



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

## **Minutes of the Wembury Parish Council Meeting held online on the 27<sup>th</sup> July 2020.**

### **20-66 OPENING THE MEETING**

**Cllr Brown** opened the meeting at 19:32 and explained that he was recording the meeting as well as streaming it live on Facebook.

### **20-67 APOLOGIES**

Apologies received from The Clerk, Cllr Packer, Cllr Giles, Cllr Renyard and Cllr Hart.

### **20-68 DECLARATION OF INTEREST & DISPENSATION REQUESTS**

There were no Declarations of Interests or further Dispensation Requests.

### **20-69 CHAIRMANS ANNUAL REPORT**

I will begin my report by thanking the previous Chairman, Cllr Stansell, for his service to this Council as Chairman over many years.

When considering how to begin this Annual Report. I looked to the Chairman's report from 2018-19. Cllr Stansell began his report 'It has been a strange 12 months'. In this instance, that would be perhaps the understatement of the century. Over the last 12 months, Councillors have been working hard on a number of very important areas. The Declaration of a Climate and Biodiversity Emergency as proposed by Cllr Chown, and the recent adoption of the Parish Council's Environment Policy, thanks to the hard work of Cllr Smith for putting that together. Cllr Bennett and the Wembury Recreation Ground Working Group have made a tremendous effort in improving Wembury Recreation Ground. The completion of the trim trail circling the perimeter of the Recreation Ground, along with planting, and the completion of renovations to the Children's Play Park (which we hope to have open as soon as possible. In particular the Zip-Wire has been greatly welcomed by children. To start off with Cllr Bennett and the Clerk gave it a go, then afterwards I got on to test the weight limit. I'm pleased to say that despite this, the Zip-Wire remains intact. Officers at South Hams have previously commented that Wembury Recreation Ground has some of the best potential across the District, I think it's fair to say that the work of the Council has taken a huge step to realising that potential. I also want

to thank our Tree Warden, Adam King for all the work he has contributed over the past few years to the Recreation Ground.

I note that the previous Chairman's report concluded 'We urgently need younger and more up to date parishioners to come forward for the benefit of the community. Please volunteer!'. This plea did not go unnoticed. The elections in 2019 left the Council with 3 vacancies, these were filled with the Council co-opting Cllr's Coral Smith, Mark Kenny, and Meg Newstead to the Council. Following the resignation of Cllr Newstead, Cllr Will Renyard was co-opted to the Council in May. I am confident that the co-option of our new Councillors has indeed ensured the Council has become more in-touch with the community we represent. I also acknowledge that that wealth of experience that our more experienced and longer serving Councillors bring, creates for a fine balance on this Council.

In March, the outbreak of the Coronavirus across the globe changed life as we know it. The government announced restrictions on citizens' civil liberties, unprecedented, certainly in peacetime. Nonetheless, this crisis brought about an extraordinary community response, which many of us found utterly overwhelming. The setting up of the Parish of Wembury Emergency Plan saw almost 150 residents across the Parish come forward to assist some of the most vulnerable in our community. These volunteers were then assigned to assist around 100 households who were shielding or self-isolating. Businesses across the Parish rallied to support our community. In particular, Thanks should go to Christine Colmer, Landlady of the Odd Wheel pub in Wembury for putting together food parcels, which were then delivered by volunteers to self-isolating households in the Community. Shortly after the lockdown came in Christine was taken ill with Covid, eventually spending 97 days in ICU at Derriford Hospital (31 of them in a medically induced coma). This hit the entire community hard. However, I along with many others, were delighted to see a video of Christine leaving Derriford Hospital last week, heading for a rehabilitation centre, to continue her recovery. I know the whole Council will want to join me in wishing Christine in the very best for her recovery.

I want to pay tribute to Councillor Kenny for taking over the reins of the Emergency Plan, after being dropped very much in the deep end. I also want to thank Cllr's Packer and our Clerk for their hard work, particularly in the early days of the pandemic, in helping to set up the Emergency Plan framework, along with the Vice-Chairman and Cllr Stansell for working away in the background. However, this was not just a Council effort. Community Volunteers came together to form the Emergency Plan Coordination Group. It would be remiss of me not to mention each of these volunteers by name, given the amount of their personal time they put into helping our Community. So, to Andy and Hannah Brown, Soraya Robertson, Pete Bromley, Tim Fisher, Richard Brown, Bindy Kemp, Liz Hooper, Martyn Spencer, Steve Blackledge and Dave Lea, thank you all very much.

