



Parish Councillors	D Brown	Chairman and District Councillor
	J Stansell	
	J Bennett	
	M Chown	District Councillor
	D Drought	Vice Chairman
	D Giles	
	R Newnham	
	D Packer	
	G Truscott	
	C Smith	
	M Kenny	
	W Renyard	
	Clerk	A Towill

Minutes of the Wembury Parish Council Meeting held online via Zoom on the 29th June 2020.

Six members of the public were present.

20-51 OPENING THE MEETING

Cllr Brown opened the meeting at 19:31 and informed everyone that it was being recorded.

20-52 APOLOGIES

Apologies received from Cllr Packer

20-53 DECLARATION OF INTEREST & DISPENSATION REQUESTS

Cllr Drought declared an interest in the planning application for Dockan, Andurn, Down Thomas. **Cllr Brown** declared an interest in the planning application for 107 Mewstone Avenue, Wembury. There were no further Declarations of Interests or further Dispensation Requests.

20-54 Live Streaming of Meetings to Social Media.

Cllr Brown explained that with virtual meetings it was easy to stream them live to Social Media and it would be beneficial to help engage members of the public. There were no objections to this move and so the meeting was streamed to Facebook.

20-55 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) Wembury First Responders

Nicki Martin from the Wembury First Responders spoke about their request for a grant to pay for a Pulse Oximetry Monitor with an additional paediatric probe. Nicki explained the role of first responders and how the oximeter would be used and why. The first responders attend very quickly and are there before an ambulance can get to the patient. The oximeter would ensure that they could know with more certainty when to administer oxygen. The total cost would be £464.75 and there would be no ongoing costs as the maintenance would be taken care of by the ambulance service. There was widespread support from councillors for the idea and gratitude for the first responders work.

ii) Traine Road- proposed change to access only road.

Brian Hall spoke as a resident of Traine Road for 13 years and was fully in support of the idea of making the road access only. Over the years he has seen a substantial increase in traffic, accidents on the corners, speeding and local residents using it at peak times. Sat Navs sending people down the road is another common problem and he thought that the sat nav companies needed to change their systems. He thought that the current sign wasn't effective and was in the wrong place for drivers to see.

Alicia Coombe stated that she cycles and walks Traine road a lot and has been shouted and gestured at, seen the aftermath of an accident and been told about other accidents. She also thinks that the signs aren't sufficient and would like to see a sign saying 'don't follow your Sat Nav' put up. She finds that school drop off and collection times are the worst.

Susan Rowe is a Traine Road resident and they have lots of problems with people pulling in to their drive. Her husband has had someone threaten to kill him and throw him over the hedge. They find it dangerous to walk along there.

Cllr Drought suggested that cameras might help to reinforce any changes that are made to the road.

Cllr Stansell said that like many lanes around the parish that Traine road is tight but it also popular with cyclists, walkers and horse riders. To get Sat Nav companies to do something about their maps requires high level intervention for it to be effective.

Cllr Smith stated that she understood the resident's concerns and that Traine Road has been a constant issue. Sustainable transport in the parish is important and the proposed measure would be a good start to encourage this. She has previously sent all the main supermarkets, and several other companies that use large vans, letters to encourage them to not use Traine Road.

Cllr Bennett agreed with the residents' comments and sympathised with their concerns. He had noticed that peak times seem to be worse and thinks the blind bends are an issue.

Cllr Hart explained that Traine Road has been a regular issue for years and now with bigger cars and people in more of a hurry it's even more of an issue. Devon County Council did a vehicle count and found that it was busiest in the morning and afternoon around work and school rush hour. This is the first time that such measures such as a temporary traffic order, have had government backing. He explained that enforcement can be asked for if needed. A 'do not follow Sat Nav sign' is not technically legal or enforceable and the Sat Nav companies won't change their routes without a legal change as they have tried to get them to change them in other places before. Ramps are no longer encouraged for various reasons. If the Parish Council asks for the change to be made then he will support it. It would be in place for 18mths and then would be reviewed at the end of that time to see if it was effective.

iii) **Recreation Ground**

James Shepherd explained that he was the chair of the Goals soccer school which is normally based at Plymstock school. However due to Covid they can't use it till September and were hoping to use the recreation ground 2-3 evenings a week from 6-7pm. They have insurance, risk assessments and follow FA guidance. Children from Wembury already attend and it may appeal to other children within the parish.

Cllr Chown was in full support of them club using the ground as he felt it would be good for the community as well as the young people of the parish.

Cllr Smith also agreed that it was a great idea and asked if it would just be till September or later.

James Shepherd said that they would love to make use of the recreation ground longer term. Plymstock school has the advantage of having all weather pitches but if it was a successful trial till September, then it could be used after that time too.

