



DRAFT

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

**Minutes of the Wembury Parish Council Meeting held at the Silver Jubilee Hall, Down Thomas on 25<sup>th</sup> February 2019**

**19-014 OPENING THE MEETING**

Cllr Stansell opened the meeting at 7:30 pm welcoming the members of the public who were attending.

**19-015 APOLOGIES**

Apologies received from Cllr Hart, Cllr Cane, Cllr Giles and Cllr Cammack

**19-016 DECLARATION OF INTEREST & DISPENSATION REQUESTS**

There were no Declarations of Interests or further Dispensation Requests.

**19-017 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 19:31**

**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) Police Report**

**PCSO Potter** had submitted the following written report which was read out by **Cllr Stansell**.

From 27<sup>th</sup> Jan to 25<sup>th</sup> Feb, Wembury Area.

Overnight 17<sup>th</sup>/18<sup>th</sup> Feb. Report of criminal damage to a door lock. CR/014923/19

21<sup>st</sup> Feb. report of harassment. CR/016623/19

**ii) Brian Nichols** stated that he noticed some fly tipping of builders waste in the Down Thomas layby. **The Clerk** said that she would report it to Devon Highways. If there are any other incidents or concerns that any member of the public witnesses they should be reported either by phone or online to Devon Highways and that should hopefully speed up the response.

**The Clerk to report flytipping in the layby.**

**There were no further comments and the Chairman closed this open session at 19:34 to resume Parish Council business.**

**19-018 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 28<sup>th</sup> January 2019.**

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

**19-019 MATTERS ARISING FROM THE MINUTES**

**19-004 iii) Terry Clarke- Playground Equipment and War Memorial.**

**The Clerk** explained that a meeting was held Thursday 7<sup>th</sup> February between Terry Clerk, Cllr Stansell and The Clerk. A description and drawing were supplied by Terry. A questionnaire is being constructed by The Clerk which will then be disseminated to get feedback and ideas from other members of the public.

**The Clerk will continue to work on the questionnaire and liaise with Terry Clarke.**

**19-004 iv) Jackie Curtis – Roads and General Appearance of the Village.**

**The Clerk** stated that reports to Devon Highways have been submitted for some issues and she will continue to submit the rest of the issues as reports. **Cllrs Drought, Packer and Brown** all commented that the council budgets are under extreme pressure and that there is not the budget to make villages look nice any more.

**The Clerk will continue to submit reports to Devon Highways regarding Mrs Curtis's concerns.**

**18-138 ii) Wembury Speed Monitor.**

**Cllr Packer** stated that the cost of the speed monitor software is £1672 Net. Cllr Hart has confirmed that he is willing to contribute towards the cost. However, he has not stated how much he would contribute and in the absence of Cllr Hart at the meeting, it was agreed to defer the decision regarding the software.

**Decision regarding Speed Monitor software deferred till the March meeting.**

**18-138 ii) Pedestrian Access to the Barton Close Car Park.**

**The Chairman** stated that he needs to get supplies in order to sort out the lining. He has been advised by an expert what he needs and will endeavour to get it sorted as soon as possible.

**Cllr Stansell will ensure the markings are altered.**

**18-143 i) No 48 Bus Route Shelter.**

**The Clerk** explained that she had been in contact with Devon Highways several times to find out the expected timeframe for the installation. There is currently a list of about 20 installations that are due to be done.

**The Clerk will continue to chase the status of our installation.**

**18-143 ii) Beach Liaison Group. Harbour Buoys**

**Cllr Packer** started by talking about the sewage pumps both at Wembury Point and Heybrook Bay. Both had experienced issues with overflow and although the Environment Agency was aware it was felt that more needed to be done. **Cllr Packer** wanted to invite South West Water to the next Beach Liaison meeting on the 15<sup>th</sup> March to discuss these issues. **Cllr Stansell** said that he has a contact in South West Water that may be able to assist.

**Cllr Stansell to contact South West Water to try to get a representative to the next Beach Liaison meeting.**

**Information re the placing and maintenance of the buoys to be deferred till after the March meeting.**

**19-07 i) Meeting with SHDC Development Management Committee.**

**Cllr Stansell** apologised for not circulating the letter as promised and will do so as soon as possible. He will also arrange a meeting to discuss the response and what else can be done.