This Parish Council itself has shown flexibility in the face of the Coronavirus, continuing to meet via Zoom during the lockdown. I personally believe it has worked very well, and in some ways led to more efficient and effective Parish Council meetings. For some, online meetings are easier to attend than physical meetings, the Council also now streams meetings through Social media, again making it more accessible to those we are here to represent. Having said that, I look forward to when we can meet again in person, next year.

A particular thank you to our Clerk, Anne Towill who has been in the role for almost 2 years now, she continues to do a fine job.

We must thank Councillors for the continued time and effort the attribute to the Parish Council.

Over the past 4 months, life has changed for everyone, we are now living in a 'new normal', some things will never go back to the way they were before. Our Parish has become stronger, and closer knit as a result. If Coronavirus has taught us one thing. Never underestimate the strength and resilience of our Parish. Ever.

**20-70 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 19:43**

**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) **Claire Hardy** – resident of Bovisand spoke regarding the issue of jet skis in the bay and surrounding areas. She has had conversations with Cllr Brown and the deputy harbourmaster as well as Cllr Chown about this issue. Whilst jet ski users have a right to use the waters it must only be if they do so within speed limits and do not cause risk or harm. Bovisand is experiencing high numbers of jet ski users going at very high speed and posing a significant risk to visitors to the beach. The buoys have been reintroduced to beach one which has helped, but there is a boat lane which means that they can still access the beach. She has video footage of incidents and is also concerned about the environmental impact. She believes that buoys all along the bay would help as just having some out has moved the risk closer to other areas. There has been one incident with a diver, and she is concerned that the area is an accident waiting to happen. The harbourmaster is keen to increase police presence as it is a 30-minute journey to the waters, which means that even if an incident is reported immediately, the time to attend and other ongoing incidents impact on whether they can attend in time. They are hoping that more patrols would send a message to the jet ski community. Additionally, the noise pollution is an issue for the residents of the area. The community would appreciate any support in dealing with this issue.

**Cllr Drought** said that he has been in contact with the Longroom and the MOD police about this matter as he lives in the same area as Claire Hardy. The police are very aware of the problem and they have difficulties in patrolling it. They would appreciate the support of the parish- especially video footage of the incidents and reports made to them. He asked Claire which harbourmaster she had spoken to and she said it was a man called Neil which was clarified as being the Queens Harbour Master of Plymouth. Cllr Drought asked her to contact the Longroom if there are any other incidents. There are also issues of the police having craft that are fast enough to catch the perpetrators. He also explained that the more reports that are submitted, the more the police will have evidence so they can act on it..

**Cllr Chown** supported Cllr Drought’s comments about making sure that incidents are reported. He thanked Claire for bringing this subject up and making more people aware of the issues, which are more widespread than it might be believed. He hoped the parish council should help support the police in this matter.

**Claire Hardy** explained that it was quite difficult to get clear footage as evidence rather than just as proof of an issue. She has already sent the footage she has to the harbourmaster. She asked that the link to the MOD reporting page was published in the minutes so that others could report it to. She also reiterated that she fully supported the extension of the buoys and some resolution to the boat lane issues.

**Cllr Drought** explained that unless the police caught the people at the time there was little chance of catching the perpetrators as there are no identifiers other than colours. Transponders could be fitted but this would require wider support and enforcement.

**Cllr Brown** stated that he would also put the website link on social media which may attract more viewings.

<https://www.royalnavy.mod.uk/qhm/plymouth/report-an-incident>

- ii) **Stuart Gittings** spoke about their planning application in Heybrook Bay. They are very much looking forward to becoming a part of the community. Stuart explained that they asked the architect to design a house that blended into the hillside as much as possible as well as eco-friendly as possible.

**Cllr Drought** explained that he had spoken to the neighbours who were closest to the plans who were concerned about their view being affected.

