

**MINUTES OF THE ANNUAL MEETING OF YEALMPTON PARISH COUNCIL HELD ON MONDAY, 12<sup>th</sup> MAY 2025 AT 7.30 PM AT THE COMMUNITY ROOM, STRAY PARK, YEALMPTON.**

**Members of the public present: 0**

**Councillors present: Cllrs Baldry, Endicott, Craddock, Tucker, Street, McKay, Thomas, Hopkins, Riley, Barton and District Cllr Edie. Cllr Edie left after item 9.**

| <b>No</b> | <b>Minute</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Action</b> |
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| 1)        | <b>Chairman and Vice-Chairman Elections</b><br>a. Cllr Baldry was proposed, seconded and unanimously elected as Chairman.<br>b. Cllr Baldry signed a Declaration of Acceptance of Office.<br>c. Cllr Endicott was proposed, seconded and unanimously elected as Vice-Chairman.<br>d. Cllr Endicott signed a Declaration of Acceptance of Office.                                                                                                                                                                                                                                                                                        |               |
| 2)        | <b>Open Forum.</b><br>No members of the public spoke.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |
| 3)        | <b>To receive apologies for absence</b><br>None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |
| 4)        | <b>Councillors Declaration of Interest</b><br>Cllr Tucker declared an interest in item 16. He had quoted for this work and had designed the draft scheme to be discussed.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |               |
| 5)        | <b>Previous minutes:</b> The minutes of the meeting held on 14 <sup>th</sup> April 2025 were approved and signed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |               |
| 6)        | <b>Exclusion of the Public – to determine which agenda items, if any, should be taken with the public excluded.</b><br>None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |
| 7)        | <b>County Council Report – Cllr Dan Thomas</b><br>Cllr Baldry congratulated Cllr Thomas on his re-election as County Councillor.<br><b>Cllr Thomas’ written report is below;</b><br>Last week’s election saw the political map of Devon dramatically redrawn.<br>The Lib Dems went from 9 to 27 Cllrs (4 short of an outright majority).<br>The Conservatives went from 40 to 7 Cllrs.<br>The Green Party gained 4 members, from 2 to 6 Cllrs.<br>The Independents are now at 2, down from 3 Cllrs.<br>Reform UK are the official opposition, with 18 Cllrs. The South Hams is the only authority area in Devon with no Reform members. |               |

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|    | <div data-bbox="481 190 1165 757" data-label="Image"> </div> <p>Julian Brazil has been elected Leader of the Lib Dems and will become Leader at County later this month. He has announced that he will be resigning from his position as leader at SHDC.</p> <p>Paul Arnott, the Leader of East Devon District Council, will be his county deputy. A new county cabinet will be selected over the next couple of weeks , prior to the annual meeting on May 22nd.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 8) | <p><b>District Council Report – Cllr Tom Edie</b></p> <p><b>County Council Elections Results</b></p> <p>Following the results of the recent local elections at Devon County Council the leader of South Hams District Council Julian Brazil has accepted the role of leader of Liberal Democrats at County level. This will render him leader of Devon County Council because of the numbers of Libs elected and he will step down as SHDC leader. Voting for the new leader of Lib Dems at District level is taking place with the successor being announced on Thursday 15th May.</p> <p><b>National Landscape Survey</b></p> <p>South Devon National Landscape, as part of its 2025-2030 Management Plan review, has just launched a public survey. <a href="https://forms.office.com/e/6jvyuRxH74">https://forms.office.com/e/6jvyuRxH74</a></p> <p>Views will help us focus efforts to care for the landscape and address current and future challenges. Please take part in the survey.</p> <p><b>Fire risk: advice issued for Dartmoor</b></p> <p>Last weekend (3rd &amp; 4th May) a significant wildfire broke out on central Dartmoor. Thanks to the hard work of teams on the ground it has now been extinguished. However, significant damage has been done and there is concern for wildlife in the effected area.</p> <p>This weekend shows an elevated risk of fire for Dartmoor so visitors are asked to please take extra care.</p> <p><b>Message for residents:</b></p> <ul style="list-style-type: none"> <li>• BBQ at home, not the countryside</li> <li>• Take all your litter home, including cigarette butts</li> <li>• Don't light open fires</li> <li>• If you see a wildfire, call 999 immediately</li> <li>• Ahead of another sunny and dry weekend, people are reminded of the leave-no-trace principles which play a key role in fire prevention.</li> </ul> |