**Cllr Stansell to circulate the letter from Cllr Steer and organise meeting to discuss.**

**19-011 Wembury Recreation Ground-**

**a) Zip Wire and Trim Trail**

**Cllr Bennett** explained that they are awaiting Earthwrights quote for the work and will seek another from Playdale.

**Cllr Bennett to seek third quote.**

**b) Stage 3 Planting Quote**

**Cllr Bennett** explained that the three quotes had been circulated and that Adam King had recommended that YGS should be used as they were the cheapest and had still complied with the necessary requirements. They were based in Plympton.

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

**RESOLVED: To accept the tender from YGS for stage 3 of the Planting Quote.**

**The Clerk to inform contractors and arrange commencement of the work.**

**d) Proposed Bidding Process for Wembury Recreation Ground Pavilion.**

**Cllr Brown** explained that he had circulated the questionnaire to councillors and would distribute it as soon as possible.

**Cllr Brown to distribute questionnaire to determine demand for a pavilion.**

**e) Date for next WRG meeting.**

**Cllr Bennett to set date for next meeting once the Playground is completed.**

**19-020 TO RECEIVE THE MONTHLY PLANNING REPORTS**

**i) Planning Applications**

The Chairman went through the planning applications.

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

**19-021 TO RECEIVE INWARD CORRESPONDENCE**

**FOR ACTION - Emailed Letters & Emails**

a) Request for grant from Wembury Caring Volunteers for £280 to pay for Public Liability Insurance.

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

**RESOLVED: To grant £280 to Wembury Caring Volunteers from the S137 budget to go towards paying for Public Liability Insurance.**

b) Request for grant from Wembury Primary School Plankton Study for £400 to contribute to the cost of £412 for a microscope.

A discussion ensued about whether the full amount should be given or a reduced amount.

**Cllr Bennett** felt that the presentation they did was very good and that it was also a very good way to explore the links between Wembury and Loc-Maria Plouzane. **Cllr Packer** felt that the grant would encourage an interest in the environment, especially the local one, which should be encouraged.

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

**RESOLVED: To grant £400 to Wembury Primary School Plankton Study from the S137 budget to go towards the cost of a microscope.**

**ii) FOR INFORMATION- Emailed Letters & Emails**

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

**19-022 URGENT MATTERS BROUGHT FORWARD AT THE CHAIRMAN’S DISCRETION**

**The Chairman** stated that the Clerk needed to bring a matter to the attention of the council for a decision to be made. **The Clerk** explained that due to long term health issues she had applied to the government funded Access to Work scheme when she started work. She had been assessed and suggestions as to workplace equipment that were needed to accommodate and not aggravate her health needs had been made. Access to work had agreed to fund the full amount. However, the equipment had to be paid for initially and then the Access to Work scheme would reimburse the council. As it was a significant cost of £1536.18 this needed to be approved by the council. A discussion ensued about timescales and certainty of funding. **Cllr Packer** asked what would happen in terms of the audit and end of financial year should the reimbursement not take place before that time. Would it cause an issue for the accounts? **The Clerk** stated that she was not certain as to how quickly they would reimburse the council but that there was a time limit on how quickly she needed to obtain the equipment before she would lose the funding. However, she thought that if there was an overlap between when the money was spent and reimbursed that it would be treated similarly to a cheque that hadn’t yet been cashed and would be accommodated within the accounts and audit.

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

**RESOLVED: To pay for the Access to Work equipment for The Clerk which would then be reimbursed by the Access to Work Scheme.**

**19-023 TO RECEIVE REPORTS FROM THE COUNTY OR DISTRICT COUNCIL  
ON MATTERS AFFECTING WEMBURY  
DEVON CC**

**Cllr Hart** submitted a very short report which was read by Cllr Stansell.  
Nothing much to report.... Budget went through Ok on Thursday.