Cllr Bennett also thought it would be a good idea and may encourage the resurrection of the Wembury Football Club. The school sometimes uses the grounds and uses portable posts and marks a pitch out.

James Shepherd stated that they would bring their own equipment and would be happy to mark out pitches at their cost according to the Parish Council's specifications.

Cllr Bennett asked the size of the pitches used.

James Shepherd said that as they were all under 13s it would be a 9 a side pitch or less.

Cllr Bennett asked what they were doing regards Covid.

James Shepherd replied that they always comply with government guidance regarding it.

Cllr Brown stated that as there were no objections regarding it there was no need to have a vote on it especially as the recreation ground was there for the benefit of the public.

The Clerk asked James Shepherd to please send copies of insurance documents etc for the council records, which he agreed to do.

iv) **Road Surface near Crossroads garage**

Alicia Coombe asked when the road surface near the crossroads garage was going to be repaired as it is in very bad state.

Cllr Hart said that he wasn't sure but he knows that the pot hole money has been allocated and will come back with a report on whether it is included in the works.

There were no further comments and the Chairman closed this open session at 20:12 to resume Parish Council business.

20-56 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 29th June 2020.

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

20-57 MATTERS ARISING FROM THE MINUTES

- i) **11 and 15 Longlands**- no update
- ii) **Road Flooding** – no update
- iii) **Mewstone Bus Shelter Road Markings** – The Clerk has sent a reminder email regarding the costs of getting the markings done.
- iv) **Cycle Path** – There has been some offers of help from members of the public. **Cllr Chown** suggested that a working group to action it might help.
- v) **Digital Discovering Wembury Book** – the first stage has been completed and now it needs to be edited and updated. **The Clerk** asked for a working group or volunteers to do this work but there were no volunteers.

- vi) **The Mussel- Community Asset- Cllr Brown** explained that after having a conversation with the owner it was clear that he had no interest in selling or converting the pub. Additionally, he has concerns that if it is made in to a community asset that it will affect his ability to access finance should he need it. Therefore the suggestion had been made to put it on hold unless things started to change.
Cllr Giles was concerned that as it is not a listed building that the building itself is still at risk. She acknowledged that it would enforce restrictions on what could be done but is concerned about what would happen should it go out of his hands.
Cllr Stansell suggested that the owner make a public declaration as to his intentions and this would put minds at rest.
Cllr Brown suggested that The Clerk could ask for a written reassurance that the pub would be maintained, as well as the current visual structure.
The Clerk to contact the owner of the Mussel to seek written reassurance of his intentions.
- vii) **Overnight Parking in the Recreation Ground** – There was a discussion around the best way forward to protect the council asset. The Clerk explained that signs forbidding overnight parking would give the council more leverage should people decide to camp out there. **Cllr Smith** asked about the security of the gate and fence around the far end of the car park as they could be easily breached. It was decided that the first thing to be done would be signs to forbid overnight parking unless with permission.
The Clerk to source appropriate signs.
- viii) **Planning Training -Cllr Brown** will set up some online training for the newer councillors.

20-58 TO RECEIVE THE MONTHLY PLANNING REPORTS

i) Planning Applications

The Chairman went through the planning applications.

Cllr Brown left the meeting at 20:26 due to his interest in the planning application of 107 Mewstone. **Cllr Drought** the deputy chair took his place for the vote on that application. **Cllr Brown** returned to the meeting at 20:28 and resumed his role as chair.

Cllr Drought abstained from the vote on Dockan, Down Thomas.

121 Church Road – There was a short discussion on the need to maintain the privet hedge to ensure privacy for the neighbour. **Cllr Bennett** explained that number 123 relied on that hedge for privacy. It was agreed that this should be a condition of the council’s verdict on that planning application.

Pilgrims Rest – **Cllr Bennett** explained that he had consulted with planning that the extension to the utility block would not result in additional pitches or further development. He had been reassured that this was not going to happen. **Cllr Kenny** had some concerns about it being in part of the coastal development area but was reassured due to it being an extension rather than a new building.

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

20-59 TO RECEIVE INWARD CORRESPONDENCE -FOR ACTION - Emailed Letters & Emails

i) **S137 Grant Request from Wembury First Responders.** £464.46 for Pulse Oximetry Monitor. There was a short discussion.

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

RESOLVED: To provide a s.137 grant of £464.46 to Wembury First Responders for a Pulse Oximetry Monitor and Paediatric Probe.

ii) **Tree surgeon quotes for removal of dead elms.**

The Clerk explained that as per the emails, she had returned to Rory Palmer to check if this quote had included clearing the arisings. He had sent an amended quote and had forwarded it with a summary of all the tenders for the work.