**Stuart Gittings** said that he thought that Cllr Drought may be thinking about another application which he was aware did cause these issues. As far as he is aware their neighbour is not concerned about their development.

**Cllr Drought** agreed that he had been mistaken as to which application this was referring to and had heard no objections to the plans.

There were no further questions.

**There were no further comments and the Chairman closed this open session at 20:00 to resume Parish Council business.**

#### **20-71 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 29<sup>th</sup> June 2020.**

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

#### **20-72 MATTERS ARISING FROM THE MINUTES**

- i) **Traine Road-** Devon County Council Highways have been contacted to request the temporary No through road except for access is applied for. It is currently being looked at by the team assigned to this type of work.
- ii) **11 and 15 Longlands** – no update.
- iii) **Road Flooding-** No update
- iv) **Mewstone Bus Shelter** – No update
- v) **Cycle Path** – No update
- vi) **The Mussel- Community Asset-** The Clerk will request written confirmation of the owner's intentions
- vii) **Overnight Parking in the Wembury Recreation Ground-** The Clerk will get signs forbidding overnight parking
- viii) **Planning Training** – Cllr Brown to reorganise planning training for councillors
- ix) **Tree Removal** – Rory Palmer has been instructed to remove both dead elms.
- x) **Litter and Dog Poo Bins** – Working group to be formed and discussed with stakeholders
- xi) **Bench in Recreation Ground** – awaiting bench base to be completed.

#### **20-73 TO RECEIVE THE MONTHLY PLANNING REPORTS**

##### **i) Planning Applications**

**The Chairman** went through the planning applications.

**Cllr Stansell** stated that he was concerned that there was little information about the planning application **1376/20/FUL** Replacement of chalet **45 Cedar Park, Bovisand, PL9 0AG** and that the Parish Council needed to get a better grasp on what was happening there.

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

#### **20-74 TO RECEIVE INWARD CORRESPONDENCE**

##### **i) FOR ACTION - Emailed Letters & Emails**

a) Longlands Brake woodland- dangerous path, steps and general maintenance.

**Cllr Truscott** said that in her initial letter the lady had commented that it had been given to the people of Heybrook Bay and so the people of Heybrook Bay should look after it. **Cllr Drought** agreed that it was handed over to the community and so should be maintained by them. **Cllr Stansell** stated that a lot of work was done on this matter three or four years ago and a group

was set up by the community to look after it. It is not under the jurisdiction of the council. **Cllr Smith** said that there had to be proof of ownership as it wouldn't have just been handed over to a community group without documentation. Whilst it wasn't the responsibility of the parish council it would be helpful for the council to establish who owned it to assist with this. **Cllr Drought** said that the Woodland Trust would be the first organisation to approach about it. **Cllr Newnham** suggested that Cllr Giles might be good to approach first as she is the neighbouring landowner and may know the details.

**To contact Cllr Giles and/or the Woodland Trust/Land Registry to establish ownership of the woodland.**

**b) Jet Ski's Bovisand Bay**

**Cllr Chown** said that the harbour master Neil Treffan has asked South Hams District Council (SHDC) for the buoys to be reinstated. **Cllr Drought** stated that the Salcombe harbour master had asked for them to be reinstated. **Cllr Brown** declared that he had an interest in this matter in his role as District Councillor. **Cllr Drought** said that South Hams have agreed that there was an issue there in the past and he felt that there is still an issue there today. **Cllr Chown** stated that he thought that the Parish Council should write to South Hams District Council asking for the buoys to be replaced as well as raise the issue that has been raised about the boat lane. **Cllr Drought** said that a boat in a bathing area should be doing 4 knots which is about walking speed. The boats that should be using the boating lane from that beach are canoes, kayaks, paddleboards etc as other boats can't use the beach. **Cllr Smith** said that this needs to go hand in hand with the other issue about the buoys on the beach that has been discussed extensively. A letter has been written regarding this to South Hams District Council. This is a big issue that affects the whole of the Plymouth Sound area and the likelihood of getting the buoys reinstated is slim. The main thing that needs to be done is to get people reporting incidents and sending evidence to get an increase in patrols alongside the letter that has been written. **Cllr Drought** said that contacting the local MP about this matter would be helpful. If it became law that all jet skis had to have a transponder then it would solve the issue of identifying the ones who create problems. **Cllr Kenny** said that he had noticed that this was an issue all over the country and he thinks that there will eventually be some sort of central government action.