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| 9)  | <p><b>Planning matters</b></p> <p>a. A brief update was given on applications relevant to the Parish.</p> <p>b. The following planning decisions were unanimously agreed, with Cllr Thomas abstaining from voting, due to his role with the District Council.</p> <p>i. <b>1236/25/PIP Development Site West Of Yealmbury Villas, Road Off Bowden Hill, Yealmpton</b><br/>YPC Decision: Support. No Comment.</p> <p>ii. <b>1235/25/PIP Land Adjacent Western Torr, Bowden Hill, Yealmpton</b><br/>YPC Decision: Support. No Comment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Clerk to update portal.                                                                                                                                         |
| 10) | <p><b>Financial matters</b></p> <p>a. Accounts to end of April were reviewed. Clerk reporting that we had selected Parish Accounts as a new software provider instead of using Excel. Thanks to Mike Cosby for his time spent investigated the most appropriate software.</p> <p>b. Payments were approved totalling £11,390.81. I was agreed that the Clerk would bring hard copies of the invoices that make up the payments in the payment schedule to future meetings.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Clerk to arrange payments.                                                                                                                                      |
| 11) | <p><b>Funding Request</b></p> <p>a. Cllr Hopkins suggested a donation be made to Devon Swifts. Devon Swifts is a branch of the Devon Bird Group charity. It was suggested that a swift box could be installed on the roof of the Parish Room. After some discussion it was agreed that an application from Devon Swifts would be invited and considered at the next meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Cllr Hopkins to contact Devon Swifts.                                                                                                                           |
| 12) | <p><b>Annual Governance and Accountability Return Year Ended 31 March 2025</b></p> <p><b>a. Internal Auditors Report</b><br/>Council noted the report. Thank you to the Internal Auditor for their time.</p> <p><b>b. Section 1 – Annual Governance Statement 2024-2025</b><br/>Council reviewed and approved this statement.</p> <p><b>c. Section 2 – Accounting Statements 2024-2025</b><br/>Council reviewed and approved this statement.</p> <p><b>d. Bank Reconciliation ending 31 March 2025</b><br/>Council reviewed and approved the reconciliation.</p> <p><b>e. Explanation of Significant Variances Report 2024-2025</b><br/>Council noted the significant variances and considered the contents of the explanatory notes that had been prepared to explain the variances. These documents were approved.</p> <p><b>f. Approval of the dates of the period of exercise of Public Rights (Tuesday 3 June to Monday 14 July 2025)</b><br/>The period of exercise of Public Rights was approved.</p> | Clerk to file the AGAR documentation with the external auditors and display the relevant documents and noticed on the Parish Council website and notice boards. |

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| 13) | <b>Council Administration</b> <ol style="list-style-type: none"> <li>Councillors were reappointed to their existing places on committees and areas of responsibilities, as detailed on the Yealmpton Parish Council Website and on the attached Schedule to these minutes.</li> <li>Councillors were reappointed as representatives to outside bodies, as detailed on the Yealmpton Parish Council Website and on the attached Schedule to these minutes.</li> <li>The inventory of land and other assets was reviewed and approved.</li> <li>The list of Direct Debits and Standing Orders was approved.</li> </ol>                                                                                                                                                                                                                                                            | Clerk to update the website.                                                                                  |
| 14) | <b>Local Government Reorganisation</b> <ol style="list-style-type: none"> <li>Correspondence from Plymouth City Council (PCC) was reviewed, inviting Clerks only to meetings with officers of PCC to progress their detailed submission for LGR. It was felt it was inappropriate for Clerks to meet PCC without Chairmen being present. This Clerk would respond in these terms.</li> <li>Correspondence from the Chairman of Brixton Parish Council suggesting a meeting of the 13 Parish and Town Councils in the "Plymouth Growth Area" proposal was discussed. It was agreed that a meeting was a good idea and that any meeting should happen as soon as possible. YPC would offer to host the meeting. It was agreed that a copy of the YPC letter sent to Jim McMahon would be circulated to the 13 Parish and Town Councils.</li> </ol>                                | <p>Clerk to respond.</p> <p>Clerk and Cllr Baldry to arrange a meeting.</p>                                   |
| 15) | <b>Telephone Box Library</b> <ol style="list-style-type: none"> <li>It was agreed that the signs for the Telephone Box Library would read "BOOK BOX".</li> <li>Cllr Barton suggested that the Telephone Box should be relocated to Bakery Square, following anti-social behaviour at its current location. It was agreed that there would be some public consultation. Cllr Barton to place a notice in the Yealmpton Press and on Facebook.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Clerk to order new signs.</p> <p>Cllr Barton to place a notice in the Yealmpton Press.</p>                 |
| 16) | <b>Footpath 20</b> <ol style="list-style-type: none"> <li>Cllr Tucker declared an interest in this item, having quoted for the work and designed the scheme. He was permitted to remain in the room while it was discussed to answer questions on the details of the scheme. It was noted that no decision as to the appointment of the contractor would be made at the meeting as three quotes would need to be obtained, due to the proposed cost of the scheme.<br/>The draft Scheme that was circulated with the meeting papers was approved. Cllr Tucker did not take part in the vote due to his interest. Cllrs Thomas, Hopkins and Endicott also abstained from voting. The remaining six Council members voted to approve the scheme.<br/>The works would require an environmental permit from the Environment Agency. The Clerk had a meeting scheduled to</li> </ol> | Clerk to continue to liaise with the Environment Agency. Clerk to obtain two additional quotes for the works. |