Cllr Stansell said that he would abstain as he knew too many of the people tendering.

Cllr Bennett asked if they were all local and **The Clerk** confirmed that they were.

Cllr Smith proposed that as Rory Palmer's new quote was the same as two of the others, that as he had been voted on before that he should be voted for this time.

Cllr Smith proposed the following, seconded by **Cllr Kenny** with two abstentions and nine in support.

RESOLVED: To instruct Rory Palmer to remove the two dead elms on Wembury Parish Council land.

20-60 URGENT MATTERS BROUGHT FORWARD AT THE CHAIRMAN'S DISCRETION

None

20-61 TO RECEIVE REPORTS FROM THE COUNTY OR DISTRICT COUNCIL ON MATTERS AFFECTING WEMBURY

DEVON County Council

Cllr Hart Report

The number of people with Coronavirus has continue to reduce in the County. The County is now looking towards Recovery and the Government's decision to open up the Tourist trade is going to be a very important step towards this. Tourism accounts for about £2billion income to the County and directly employs some 85,000 people. Although there is a mood of not wanting the tourists to return there is an economic need for them to.

I said last month that Devon was asked to be a Beacon Council on the Track, Trace and Contain the Covid-19 virus. We will be going public very shortly on how we will be operating this program in order to re-assure the Residents of Devon that the County will be able to work with the increased holiday population coming into the County.

The large increase of day visitors over the last few weeks has NOT produced any spike in Covid-19 cases. The cases in Devon continue to reduce. Last week with a population of some 800,000 residents there were only 7 new cases. Of the 133 care homes in the county only 37 have had cases of Covid and currently only 3 have cases. They are being liaised with every three days.

Between Covid-19 , working with the Devon MPs , the 8 District councils, the 3 Local Enterprise Partnerships covering the Great South West and many other issues coming up on a daily basis, I have not been able to attend your meetings for a few months. Please accept my apologies and Email me any problems where you think I can help. I keep promising that there is life after Covid-19. It will just take time for us to get there.

Cllr Drought expressed the gratitude of the council for everything Cllr Hart does and sympathises with the pressures he is under.

SOUTH HAMS District Council

Cllr Brown reported that there were no major changes in the last month. The council is moving to a recovery period regarding the Covid 19 emergency. Several meetings had been held virtually and the first Development Management Committee meeting will be held virtually in July.

Cllr Brown expressed the council's ongoing appreciation of the community's response to the

crisis and in particular the volunteers who have dedicated so much time to helping the community. He said that as far as he knew the Wembury Parish had relatively few cases and no deaths from the virus.

On the 4th July there will be a further relaxing of the lockdown and that now is the time to support local businesses who have been so badly hit by the crisis.

Cllr Chown echoed Cllr Brown's sentiments and thanked all for the community effort.

20-62 TO RECEIVE REPORTS FROM COMMITTEES AND REPRESENTATIVES

i) CLIMATE, ENVIRONMENT and BIODIVERSITY EMERGENCY

Environmental Policy and Sustainable Purchasing and Procurement Policy– See Annex B and C. **Cllr Smith** explained that in drawing up the Environmental Policy and the Sustainable Purchasing and Procurement Policy she took guidance from other organisations to create them. They had been circulated prior to the meeting for any discussion. Cllr Smith explained that it was really important that the council think about everything they do, as everything has an impact on the environment.

Cllr Chown thanked Cllr Smith for all the work she had put in to getting them written.

Cllr Drought said that as it was such an enormous subject that changes need to be taken in easy stages. **Cllr Newnham** expressed his support for both policies and **Cllr Giles** thanked Cllr Smith for all she had done as it was a lot of work. **Cllr Bennett** agreed that it was a huge subject to take on. **Cllr Stansell** stated that it was an extremely good and large body of work but would like to see more development of the work. **Cllr Smith** explained that she had sent out the policies several months ago and offered a meeting to discuss it but had had no response. **The Clerk** reminded the council that policies can be amended throughout the year should they need to be or if things are found not to work.

Cllr Brown said that the comments had been noted and as there weren't any significant objections to the policies that they be declared as passed.

i) EMERGENCY PLAN GROUP

Cllr Kenny said that as the situation with Covid 19 had calmed down and there weren't any new challenges, the committee had been stood down temporarily. People are still working in the background and are ready to restart as needed but there was no need to continue meeting at this time. The situation had previously been constantly changing but was now a bit more stable. The newsletter needs to be updated with new guidelines. **Cllr Brown** said that the newsletter would be sent around for the council's approval when it had been finished and then printed and distributed around the parish.