**Cllr Brown** is in favour of the buoys being put out in Bovisand and asked the council to consider thinking about taking on the cost of the buoys for the Wembury bay in the next budget.

**Cllr Drought** gave the phone number for the longroom to report incidents as 01752 663225

**c) Phone Box- Wembury Village**

**Cllr Kenny** has applied for the phone box in the village to become a community asset under the care of Wembury Life. It will need some repair. **Cllr Stansell** said that he has recently refurbished the one at his business and could help with information about that. **Cllr Drought** said that a fantastic example of a phone box that has been transformed is in Down Thomas. **Cllr Kenny** asked Cllr Drought the location of another telephone box that is in the Down Thomas/Heybrook Bay area. **Cllr Drought** said that it was in Heybrook Bay, but he wasn't aware of any desire for it to be kept.

## **20-75 URGENT MATTERS BROUGHT FORWARD AT THE CHAIRMAN'S DISCRETION**

**Cllr Brown** explained that as there had been no dissent when an email was sent around that virtual meetings would continue until 2021. The current system is working well and is keeping everyone safer.

## **20-76 TO RECEIVE REPORTS FROM THE COUNTY OR DISTRICT COUNCIL ON MATTERS AFFECTING WEMBURY DEVON County Council**

**Cllr Hart** -this report was not seen by the Clerk until after the meeting. It was circulated to all councillors as soon as it was seen.

Covid-19 is still keeping me busy. 300,000 free newspapers are now in circulation explaining what is happening. This is a joint initiative between the County Council, Police and NHS. Most being delivered by the postman through people's doors in the more remote parts of Devon, others are at Supermarkets for people to just pick up.

The numbers of cases in Devon have remained very low. With thankfully no deaths for the last 2 weeks. But people do need to be careful. Covid-19 has not gone away, it is still out there, and cases are expected to increase in the late autumn.

Officers are looking into the concept of turning Traine Road into a NO through road. I have asked that a form be sent to your council for the application of funds towards the lighting for the helicopter pad.

## **SOUTH HAMS District Council**

### **Cllr Chown**

- In order to shape the Councils 'build back better' strategy, we have carried out a number of recovery workshops over recent weeks covering topics such as 'Business and Economy', 'Place and Environment', 'Residents, Community and Partnerships', 'Governance and Communications' and 'Recovery & Redesign'.
- This month's Overview and Scrutiny Committee meeting provided an opportunity to consider the Council's work to tackle homelessness, and at the full Council meeting held on the same day, there were items on key issues of such as the adoption of Supplementary Planning Guidance, and an update on our Climate Change and Biodiversity Strategy.
- We continue to work with our leisure provider, Fusion, who are coming up with plans on how to respond to the latest guidance from government on the reopening of leisure facilities
- Payments of the Government's 'Discretionary Grant Scheme' have been made to 240 businesses and has been concluded in a timescale that meets Government expectations.
- Our Accounts show that the Council has underspent by £112,000 (1.3%) against its 2019/20 budget of £8.83 million. This underspend of £112,000 will go into the Council's 'Unearmarked Reserves', which now stand at £2.01 million.
- The Council has now started working with the Office for National Statistics on preparing for the 2021 Census, which will take place on 21 March 2021. As a Council we have a role to play in highlighting the Census and encouraging everyone to complete it.
- The ONS are currently recruiting 200 Census Engagement Managers to be the link between them and Local Authorities from 28 September 2020 to 14 May 2021, including one for the South Hams and Plymouth. Anyone that might be interested in such a role can find out more by going to the following website <https://www.censusjobs.co.uk/the-roles-overview/community-engagement-roles/census-engagement-manager/>
- **How to report issues to the local Police**  
If any members of the public have a non-urgent matter that they wish to bring to the attention of their Local Policing Team, then the easiest way of contacting them is as follows :  
For Wembury and Brixton this is our team: <https://www.devon-cornwall.police.uk/your-area/teams/Ivybridge/Overview>  
And this is the contact form: <https://www.devon-cornwall.police.uk/your-area/teams/Ivybridge/Contact>
- **How to report issues to the local councils**  
A quote I really like that I heard the All Blacks coach, Sir Steve Hansen, say to his team - **"every standard you walk past that you know is not right, is one you're accepting"**.  
In that vein, if you walk past a problem (a full bottle bank/recycling bank/litter/dog poo bin, dog fouling, litter, fly tipping, lost or stray dogs, a planning breach, noise nuisance etc), please report it here:

<https://apps.southhams.gov.uk/webreportit>

or here:

<https://www.southhams.gov.uk/article/6171/Report>

Anything to do with Highways (potholes, flooding, parking enforcement, overgrown vegetation, obstructions, road markings etc) please report it here:

<https://www.devon.gov.uk/roadsandtransport/report-a-problem/>

Your contribution is vital - councils can only take action on the things they know about, and they can't patrol all areas 24/7. We can all help to look after the places that we live....

**Healthy Start** is a programme to help families with young children get free food vouchers to spend on milk, plain fresh and frozen fruit and vegetables and infant formula milk. You can also get free vitamins for under 4's (vit A, C and D) and vitamins if you are pregnant (folic acid and vit C & D). If you have children under 4 or are pregnant, and you or your family receive qualifying benefits you may be eligible - you can quickly find out here:

<https://www.healthystart.nhs.uk/healthy-start-vouchers/do-i-qualify/do-i-qualify/>

## 20-77 TO RECEIVE REPORTS FROM COMMITTEES AND REPRESENTATIVES

### i) WEMBURY SCHOOL REPORT

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

None

**Cllr Brown** said that the council had been aware of an issue with trees on the boundary that was being dealt with between the school and the village hall. **Cllr Smith** said that she had tried to help by contacting Keith Reynolds in his role with the verges project to see if he had any idea as to ownership but unfortunately he had not. As far as she understood it, the village hall had got a quote for removing the problematic trees and the school had agreed to pay half. However, the issue of who was responsible for which bit was still undecided and any information that could help would be appreciated.

### iii) Climate, Environment and Biodiversity Emergency.

**Cllr Chown** explained that there have been discussions around areas becoming highly protected marine areas. Wembury is one area that is under consideration. If the council are interested, then it could be supported too.

**Cllr Smith** said that there is a call by the Devon Wildlife trust for people to sign to say they support the idea of protected marine areas. This would provide a very high level of protection. It will be a long process but could be very promising and help with a wide range of issues. Additionally, the AONB have been pushing for the corridors and connections work to be instigated. There is a wide range of projects that could be started in Wembury over the winter period that would be greatly beneficial to the area's wildlife. It would mean that the local community could get involved in them.

### iv) Beach Liaison Group.

**Cllr Brown** explained that as had been discussed before, a letter to SHDC regarding the buoys in the bay was being finalised before being sent off.

**Cllr Smith** said that work on the water quality going down to the beach could be a project with the AONB project she mentioned before. A combination of education and awareness and practical things that can be put in place further up the stream. There are some issues due to many National Trust workers being on furlough, but they hope to be able to get progress in the autumn.

**v) Neighbourhood Plan**

No update.

**vi) Communications Group**

**Cllr Brown** explained that the communications group had met to discuss the website. The Clerk had circulated an email about this and the need for a decision regarding the website to ensure that it is compliant with new accessibility regulations on the 23<sup>rd</sup> September.

**Cllr Smith** said that she felt that the Comms group meeting had been productive in discussing which quote was preferred. The current website was not providing what was needed that it made sense to source a new one rather than go back to one that isn't meeting the need.

**Cllr Stansell** said that £5000 for a website would be the initial cost and it could exceed this. It is normal for websites to cost more than this. He also reminded the council that as Cllr Packer had mentioned in an email, there was a clause which allowed for an exception to be made should the demands of doing so be excessive. A holding statement could be put in place in the meantime. The cost could be spread over a longer period of time instead and this may suit budgeting needs. Additionally, the current provider could be asked to make the necessary adjustments to the existing website for probably a lower cost.

