children's Play Area.

c) Land & Facilities Transfer

The Clerk reported that the contract for the takeover of the Wembury Recreation Ground and facilities has been finalised and will be signed before the next Wembury Parish Council meeting.

iv) COMMUNICATIONS GROUP

Cllr Brown informed members that the Parish Council App has been renewed for another year. Both Facebook and the website are going well.

A meeting of the Communications Group is due to be arranged shortly when the App and other means of communication will be reviewed in detail.

v) NEIGHBOURHOOD PLANS

Cllr Packer said that the display stand at the recent Wembury War Memorial Village Hall event was well attended with a constant stream of people showing an interest in the Neighbourhood Plan. Several People had also volunteered to assist in various ways which will help to maintain the new impetus of the Neighbourhood Plan preparation. A general discussion ensued about the Neighbourhood Plan and how it will help to shape future development within Wembury Parish.

vi) OTHER COMMITTEES / GROUPS / REPRESENTATIVES

a) Wembury Twinning Group

There is a twinning visit to Maria Plouzane over the weekend of 25th to 28th May 2018. However, this may be the last visit.

b) Wembury Allotment Association

The Clerk reported that he attended the Wembury Allotment Association AGM on 13 May 2017. The association has repaired the allotment drainage system and the shed has been

repainted. The next major task is replacing the cover on the poly tunnel. After the AGM there was an excellent fundraising Barbeque and Plant Sale.

18-070 FINANCIAL REPORTS

i) FINANCIAL STATEMENTS FOR MAY 2018

The Chairman presented the financial report as per ANNEX C.

RESOLVED: The 21 May 2018 Financial Statement is approved, as detailed at ANNEX C.

ii) ANNUAL RETURN FOR 2017 - 2018

The Clerk explained the Annual Return for 2017 - 2018 which had already been circulated to all members and signed by the internal auditor.

a) Annual Governance Statement 2017-2018

The Chairman went through the Annual Governance Statement 2017-2018 in Section 1 of the Annual Return. A short discussion ensued.

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

RESOLVED: That the Annual Governance Statement 2017-2018 in Section 1 of the Annual Return is approved and signed by the Chairman and Clerk.

The Chairman and Clerk signed the Annual Governance Statement 2017-2018 in Section 1 of the Annual Return.

b) Accounting Statements 2017-2018

The Clerk confirmed that a copy of the annual accounts had been circulated to all councillors and explained the Accounting Statements 2017-2018 in Section 2 of the Annual Return. A short discussion ensued.

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

RESOLVED: That the Accounting Statements 2017-2018 in Section 2 of the Annual Return is approved and signed by the Chairman and Clerk.

The Chairman and Clerk signed the Accounting Statements 2016-2017 in Section 2 of the Annual Return.

The Clerk informed members that he would now submit the Annual Return for 2017 – 2018 to the External Auditor. He would discuss the Internal Auditor’s report at the next meeting of Wembury Parish Council.

iii) REVIEW OF BT AND NPOWER CONTRACTS

The Chairman explained that as the Clerk may change by the end of the year, rather than enter into new long term contracts, it was better continue the existing contracts so the new Clerk can negotiate suitable contracts next year. **All agreed to let the contracts continue for a further 12 months.**

iv) ANNUAL INSURANCE

The Chairman and Clerk have delegated powers to negotiate next year’s Annual Insurance in conjunction with a revised Asset Register and the take-over of the Wembury Recreation Ground.

v) RENEWAL OF ANNUAL CONTRACTS

a) Down Thomas Post Office

The Clerk reported that the charges for the Down Thomas Post Office will remain at £180 per year, as approved at the Wembury Parish Council meeting in November 2017. The charges should be reviewed for May 2019.

b) J Friend Garden Services

The Clerk recommended renewing the annual contract with J Friend on the same basis as last year, as the work requested during the year has been carried out promptly and satisfactorily. A short discussion ensued. Cllr Packer proposed the following resolution, seconded by Cllr Giles, which was approved unanimously.

RESOLVED: Wembury Parish Council to renew the annual contract with J Friend Garden Services, with an agreed schedule of rates as per last year.

18-071 EXCHANGE OF INFORMATION

None.