Cllr Chown thanked Cllr Kenny for all his hard work and gave a huge thanks to all the volunteers for everything they had done. These thanks were reiterated by Cllr Brown as well as giving thanks to Cllrs Stansell and Drought for their work on rewriting the emergency plan. The Emergency Plan Policy is slowly being worked through to update it and make it more relevant for situations like the current pandemic.

Cllr Truscott asked about a member of the public who is spending a lot of time redistributing food parcels to the more vulnerable members of the community. **Cllr Kenny** explained that she could stop at any time she liked but at the moment is happy to continue until the food parcels are no longer being delivered. **Cllr Brown** reiterated that the volunteers are not dictated to by the Emergency Plan group so she is welcome to stop at any time. **Cllr Smith** commented that the click and collect spots at supermarkets are becoming more available now and that it might be an option for those in need, especially if they had support to do so.

ii) TEMPORARY TRAFFIC ORDER FOR TRAIANE ROAD

The Clerk explained that initially it was looked at under the money set aside by the government for Covid 19 travel. However, since then things had changed with the funding and although it could come under the second phase of grants, it couldn't be guaranteed. She also explained that now it would come under a slightly different name but the basic principles would be the same, with a ban on motorised traffic apart from for access. Should the road need

to be used if there was a block on the main road then the signs could be quickly covered and the order be temporarily suspended.

Cllr Chown said that he understood the concerns of both sides of the discussion around this. However, he believes that for environmental reasons and for the safety of all it would be a good idea. To have a route that was safer for non-motorised traffic would be a big step forward. **Cllr Drought** stated that with the increase in electric vehicles which are so much quieter, that horse riders experience an additional risk on many roads, so to have a safer route would be helpful. There was then a discussion around the idea of a one way system but it was felt that it would increase speeds and as this was not on the table for discussion it was left for another time.

Cllr Kenny still has concerns about the general traffic and the speeds that are being driven around the parish. **Cllr Stansell** thought it was a good idea to try and see what happened with the traffic order. **The Clerk** clarified that it would be in place for 18mths and then depending on the feedback and analysis, would either be removed or made permanent. **Cllr Brown** explained that additional signage would be in place as well. **Cllr Smith** asked that a survey be conducted again after six months to see if the amount of cars using that road had decreased.

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

RESOLVED: To Request that an Access Only Temporary Traffic Order be requested from Devon County Highways.

The Clerk clarified that this would be the first stage and was only a request. Further work by Devon County Highways would need to be done before it was decided upon as to whether it would be put in place.

- iii) **ALMSHOUSES** – Cllr Newnham explained that the current clerk was wishing to take a back from the role and they are seeking a replacement. If anyone is interested they need to contact the current Clerk Robert Rowland. It is not a paid position but there is an honorarium for the position.

iv) **LITTER AND DOG POO BINS**

Cllr Brown explained that there had been numerous reports of problems with both litter and dog poo, particularly the dog poo bin at Wembury beach and increased usage of what facilities are there. Cllr Chown and he are looking at options to improve the situation. This meeting would be an opportunity for discussion rather than decisions. **Cllr Chown** asked the council for feedback from the councillors. One area of particular concern was the dog poo bin on the beach as it is often overflowing and also attracts litter. There have been discussions around moving it to a more discreet location so general waste is not left there. The area manager for the National Trust David Ford, is happy to look at how to help and possibly moving it. The environment team at South Hams are also supportive of finding solutions to the issues being experienced.

Cllr Smith said that she feels a working group needs to be formed on this to map and work out where bins are and try to assess whether there are enough, or too many/wrong locations. There are many issues around the bins and in particular the dog poo bin on the beach needs to be very carefully considered. Additionally educating and awareness is vital to ensuring they are used properly with good signage to encourage people to be responsible.

Cllr Brown agreed that a delegation of councillors needed to be set up with other interested parties and stakeholders.

Cllrs Smith, Chown Kenny, Truscott and Brown will form a working group to address this issue. **Cllr Truscott** pointed out that there are no bins in Down Thomas and **Cllr Giles** said that if those that litter there are challenged then there is often a negative reaction to it.

The Clerk clarified that there is a limit to the distance that an operative should walk with a full bin bag to get to their vehicle and that the current bin location is already beyond that limit. Therefore any re-siting of it needs to ensure that this is considered.

v) **LEISURE FACILITIES WORKING GROUPS**

a) Wembury Recreation Ground- Cllr Bennett Report

Electrical supplies.