**SOUTH HAMS DC**

**Cllr Brown**

Reiterated that the annual budget had been passed. Council tax is due to rise by £5 per household. He wanted to clarify that although the council tax is collected by South Hams District Council that only 9% goes to South Hams District Council. The new waste partners will start work soon and although there will be no obvious change immediately that as of April 2020 glass and more recyclables will be collected kerbside. He also commented that Totnes town council has been asked to explain their increase from £125.18 per month for a Band D property in 2018/19 to £171.33 per month for 2019/20 which has brought their council tax to higher than the South Hams. Cllr Brown also stated that Sophie Hosking has been appointed Chief Executive for the South Hams and he feels this will be a very positive and productive appointment.

**19-024 TO RECEIVE REPORTS FROM COMMITTEES AND REPRESENTATIVES**

**i) WEMBURY SCHOOL REPORT**

No report was submitted.

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**

No report was submitted.

**iii) LEISURE FACILITIES WORKING GROUPS**

**a) Children's Playground- Cllr Bennett**

Playpark- Phase 1 should be completed this week and will be followed by an inspection report and subsequent signing off. Information will be published about the reopening date as soon as it is known. A WRG meeting will follow this completion.

Phase 2 estimates and drawings have been received and circulated and any comments need to be taken on board. The grant application to the National Lottery Community Fund will hopefully be heard from at the end of February. £40,000 was applied for.

**Cllr Bennett to organise WRG meeting following the completion of the playground.**

**Cllr Bennett and The Clerk to publish information regarding the reopening date as soon as information is acquired.**

**b) Trim Trail and Zip Wire – Cllr Bennett**

A quote has been received from Rhinoplay for a 25mtr zip wire costing £13,873 plus VAT. A trim trail path for £30,692 plus VAT, 4 exercise stations for £11,267 plus VAT, 5 Picnic tables of £2458 plus VAT. A second quote will be obtained from Playdale who installed the zip wire at Down Thomas.

**Cllr Bennett to request a quote from Playdale.**

**c) Landscape planting – Cllr Bennett**

The contractor to do the stage 3 planting was agreed earlier in the meeting. A grant application had been made to the Ministry of Housing Communities and Local Government for £10,000. If successful it will be held by South Hams District Council and then passed on to Wembury Parish Council. **The Clerk** stated that an application for the Big Green Fund had also been applied for via Rob Sekula, as after enquiring she was told there was still money in the fund. She is waiting to hear if this has been successful.

**Cllr Bennett and The Clerk to notify the contractors as to which bid has been successful and arrange the planting to start.**

**iv) LOCAL PLANS**

**a) SHDC Joint Local Plan**

**Cllr Brown** stated that it is all progressing and that it should still be in place by April. He also reminded the council that there is a consultation happening about the first National Marine Park which would cover an area from Looe to Salcombe. Its current name is the Plymouth Sound Marine Park but this would need to be looked at due to its geography. He encouraged parishioners and councilors to look at the consultation and engage in the process as it is a very important development which affects Wembury parish. **Cllr Stansell** said that he understood that a lot of what is suggested is already being done.

**b) Wembury Neighbourhood Plan**

Cllr Packer explained that he had circulated a letter to Sophie Hoskins regarding the neighbourhood plan. They had an active meeting where Duncan Smith had attended and were moving forwards with various aspects of the work. **Cllr Brown** thanked Cllr Packer for keeping the momentum up on this project in spite of the challenges.

**v) Communications Group**

**Cllr Brown** explained that the recent meeting had to be postponed but a new meeting will be arranged shortly. At a previous meeting the Communications Group had decided not to renew the Wembury app due to low take up and use. It was found that the FB page was attracting a healthy audience with one post recently attracting 20,000 views in the space of a few hours. This demonstrates the potential reach of Social Media. **Cllr Newnham** asked for clarification about the post that had achieved this, and **Cllr Brown** explained that it was a post about a missing person.

**vi) Communities Together Fund**

**Cllr Brown** was pleasantly surprised by the success of both bids from Wembury as normally the scheme is oversubscribed. The two schemes- a viability assessment for a cycle path and digitising the Discovering Wembury guide, will now be started. **Cllr Chown** asked who will carry out the viability study and **Cllr Brown** said that the only group he was aware of is Sustrans who he will approach. He will see if there are other groups that can also quote but we may be restricted to the one. He is also working with The Oddwheelers group on it. **The Clerk** stated that she will seek two other quotes for the work on the Discovering Wembury book scheme as there is currently only one in from Cllr Packer's business.