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|     | meet with the EA on 19 <sup>th</sup> May. They could not advise how much the permit fee would be until the application was made.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                             |
| 17) | <b>Review of renewal of insurance</b><br>a. Cllr Endicott had reviewed the policy renewal documents and considered them to be appropriate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Clerk would make payment of the premium and sign the renewal documentation.                                                                                                                 |
| 18) | <b>Report on Actions arising from previous meetings</b><br>a. Cllrs Riley and Endicott reported that they had reviewed the heating arrangements in the Parish Room. It was recognised that the system is old and a more energy efficient system could be installed but it is not clear whether the cost of this would equate to any significant benefit. It was agreed that they would investigate the installation of a timer switch that would shut off the heating after say three hours, to prevent it from being accidentally left on.<br>b. Luscombe Maye had quoted to provide a Red Book valuation of the Car Park in Yealmpton. This would be required if Yealmpton Parish Council wanted to purchase the car park from South Hams District Council. The costs were acceptable. The Clerk would continue discussions with South Hams District Council.<br>c. Picnic Benches in the Park. It was agreed that the Clerk would approach the land owner to see if they would consent to a new picnic bench being placed in the park and if this was forthcoming, a new picnic bench would be purchased. | Cllrs Endicott and Riley to investigate a timer switch and report again.<br><br>Clerk to arrange the valuation.<br><br>Clerk to contact the landowner to obtain consent for a picnic bench. |
| 19) | <b>Report on allocated areas of responsibility</b><br>None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                             |
| 20) | <b>Correspondence</b><br>a. National Landscape Management Plan Review and Survey –this has been circulated to Councillors and Cllr Edie had drawn attention to this in his District Council report.<br>b. Correspondence had been received from a Parishioner asking if Neighbourhood Plans should be considered by the Council. The Clerk had made enquiries and the South Hams Neighbourhood Plan Officer could attend our June meeting to discuss this further. Council felt they did not want to explore a Neighbourhood Plan at this time. Part of Yealmpton is protected by the National Landscape designation. A Neighbourhood Plan would require sites for development to be identified. These would inevitably be next to people's homes and the identification of these sites could upset neighbouring residents and could impact on land value.<br>c. Correspondence with owners of the land adjoining the Parish Room. One adjoining landowner is reluctant to allow scaffolding to be placed in their garden over the summer. It may be that works can be scheduled for the Autumn.             |                                                                                                                                                                                             |
|     | Meeting closed at 9.35pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                             |
|     | <b>Date of next meeting: 9<sup>th</sup> June 2025</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                             |

## Schedule of Councillors' Responsibilities

| Category                                       | Responsibility                             | Person(s) Responsible                                                    |
|------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------|
| Admin & Organisation                           | Parish clerk's employment                  |                                                                          |
| Councillors' duties                            |                                            | Cllrs Baldry & Endicott                                                  |
| Press Liaison                                  |                                            | Cllrs Baldry & Endicott                                                  |
| Finance                                        | Responsible Finance Officer                | Parish Clerk                                                             |
|                                                | Finance Policy                             | Parish Clerk                                                             |
|                                                | Internal Audit                             | Mr Michael Cosby                                                         |
| Communication                                  | Parish website                             | Cllr Barton                                                              |
|                                                | Yealmpton Press                            | Cllr Barton                                                              |
|                                                | Facebook etc                               | Cllr Barton                                                              |
| Planning Committee                             | Planning applications                      | Cllr Endicott (Chair) & Cllrs Craddock, Tucker, Baldry, Street and Riley |
| Christmas Decorations                          | Trees, lights etc                          | Cllr Thomas                                                              |
| Flags                                          |                                            | Cllr Baldry                                                              |
| Roads, pavements and safety                    |                                            | Cllr Tucker                                                              |
| Speed signs                                    | Management of signs & data                 | Cllr MacKay                                                              |
| Environment                                    | Yealmpton Environment Group, Active Travel | Dr Linda Durman, Cllrs Barton, Hopkins                                   |
| Emergency Plan                                 |                                            | Cllrs Street and Riley                                                   |
| Grass cutting                                  |                                            | Cllr Hopkins                                                             |
| Works                                          | Repairs & Maintenance of assets            | Cllr Craddock, Cllr Tucker                                               |
| Public Footpaths                               | P3 Co-ordination                           | Cllr Barton                                                              |
| <b>Councillors appointed to outside bodies</b> |                                            |                                                                          |
| Yealm Estuary Management                       |                                            | Cllr Endicott                                                            |

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| Dementia Friendly Parishes      | Cllr Thomas, Cllr Hopkins       |
| Yealmpton Community Assoc       | Cllrs Barton, Craddock, Hopkins |
| Elize Hele & John Lanyon Trust  | Cllr Endicott as Trustee only   |
| Yealm Harbour Authority         | Cllr Endicott                   |
| Five Parish Alliance            | Cllr Hopkins                    |
| Police                          | Cllr Thomas                     |
| SW Ambulance Trust              | Cllr Craddock                   |
| Parish Library                  | Cllr Barton                     |
| Local Government Reorganisation | Cllr Baldry and the Clerk       |