Devon Air Ambulance working with MAT Electrics have quoted a cost of £7824.02+vat to carry out all the trenching, including our section in the car park, installing their lighting and installing the electrical cabinet for their supply and the supply for the proposed pavilion. The cost for WPD to install the cable and make connections is £2017.73+vat making a grand total of £9841.75. Toby Russell of Devon Air Ambulance has been able to obtain a grant and award £6422.93 to WPC so that leaves £3418.82 to be funded by WPC. The grant is only available for a certain time so if we want to go ahead, a decision needs to be made soon. Toby Russell is willing to help with the required application for the lighting column. Investigations have been carried out by Cllrs. John Stansell and Mark Kenny and also James Friend as to the routes of existing drainage and electrical conduit and the exact position of the live feed. If we do not go ahead with the landing site we have 3 quotes for the trenching of £2622+vat from Matt Daniels, £1357+vat from MAT and £7000+vat from AP Electrical including the electrical cabinet. The cost to WPC will include £2017.73+vat for WPD and £2622+vat (middle quote) for trenching and approx. £ 600 for the electrical cabinet making an estimated total of £5239.73.

Trim Trail equipment.

Rhino Play have informed me that if we would like to have a rubber mulch surface under the 2 bench seats installed while the other items are being installed, the extra cost would be £490+vat bringing the total to £14,269+vat which is still very competitive. Rhino Play have been held up with delivery of materials to finish the Play Park, however they are due to recommence on Wednesday 1st July.

Devon Air Ambulance (DAA) Electrical Supply

Cllr Bennett clarified that if the council were looking at a power supply just for the proposed Pavilion, then it would cost around £5000 to install. He also explained that a planning application would be necessary at a cost of £155 and the DAA would help put that in. Cllr Bennett asked that the council consider this proposal and its funding.

Cllr Truscott asked if the cable would be big enough to supply the proposed pavilion as well and Cllr Bennett confirmed that it would.

Cllr Chown thanked Cllr Bennett for his work on this and also considering the needs of the proposed pavilion.

Cllr Drought reminded the council that a landing site was also needed for the Down Thomas side of the parish but a suitable site had yet to be found.

Cllr Giles suggested asking one of the local landowners who may have a suitable site but pointed out that the funding for that would also need to be found.

Cllr Brown suggested that a Down Thomas site be pursued at another meeting. Cllr Brown expressed his support of the project and appreciation of the work put in to it so far.

The Clerk queried how it would be funded. **Cllr Drought** suggested crowdfunding and this idea was supported by **Cllr Smith and Cllr Bennett.**

There was a discussion about various fundraising possibilities including applying for locality budgets. **Cllrs Brown and Chown** stated that they would consider an application from their District Councillor locality budgets.

Cllr Bennett asked for there to be clarity regarding the location of the pavilion to ensure that the power supply was as close to is as possible.

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

RESOLVED: To apply for planning permission for a lighting tower and night landing site for the Devon Air Ambulance on Wembury Recreation Ground and to source funding for the project.

Trim Trail Equipment

Cllr Brown explained that emails sent around previously had debated issues around all the quotes and the councillors had had opportunity to discuss the three quotes.

Cllr Bennett proposed the following, seconded by **Cllr Brown**. The motion was passed with seven in favour, two abstentions and two against.

RESOLVED: To instruct Rhinoplay to supply and install the quoted trim trail equipment and surfacing once funding has been obtained.

Next Meeting of the Recreation Ground Group- Cllr Bennett said that the next meeting of the Recreation Ground Group would be in a few weeks with a tentative date of the 13th July.

vii) OTHER COMMITTEES / GROUPS / REPRESENTATIVES

Cllr Brown said that he had attended the recent virtual IDALC meeting -which is the Ivybridge cluster of the Devon Association of Local Councils. He had discovered that Wembury is one of the leads in continuing the monthly meetings virtually as some councils are only now considering holding their first and Wembury has only missed one due to the Covid 19 crisis. He also explained that normally the role of chairman would be considered at the annual meeting, but as there hasn't been an annual meeting due to Covid he was happy to continue for the future. He will however do a chairman's report for the July meeting so that there was a recorded summary of what the council had achieved.

viii) CLERK NOTIFICATIONS AND REQUESTS

Bench in Recreation Ground. The Clerk explained that as per the emails circulated, that a member of the public had offered to pay for a bench and base in the recreation ground. An appropriate bench had been sourced and agreed with the lady but that a way of paying for it needed to be agreed. The Clerk had consulted DALC (Devon Association of Local Councils) and they had suggested that either a prepaid credit card was obtained or The Clerk pay for it and then be immediately refunded by the council. The Clerk stated that she was happy to do the latter if needed.

Cllr Smith supported either option but thought that longer term a prepaid credit card would be preferable. **Cllr Drought** agreed, especially as it would hopefully provide protection when it came to online sales.

Cllr Smith proposed the following, seconded by **Cllr Bennett** which was agreed unanimously.