**Cllr Brown to further investigate an organisation to conduct the sustainability study**  
**The Clerk to seek two further quotes for digitalising the Discovering Wembury book.**

**vii) New Planning System**

**The Clerk** described the new planning system that will come in to place in April. Initially via email she had suggested that councillors use laptops and tablets as much as possible. If necessary, the parish could maybe buy a couple of cheap tablets for that sole purpose if councillors don't have access to one. However, Cllr Curtis had replied that using a screen was not very practical and could be difficult to read, especially when wanting to compare before and after images. The Clerk stated that it wouldn't be an issue to print off the planning applications, but it would mean that print costs would increase. **Cllr Drought** felt that discussing planning applications with neighbours would be difficult to do on a tablet or laptop. **Cllr Stansell** suggested just printing the relevant parts. **Cllr Brown** explained that we would still receive paper copies for major applications and that South Hams were one of the last councils to be transferred to a digital system. **Cllr Packer** felt that the map showing adjoining properties was the most important one to be able to see on paper. **Cllr Bennett** asked that planning applications be delivered to the nearest councillor. **Cllr Stansell** suggested that The Clerk use her discretion regarding which planning applications needed

printing off and which could be done without. This was agreed by all councillors as being the best way forward.

**viii) Renewal of contract for James Friend**

**The Clerk** explained that the contract with James Friend to do odd jobs around the parish for the council was due to end at the end of the month. It was necessary to have someone to do these jobs and James was good value for money and reliable. **Cllr Chown** asked what sort of jobs James did and **The Clerk** described the last few jobs that he had been requested to do. **Cllr Packer** asked whether he would be prepared to do jobs normally allocated to the lengthsman and **The Clerk** explained that whilst he probably could that where possible Devon Highways or the Lengthsman would be used first. She also said that it would be wise to put the contract out to tender next year. **Cllr Packer** asked if there was a limit as to what needed to be put out to tender and what could be decided on without. **Roy Fairclough (retired clerk)**, was asked to assist and he said that he understood it to be £500 before needing approval.

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

**RESOLVED: To renew the contract with James Friend for another year.**

**vii) OTHER COMMITTEES / GROUPS / REPRESENTATIVES**

a) **Cllr Packer** asked that £2000 for the Neighbourhood Plan was transferred to the Neighbourhood Plan account to fund the next stages of the work being done. This had been allocated in the budget. **Cllr Chown** asked for clarification about what it was to be used for to which **Cllr Packer** explained. Cllr Stansell proposed the following resolution, seconded by Cllr Drought and agreed unanimously.

**RESOLVED: To transfer £2000 to the Neighbourhood Plan account in accordance with the budget.**

**19-025 FINANCIAL REPORTS**

**i) FINANCIAL STATEMENT FOR FEBRUARY 2019**

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

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

**19-026 EXCHANGE OF INFORMATION**

**Cllr Chown** expressed concern as to the parking issues at the bottom of Church Road near the beach. On busy days cars park there and cause access issues, the recent weekend being particularly bad for it. Access for emergency vehicles would be a problem. He felt that instead of single yellow lines there should be double yellow lines and he wondered if anything could be done about it. **Cllr Stansell** said that double yellow lines and enforcement of the current yellow lines has been requested many times, but progress has never been made. **Cllr Drought** agreed this was the case. **The Clerk** asked that people report any issues on line as each reporting helps the case for something to be done. She will report it and let the councillors know and then each councillor can add their name to the report. **Cllr Brown** said that he would talk to Cllr Hart and Nick Colton of Devon Highways about it as well.

**Cllr Drought** reported that a new harbourmaster has been appointed- Mark Beighton.

**The Chairman** thanked all the councillors for their attendance and closed the meeting at 20:49 pm.

Anne Towill  
Clerk

## ANNEX A to Wembury Parish Council Minutes – 25<sup>th</sup> February 2019

### i) PLANNING APPLICATION DECISIONS BY WEMBURY PC

#### **4037/18/HHO**

Householder application for alterations to existing extension, to provide new first floor extension and renovations and extensions of existing building.