There was a discussion around what decision would need to be made and the best way forward. The following was proposed by **Cllr Smith** and seconded by **Cllr Stansell** with one abstention and 8 in favour.

**RESOLVED: A holding statement to be put on the current website to meet the accessibility requirements with further discussions around website accessibility to happen as soon as possible.**

**vii) LEISURE FACILITIES WORKING GROUPS**

**a) Wembury Recreation Ground**

**Cllr Bennett** reported:

Re-opening of the Play Park

Work on the park refurbishment was completed on Friday 17<sup>th</sup> July and Covid instruction signs have been put in place. There will soon be an inspection and any issues addressed. It was suggested that social media be used to alert park users as to the need to adhere to the Covid instructions. JFGS will be asked to cut the grass before it is opened. The final payment of the National Lottery grant has been applied for.

Night landing Site

The necessary planning application for the 10-metre lighting column is being prepared by our Clerk, Anne Towill, and Toby Russell of Devon Air Ambulance.

Positions of seating and picnic benches

Members walked the trim trail path and confirmed the positions. It was decided that these items needed to be anchored down and therefore surfacing would also be required for ease of grass cutting.

Recreation ground Maintenance

Adam King is due to contact YGS as to their weed and watering schedule and when they are due to re-position the field gate. Adam is also due to order a number of trees to replace dead or damaged ones. Adam will provide the Clerk with a schedule for plant and tree maintenance. SHDC cut the grass for the last time recently so quotes are being obtained both for Wembury and Down Thomas for the future.

Zip Wire

The Zip wire has been re-tensioned by Rhinoplay and the surfacing underneath levelled and re-laid.

Hedge to left of Recreation Ground

There was a discussion around who has responsibility for the trimming of the hedge adjoining the school. Currently SHDC are responsible for this and may need to be reminded to cut it in the Autumn.

Hedge between Car Park and Path

This needs to be trimmed into an apex. Adam suggested doing it now as there won't be any nesting birds in there due to its location. JFGS to be instructed to trim it after an inspection.

Community Orchard

There was a discussion around the community orchard that is in the school grounds and how to make it accessible to the public without people having to go through the school fields. Maintenance of it was also discussed. The Clerk has contacted the school to discuss these issues and they are keen on the idea.

**Cllr Smith** asked if he had given thought as to reducing the number of cuts to the fields that had been discussed between herself, Cllr Bennett and The Clerk.

**Cllr Bennett** explained that he had spoken to those who have tendered for the work and there are various ideas as to how many are needed. He is hoping to avoid some cuts during the winter and do less than twelve cuts a year.

**Cllr Smith** explained that she was particularly interested in the cuts during springtime as that is when the flowers start to grow. The flowers that exist within the grass which are important for the insects start growing then. Additionally, if the grass is cut short very regularly it can cause the grass to suffer should we have a dry spring. Cllr Smith would like to be involved in the decision making around the number of cuts etc and Cllr Bennett agreed that he would invite Cllr Smith along once the quotes had been received, to help with that decision.

**Cllr Chown** wondered if Keith Reynolds who has been working a lot on verges and wildflower projects would be worth approaching regarding the grass cutting as he would be very aware of the wildflower and insect needs of the park,

**Cllr Bennett** asked if he would be likely to have the right equipment to do it.

**Cllr Smith** wasn't sure if Keith Reynolds could as she didn't know if he did the cutting himself. However, she would ask him for advice.

**Cllr Smith to approach Keith Reynolds about the grass cutting.**

**Cllr Bennett** reminded the council that those who would do the grass cutting work would need to be careful around the play equipment when strimming.

**Cllr Chown** asked about where had been decided for the location of the park benches.

**Cllr Bennett** explained that Mrs Samuels bench was between Barton Brake and the car park, there would be another near the allotment and a third on the return path towards the pavilion. The picnic benches would be near the skate park and the second one in the far right of the park.