RESOLVED: For the Clerk to apply for a prepaid credit card on behalf of the council and in the meantime for her to purchase the bench and for that money to be immediately refunded by the council.

20-064 FINANCIAL REPORTS

i) FINANCIAL STATEMENT FOR JUNE 2020

The Chairman presented the June financial report as per **ANNEX D**.

RESOLVED: The June 2020 Financial Statement is approved, as detailed at ANNEX D.

ii) BANK RECONCILIATION FOR JUNE 2020

The Chairman presented the June Bank Reconciliation as shown in **ANNEX E**

RESOLVED: The June Bank Reconciliation is approved as detailed in ANNEX E.

iii) INSURANCE

The Clerk explained that due to the COVID crisis and the additional work that had entailed, she had had to organise the council insurance without being able to bring the options before the council in time for a meeting. Therefore she had had to make a decision on behalf of the council. She explained that she had approached a broker for comparable prices but they had all been higher than the one from the current insurer – Zurich. Additionally, due to the revised

asset register, which had been circulated, the insurance had increased which was to be expected with the increase in assets in the recreation ground. As Zurich had been the cheapest and had proved to be easy to work with, with regard the recent Covid 19 crisis, she had chosen to renew with them. There were no objections from the councillors for this.

iv) Direct Debit- Electricity for Down Thomas Community Room and Direct Debit-Payment for Email Hosting and Office 365.

The Clerk explained that as per the Financial Regulation all Direct Debits needed to be approved by the council every two years. There was an existing one for the Down Thomas Community Room for the electricity supply that needed to be voted upon. Additionally she asked the council to vote on setting up a Direct Debit for the email hosting and Office 365 supply with their email provider as it was a monthly bill.

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

RESOLVED: To continue with the Direct Debit set up for electricity for Down Thomas Village Hall and to set up a Direct Debit for email and office 365 provision.

20-065 EXCHANGE OF INFORMATION

Cllr Brown reminded the council that in accordance with an email discussion, the August meeting would not be held unless there were any contentious planning issues.

The Chairman thanked all the councillors for their attendance and closed the meeting at 21:52

Anne Towill
Clerk

ANNEX A to Wembury Parish Council Minutes – 29th June 2020

i) PLANNING APPLICATION DECISIONS BY WEMBURY PC

1270/20/HHO – No Objection

Householder application for replacement of existing rear conservatory with a single storey rear extension and minor internal alterations. Removal of existing boundary wall and replacement of existing timber boundary fence.

107 Mewstone Avenue, Wembury, PL9 0LE

1282/20/HHO – No Objection

Householder application for external insulation to existing walls with painted render finish to match existing.

Culverhayes, Spring Road. Wembury Point. PL9 0AU

1231/20/FUL – No Objection

Erection of dwelling (resubmission of 2350/19/FUL)

3 Court Barton Close, Renney Road, Down Thomas. PL9 0BG

1323/20/HHO – No Objection

Householder application for garage conversion, rear single storey extension and works to existing conservatory.

15 Barton Close, Wembury. PL9 0LF

1472/20/HHO – No Objection

Householder application for first floor extension

Dockan, Andurn Estate, Down Thomas. PL9 0AT

1519/20/HHO- No Objection

Householder application for construction of enclosed swimming pool with associated garden terracing and landscaping within rear garden.

The Brake, Hollacombe Brake. Wembury. PL9 0DJ

1638/20/HHO No Objection as long as privet hedge maintained.

Retrospective householder application for single storey rear extension

121 Church Road, Wembury. PL9 0LB

1643/20/FUL – No Objection

Erection of extension to amenity block to form day room.

Pilgrims Rest. Knighton Road. Wembury. PL9 0JD

1445/20/FUL – No Objection

Replacement 4no. bed dwelling and additional 1 no. bed dwelling

Shiloh, Veasy Park. Wembury. PL9 0ES

ANNEX B to Wembury Parish Council Agenda dated 29th June 2020

Wembury Parish Council Environmental Policy

Wembury Parish Council is situated in the administrative district of South Hams District Council, in the administrative county of Devon County Council. The parish of Wembury lies within numerous environmental protection areas, including South Devon Area of Outstanding Natural Beauty (AONB), two Sites of Special Scientific Interest (SSSI), a Special Area of Conservation (SAC) and a Voluntary Marine Conservation Area (VMCA).

Wembury is nationally recognised for its important wildlife and natural heritage, particularly its marine wildlife and habitats. Over centuries the community of Wembury has built around these beautiful land and seascapes into what is now a thriving and idyllic coastal Parish.

It is therefore of upmost importance that Wembury Parish Council, on behalf of the local community, act as stewards and safeguard this precious natural heritage, in order that generations to come continue to benefit and feel privileged to live in such a beautiful, natural place.