Seawinds, Spring Road, Wembury Point. PL9 0AU

***No Objection***

#### **0290/19/VAR**

Application for removal of variation of Condition 2 (approved plans) following grant of planning permission 58/2876/12/F to allow change of roof material to Plot 3.

Pendyce, Beach Road, Heybrook Bay. PL9 0BS

***No Objection***

#### **0280/19/CLE**

Lawful development certificate for existing use of land as domestic curtilage/garden and non-compliance with agricultural occupancy conditions E of 9/58/0141/80/1

Westward Farm, Langdon Court, Down Thomas, Plymouth. PL9 0DY

***No Objection***

#### **0234/19/HHO**

Householder application for single story extension to rear of dwelling including internal alterations and window replacement.

59 Mewstone Avenue, Wembury PL9 0JT

***No Objection***

#### **0224/19/ARC**

Application for approval of details reserved by condition 3 (Written Scheme of Investigation) of listed building consent 2822/17/LBC

Fort Bovisand, Bovisand. PL9 0AB

***No Objection***

*Page 1 of 1 Annex A*



**ANNEX B to Wembury Parish Council Minutes -25<sup>th</sup> February 2019**

**FOR INFORMATION - Emails & Emailed Letters**

- Planning Comments & Enforcement Cases - Various**
- Training Courses – Various**
- Development Management Committee Decisions**
- South Hams and West Devon Job Vacancies**
- Wembury Point Radar installation- Consultation Day**
- Brixton Neighbourhood Plan Section 16 Consultation**
- Phase 3 Planting Quotes**
- Communities Together Fund**
- Skatepark Communities Event**
- SW Marine Plans**
- Environmental Campaign**
- Plymouth Sound, Caradon and South Devon National Marine Park**
- Opportunity to Host a Dutch Student**

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

**EMAILS**

103 General Emails circulated between 22/01/19 and 18/02/19

*Page 1 of 1 Annex B*

## ANNEX C to Wembury Parish Council Minutes – 25<sup>th</sup> February 2019

	Opening	Transactions	Closing
<i>Total All Accounts at 21st January 2019</i>	<i>£ 205,273.61</i>		
<b>FINANCIAL STATEMENT 18th February 2019</b>			
<b>Guidebook Account</b>			
<i>Opening Balance 21st January 2019</i>	<i>£ 14,145.95</i>		
Sales for Period                   0		£       -	
Copies remaining unsold - updated book   1,573			
February Interest		£       0.64	
Balance at 18th February 2019			£ 14,146.59
<b>Instant Savings General Account</b>			
<i>General Opening Balance at 21st January 2019</i>	<i>£ 45,541.08</i>		
Includes £5500 Office Fund - (2006-09)			
Includes £10,000 Grounds Maintenance Fund			
February Interest		£       8.32	
<i>Electronic Transfers / Payments</i>			
Transfer to Current Account		-£ 3,000.00	
Transfer to Current Account		-£ 2,000.00	
General Balance			£ 40,549.40
<i>WPC S106 Money</i>	<i>£ 139,633.00</i>		
S106 Spending		£       -	
S106 Balance			£ 139,633.00
Balance at 18th February			£ 180,182.40
<b>Current Account</b>			
<i>Opening Balance 21st January 2019</i>	<i>£ 1,601.51</i>		
<i>Cheques</i>			
ELM                                   2688		-£ 600.00	
Wembury War Memorial Village Hall   2689		-£ 140.00	
IDALC                                   2690		-£ 7.00	
Wembury Scouts                   2691		-£ 100.00	
J. Friend                               2692		-£ 34.02	
<i>Electronic Transfers / Payments</i>			
Npower		-£ 41.65	
Clerk Salary January- Anne		-£ 868.91	
Clerk Salary January- Roy		-£ 1,201.95	
Konica		-£ 7.64	
Transfer from Current Account		£ 3,000.00	
Transfer from Current Account		£ 2,000.00	
Balance at 18th February 2019			£ 3,600.34
<b>Total All Accounts at 18th February 2019</b>			<b>£ 197,929.33</b>
VAT to be reclaimed			£ 4,938.66
<b>TOTAL</b>			<b>£ 202,867.99</b>