**Cllr Stansell** said that Adam King had suggested the places for benches etc in places that would be suitable due to lack of competition. He suggested that Cllr Bennett circulate the map of the proposed sites of the benches.

b) **Skate Park Repaint and Grass Cutting** – postponed until the next meeting.

c) **Pavilion** – no update

**viii) OTHER COMMITTEES / GROUPS / REPRESENTATIVES**

None

**ix) CLERK NOTIFICATIONS AND REQUESTS**

**a) Lockable Storage for Archive Documents**

The Clerk had previously sent around an email explaining that lockable storage for archive documents was needed to be stored in the village hall. **Cllr Stansell** questioned whether the village hall was in support of this. **Cllr Smith** said that on the email the Clerk had sent, the hall had been in support of this.

**Cllr Brown** read out the email that The Clerk had sent regarding this matter.

**Cllr Brown** proposed that following, seconded by **Cllr Smith** and agreed unanimously.

**RESOLVED: The relevant storage cabinet be purchased by The Clerk to store archive documents.**

**b) Authorisation of Payment for Storage by Clerk.**

**Cllr Brown** explained that the Clerk had requested that it be authorised that she could purchase the storage and for it to be repaid to the Clerk immediately.

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

**RESOLVED: To immediately reimburse the Clerk upon purchase of suitable storage cabinet.**

**20-78 FINANCIAL REPORTS**

**i) FINANCIAL STATEMENT FOR JULY 2020**

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

**RESOLVED: The July 2020 Financial Statement is approved, as detailed at ANNEX C.**

**ii) BANK RECONCILIATION FOR JULY 2020**

**The Chairman** presented the July Bank Reconciliation as shown in Annex D

**RESOLVED: The July Bank Reconciliation is approved as detailed in ANNEX D.**

**iii) Authorisation of use of BACS/CHAPS for payments**

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

**RESOLVED: To authorise the use of BACS/CHAPS for payments.**

**iv) Internal Audit**

**Cllr Drought** commented that he thought that the internal audit report was excellent, and he congratulated The Clerk for her work. **Cllr Stansell, Cllr Newnham and Cllr Bennett** seconded this sentiment. **Cllr Brown** read out the letter attached to the audit.

**Summary of Internal Audit:**

Wembury Parish Council minutes show that members maintain close controls over the Council's financial operations. These are backed up with a framework of financial policies that are reviewed annually. The Parish Clerk has been actively involved in all aspects of financial management for Wembury Parish Council. Minutes provide a clear view of the Council's activities and the decision-making process. There have been improvements over the last twelve months to the format of financial statements and date presented to members and the process is continuing. Budgetary control has been tightened with members now provided with regular data that compares the latest receipts and payments figures with the annual estimates. In conclusion, I would like to express my thanks to Anne Towill, with some assistance from Roy Fairclough, for operation the temporary financial control procedures during COVID 19 lockdown period. A comprehensive set of accounts and supporting documentation was provided to enable the internal audit to be conducted remotely. Explanations were willingly provided for the few issues that arose.

**v) Annual Governance Statement**

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

**RESOLVED: That the Annual Governance Statement 2019-2020 in Section 1 of the Annual Return is approved and signed by the Chairman and Clerk.**

**The Chairman signed the Annual Governance Statement 2019-2020 in Section 1 of the Annual Return and the Clerk will sign it on receipt of the paperwork.**

**vi) Accounting Statements 2019/20** proposed the following, seconded by **Cllr Stansell** and agreed unanimously.

**RESOLVED: That the Accounting Statements 2019-20120 in Section 2 of the Annual Return is approved and signed by the Chairman and Clerk.**

**The Chairman and Clerk signed the Accounting Statements 2019-2020 in Section 2 of the Annual Return and the Clerk will sign it on receipt of the paperwork.**

**20-79 EXCHANGE OF INFORMATION**

**Cllr Kenney** reminded the council about the need for the Clerk to have a DBS check as a matter of good practice regarding the emergency plan. **Cllr Brown** explained that a vote could not be taken on it at this point, but it would be added to the next agenda.

**Cllr Chown**- asked that the installation of a noticeboard at WRG be added to the next agenda

**Cllr Smith** explained that she and Cllr Kenney were still looking at the noticeboards around the parish and working out which were needed.

**Cllr Smith** reminded Cllr Chown that litter picks around the parish were happening and that the council might like to know the dates so that others could join in. **Cllr Chown** agreed to circulate the dates.