The Chairman thanked all the councillors for their attendance and closed the meeting at 9:27 pm.

Roy Fairclough, Clerk

ANNEX A to Wembury Parish Council Minutes – 21 May 2018

i) PLANNING APPLICATION DECISIONS BY WEMBURY PC

0910/18/HHO - No objection

READVERTISEMENT – Revised Plans – Householder application for loft conversion with internal alterations and rear extension with raised external terrace.
10 Valley Drive, Wembury, PL9 0EZ

1004/18/FUL - No objection

Conversion of 2no. disused cottages at the end of formal garden with proposed waterproofing internally. New floor to The Eastern cottage. New opening to rear of The Western cottage. Erection of bedroom on footprint of Greenhouse
Langdon Court Hotel, Down Thomas, PL9 0DY

1005/18/LBC - No objection

Listed building consent for conversion of 2no. disused cottages at the end of formal garden with proposed waterproofing internally. New floor to The Eastern cottage. New opening to rear of The Western cottage. Erection of bedroom on footprint of Greenhouse
Langdon Court Hotel, Down Thomas, PL9 0DY

1048/18/HHO - No objection

Householder application for proposed extension
Sea Call, Cliff Road, Wembury, Devon PL9 0HW

1359/18/HHO - No objection

Householder application to build front porch
81 Veasy Park, Wembury, Devon PL9 0EP

ii) PLANNING APPLICATIONS FOR INFORMATION ONLY

1428/18/NMM

Application for a non-material amendment (reduce the footprint of the extension, to install one rooflight, render) following grant of planning permission 1037/16/HHO
8 Barton Close, Wembury, Devon PL9 0LF

ANNEX B to Wembury Parish Council Minutes – 21 May 2018

INWARD CORRESPONDENCE FOR INFORMATION

FOR INFORMATION - Emails & Emailed Letters

Devon Work Hubs Grant Funding -Available
Citizens Advice South Hams - Scams Awareness Month
South Hams DC – TAP Fund Guidelines
Calor – Rural Communities Fund
Devon CC - Devon Local Flood Risk Management Strategy
Ivybridge Ring & Ride – Seeking Driver Volunteers
Planning Comments – Various, see emails

MAGAZINES / NEWSLETTERS – Circulated in the normal way

Clerk & Councils Direct – May 2018 Issue 177
Various Newsletters

EMAILS

57 General emails circulated since the last Mailings on 24 April 2018

Page 1 of 1 Annex B

ANNEX C to Wembury Parish Council Minutes – 21 May 2018

FINANCIAL STATEMENT

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

FINANCIAL STATEMENT 21 MAY 2018

Guidebook Account

| | | | |
|--|-------|-------------------|-------------------|
| Opening Balance 30 April 2018 | | £13,978.65 | |
| Sales for Period | 0 | £0.00 | |
| Copies remaining unsold - updated book | 1,644 | | |
| May Interest | | £0.57 | |
| Closing Balance | | £13,979.22 | |
| Balance at 21 May 2018 | | | £13,979.22 |

Instant Savings General Account

| | | | |
|---|--|------------|-------------------|
| Opening Balance 30 April 2018 | | £51,146.44 | |
| Includes £5500 Office Fund - (2006-09) | | | |
| Includes £5000 Grounds Maintenance Fund | | | |
| May Interest | | £2.05 | |
| Electronic Transfers / Payments | | | |
| Transfer to Current Account | | -£3,000.00 | |
| Balance at 21 May 2018 | | | £48,148.49 |

Current Account

| | | | |
|--|------|------------|------------------|
| Opening Balance 30 April 2018 | | £1,392.46 | |
| Konica Minolta - Photocopier | 2658 | -£106.51 | |
| NP Course Cllrs Packer & Giles | 2659 | -£100.00 | |
| The App Office | 2660 | -£300.00 | |
| Electronic Transfers / Payments | | | |
| Clerks Salary + Expenses April | | -£1,122.66 | |
| Transfer from General Account | | £3,000.00 | |
| Npower DTPO&CR | | -£33.12 | |
| Balance at 21 May 2018 | | | £2,730.17 |

Total All Accounts at 21 May 2018 **£64,857.88**

VAT to be reclaimed **£213.93**

£65,071.81