Wembury Parish Council acknowledges the potential impact of its operations on the natural environment and seeks to minimise these impacts wherever possible. Moreover, WPC also seeks to positively benefit the local natural environment, through delivering and supporting projects and proposals which aim to do so.

Wembury Parish Council pledges to:

- Reduce our carbon and environmental footprint in all aspects of our operations where possible, and evolve over time as new information/technology becomes available (please see separate guide on sustainable purchasing & procurement)
- Improve our environmental performance by conserving scarce and precious resources, e.g. energy, water, timber, green/blue space
- Maintain our assets (buildings & other property) to the highest environmental standards, including energy efficiency, and when there is a new build or other works planned, WPC will favour the most sustainable construction (see assets register for further info)
- Encourage contractors & suppliers, acting on our behalf, to take a responsible attitude towards the environment (see separate guide on sustainable purchasing & procurement)
- Consider the environmental impact of every planning application and/or development proposal and favour those with the lowest impact, e.g. wildlife friendly, carbon neutral/low energy designs
- Encourage local renewable energy schemes which will benefit the community of Wembury
- Promote and encourage the use of sustainable transport within the parish (and to those who visit) and support projects which improve such methods, e.g. bus links, cycle paths & car sharing
- Promote a culture of understanding and participation in environmental issues through education, information and consultation
- Work closely with the Yealm Climate and Environment Action Alliance (and other organisations) on larger environmental initiatives, sharing knowledge, expertise and best practice
- Comply with all relevant environmental legislation and update our policies and practices in line with any changes in legislation
- Progressively build environmental concerns and sustainability into all our policies
- Review all of our activities, products and services annually to evaluate their environmental impact.

ANNEX C to Wembury Parish Council Minutes – 29th June 2020
Wembury Parish Council Sustainable Purchasing and Procurement Policy

We recognise the impact that our contracts may have on the environment and that we can influence sustainable practices and policy in our area. This policy and procedure explains how we will aim to incorporate sustainable procurement into our tendering procedures and contracts.

Sustainable Procurement is a process whereby organisations meet their needs for goods, services and works in a way that achieves value for money on a Whole Life Cost (WLC) basis. Moreover, sustainable procurement not only focuses on benefits to the organisation; but also to society and the economy, whilst minimising damage to the environment. It encompasses environmental sustainability, social value, ethics and equality.

Wembury Parish Council (WPC) is committed to ensuring that sustainability is embedded throughout every level of the organisation and its operations.

A holistic approach is required when implementing a process to govern purchasing decisions. It is not enough just to consider what a product is made of and so the decision needs to be based on a lifecycle assessment.

Although this will differ depending on the product being considered, a basic assessment would be as follows:

SOURCING MATERIALS – IMPACT – Natural resource depletion, habitat damage

MANUFACTURE – IMPACT – Greenhouse gas emissions, Contamination of water supply, Effect on air quality

PACKAGING – IMPACT – Natural resource depletion, habitat damage, Greenhouse gas emission, increased landfill

TRANSPORT – IMPACT – Greenhouse gas emission, Effect on local air quality, Increase demand for petroleum

DISPOSAL – IMPACT – Habitat damage, visual intrusion, Increased burden on landfill

It would be impossible to completely eliminate all of the above impacts when selecting a product, but the aim should be to try to make a purchase which removes as many as possible.

In practice, making a purchasing decision can be broken down to several easy to follow steps and centre on the following principle:

Do we really need to buy the product at all? Do we have to buy new or does the product already exist within the organisation or local community? Could it be borrowed instead of bought?

If the product really does have to be bought then the following steps should apply:

- 1) Buy locally wherever possible.** Local can either mean distributed from a local supplier or manufactured locally. A local distributor may have had the products they sell brought in from elsewhere but at least buying from them restricts the amount of miles that this product has travelled. Better still is a product made locally as this is likely to have less associated transport, be made using local ingredients and be sourced sustainably

2) Check the credentials of the manufacturer or product. Use Ethical Consumer website to assist with this

3) Check whether the manufacturer or product is associated with known environmental issues

4) Check whether the product requires certification. A number of sustainable products require certain standards or certification (such as FSC timber). If the product you are considering requires this, make sure that your purchasing choice does actually have the certification.

5) Does the product require excessive transport in delivery? If you can't buy locally, look for the closest option. Amazon is often the first choice for many, but do some research and see if the product can be found much closer to home.

6) End of life options. Can the product be recycled when it is no longer needed? If not try and find an alternative that can

Sustainable Procurement Day to Day:

Sustainable procurement practices don't have to stop after you have tendered/quoted, awarded a contract and managed the contract. It can be used around the offices and outside of work.