**Cllr Brown** reminded the council that there would be no meeting in August so next one would be September. He gave his thanks to all the councillors for their work in what has been a very challenging year.

**The Chairman** thanked all the councillors for their attendance and closed the meeting at 21.05pm.

Anne Towill  
Clerk

## **ANNEX A to Wembury Parish Council Agenda dated 27th July 2020**

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

#### **1741/20/HHO -No Objection**

Householder application for conversion of garage to living space, new first floor window and patio doors.

**102 Mewstone Avenue, Wembury. PL9 0HT**

#### **1613/20/FUL – No Objection**

Proposed conversion of existing outbuildings into living accommodation

**Spring Cottage formerly Milverton, Renney Road, Down Thomas. PL9 0AQ**

#### **1376/20/FUL – No Objection**

Replacement of chalet

**45 Cedar Park, Bovisand, PL9 0AG**

#### **1998/20/ARM – No Objection**

Application for approval of reserved matters following outline approval 1560/18/OPA (and subsequent variation 0422/20/VAR) for construction of single dwelling.

**Xanadu, West Hill, Heybrook Bay. PL9 0BB**

## **ANNEX B to Wembury Parish Council Agenda dated 27th July 2020**

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

- a) Longlands Brake woodland- dangerous path and steps and general maintenance.
- b) Jet Ski's Bovisand Bay
- c) Phone Box- Wembury Village
- d) Highways Update

## ANNEX C to Wembury Parish Council Minutes –27th July 2020

<b>Guidebook Account</b>				
<i>Opening balance at 23rd June 2020</i>			<i>£ 14,296.01</i>	
	Sales for Period	0		
	Copies remaining unsold - updated book	1,508		
	July Interest		£ 0.59	
Balance at 22nd July 2020				£ 14,296.60
<b>Instant Savings General Account</b>				
<i>General Opening Balance at 23rd June 2020</i>			<i>£ 52,304.49</i>	
	July Interest		£ 4.54	
	Transfer to Current Account		-£ 1,500.00	
	July VAT Reclaim		£ 19.31	
General Balance				£ 50,828.34
<i>WPC S106 Money at 23rd June 2020</i>			<i>£ 60,334.49</i>	
	S106 Balance			£ 60,334.49
Balance at 22nd July 2020				£ 111,162.83
<b>Current Account</b>				
<i>Opening Balance 23rd June 2020</i>			<i>£ 1,068.31</i>	
<i>Cheques</i>				
<i>Electronic payments/transfers</i>				
	June Clerk's Salary and Office Allowance		-£ 1,101.71	
	Comtec ICT Service		-£ 43.56	
	s.137 Grant for Wembury First Responders		-£ 464.46	
	PAYE		-£ 373.72	
	Peter Whitley- Bus Stop Cleaning-01/04/07		-£ 105.00	
	COVID Notification boards- Play area		-£ 21.00	
	Clerk and Councils Direct Subscription		-£ 12.00	
	Konica Minolta Flat Rate		-£ 51.30	
	PortalPlanQuestLtd - DAA planning application		-£ 142.00	
	Transfer from General Account		£ 1,500.00	
Balance at 22nd July 2020				£ 253.56
<b>Total All Accounts at 22nd July 2020</b>				<b>£ 125,712.99</b>

**ANNEX D to Wembury Parish Council Minutes – 27th July 2020**

**WEMBURY PARISH COUNCIL BANK RECONCILIATION**

		WPC	WPC	WPC	TOTAL	VAT		
Financial Statement		Book Acc	General Acc	Current Acc		Outstanding		
Closing Cashbook Balance		£14,296.60	£111,162.83	£ 253.56	£125,712.99			
Lloyds Bank Statements		£14,296.60	£109,582.28	£ 395.56		£ 1,580.55		Check
Difference		£ -	£ 1,580.55	-£ 142.00			Current Acc	£ -
							General Account	£ 0.00
							Book Acc	£ -
Uncleared Book Income								
Uncleared Expenditure								
PortalPlanQuest Ltd DAA Application	£ 142.00							
<b>Total Uncleared Expenditure</b>	<b>£ 142.00</b>							
Reconciliation to Cashbook		£14,296.60	£109,582.28	£ 395.56	£125,712.99			