Below are some ideas of how sustainable procurement can be boosted day to day:

Environmental Sustainability

- Are computer monitors and printers left on or on stand-by?
- Is the heating on when windows are open?
- In summer – are buildings being over-cooled?
- Is water being wasted?
- Can you reduce your single use plastic use?
- Can you cycle to work instead of drive?
- Can you hold a skype call instead of travelling to an external meeting?
- Recycle whenever possible
- Have you ordered the right quantity? (reduce waste)
- Can you participate in carbon offsetting? E.g. plant a tree

Social Value

- Can your department participate in career talks to schools?
- Can you accommodate a work experience pupil from a secondary school?
- Can your department participate in voluntary work? E.g. community challenge days.

Equality and Diversity

- Can you help participate in "meet the buyer" events?
- Report unlawful discrimination, harassment and victimisation

Ethics

- Can you use more Fairtrade products?

Timber and Wood Derived Products

In line with South Hams District Council's Sustainable Procurement Policy, Wembury Parish Council also supports and adopts 'The Timber Pledge':

As a consumer of timber and wood derived products, Wembury Parish Council has a responsibility to ensure that the procurement of these products is not at the expense of the future of the world's forests, but positively supports responsible forest management.

To achieve this aim, Wembury Parish Council will only purchase timber and wood derived products that are either:

- From independently verifiable legal and sustainable or FLEGT (Forest Law Enforcement, Governance and Trade) licensed or equivalent sources
- Recycled timber or wood derived products

We will not knowingly source forest products from:

- Forests or forest product suppliers that do not comply with all relevant national and international legislation relating to the trade in forest products.
- High Conservation Value Forests where these are recognised nationally or regionally, unless these forests are progressing towards credible forest certification in a time bound, stepwise and transparent manner.
- Protected areas, parks or similar areas where harvesting operations are not complimentary to responsible forest management
- Forests which are currently being converted to other land uses, or forests that have been converted since 1994.
- Forests which are in areas of armed conflict or civil unrest where there is a direct relationship between the forest products trade and the funding of such conflicts.

ANNEX D to Wembury Parish Council Minutes – 29th June 2020

Guidebook Account				
<i>Opening balance at 12th May 2020</i>			<i>£ 14,245.44</i>	
Sales for Period	25		£ 50.00	
Copies remaining unsold - updated book	1,508			
June Interest			£ 0.57	
Balance at 22nd June 2020				£ 14,296.01
Instant Savings General Account				
<i>General Opening Balance at 12th May 2020</i>			<i>£ 56,157.58</i>	
June Interest			£ 4.50	
Transfer to Current Account			-£2,000.00	
Transfer to Current Account			-£2,000.00	
Donation			£ 15.00	
June VAT Reclaim			£ 127.41	
General Balance				£ 52,304.49
<i>WPC S106 Money at 12th May 2020</i>			<i>£ 60,453.21</i>	
Transfer to Current Account			-£3,142.46	
YCE Grant			£2,500.00	
June VAT Reclaim			£ 523.74	
S106 Balance				£ 60,334.49
Balance at 22nd June 2020				£ 112,638.98
Current Account				
<i>Opening Balance 12th May 2020</i>			<i>£ 32.65</i>	
<i>Cheques</i>				
<i>Electronic payments/transfers</i>				
May Clerk's Salary and Office Allowance			-£1,101.71	
Zurich Insurance			-£ 546.78	
HelloComtec- Email Hosting and Office 365			-£ 43.56	
Fire Safety Matters- DTCR			-£ 31.20	
WWMVH Ss.137 Grant			-£ 400.00	
YGS			-£3,142.46	
Zurich Insurance- increased premium			-£ 526.05	
JFGS- Planned May works			-£ 315.04	
Transfer from General Account			£2,000.00	
Transfer from General Account			£2,000.00	
Transfer from General Account			£3,142.46	
Balance at 22nd June				£ 1,068.31
Total All Accounts at 22nd June 2020				£ 128,003.30

ANNEX E to Wembury Parish Council Minutes- 29th June 2020

	WPC	WPC	WPC	TOTAL	VAT	
Financial Statement	Book Acc	General Acc	Current Acc		Outstanding	
Closing Cashbook Balance	£14,296.01	£112,638.98	£1,068.31	£128,003.30		
Lloyds Bank Statements	£14,296.01	£111,077.74	£1,068.31		£ 1,561.24	Check
Difference	£ -	£ 1,561.24	£ -			Current Acc £ -
						General Account -£ 0.00
						Book Acc £ -
Uncleared Book Income						
Uncleared Expenditure						
Total Uncleared Expenditure	£ -					
Reconciliation to Cashbook	£14,296.01	£111,077.74	£1,068.31	£128,003.30		