

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR  
AUTHORITY HELD IN THE HARBOUR OFFICE, NEWTON FERRERS ON  
July 18<sup>th</sup> 2019**

Members

- |                            |                               |                 |
|----------------------------|-------------------------------|-----------------|
| * Mr D Southwood– Chairman | * Mr D Crawley -Vice Chairman |                 |
| * Mr R Carter              | * Mr D Drought                | * Mr J Endicott |
| * Mr P Parry-Smith         | * Mr M Oates                  | * Mr A A Tubb   |
| * Mr M Mears               | * Mr A Matthews               |                 |

\* Mr M Beighton – Harbour Master @ Mrs H Phillips – Office Manager

*\*Denotes attendance @ Denotes apology for absence*

**75/19 MINUTES**

It was proposed by Dominic Crawley that the minutes presented a true account of the meeting held on the 20<sup>th</sup> June 2019, this was seconded by John Endicott and agreed. Those members not present at the last meeting abstained.

**76/19 MATTERS ARISING**

1. Land Registry Map and Yealm Steps Quay. Keith Baldry had been approached but to the date of the meeting there had not been a response. Rodney Carter to approach Keith Baldry or Dan Thomas at the Parish Council meeting. At the appropriate time Andrew Matthews will draft a letter to be sent to SHDC requesting transfer of ownership.  
**Action: Chase Keith Baldry for feedback Rodney Carter**  
Addendum following meeting. RC spoke to KB who indicated that Chris Brookes (Noss Mayo resident) is the Head of Assets for SHDC and is the person that should be approached. CB is now waiting for a formal request from RYHA.
2. Jet skis – more jet skis have been seen speeding in the river; two have been spoken to. It was agreed that we monitor the situation but that there is little we can do at present.  
**Action: Mark Beighton to monitor the situation.**
3. CCTV quotations. HM presented the three quotes in his report.
4. Repair of collapsed wall at Bridgend. The quotes have been brought to a common specification and are now of a comparable level of expenditure. A verbal third quote has been obtained which again confirms the approximate level of expenditure. The two written quotes were discussed. Andrew Matthews suggested we should accept the lowest. Rodney Carter proposed that we should accept the quote from Dan Farleigh. This was seconded by Tony Tubb and passed by vote.  
**Action: HM to contact Dan Farleigh and ask him to proceed.**
5. Simon Friend was sent a list of parameters that would detail the type of dinghies that could be kept on. This has been accepted by SF.
6. SW ambulance service, Defibrillator rental. The person who administers the defibrillators has been identified but is currently on leave. This will be followed up when they return.  
**Action: HM or OM to follow up.**

## **77/19 CORRESPONDENCE**

Valuation Office Agency – letter received asking for information on the RYHA activity to enable rateable value of non-domestic properties. This has been passed onto Ashleigh Phillips of Bruton Knowles for completion.

*Action: OM to ensure information sent within the deadline.*

## **78/19 FINANCIAL REPORTS**

The Profit and Loss account was presented in the updated format. The Balance Sheet and Cashflow were presented in the normal way and currently show the projected year-end cash position as being about £7,000 up on projections.

The fixed one-year Nationwide Building Society Reserve account is due to mature. The current rate of interest is 0.1% AER/gross p.a. The options were discussed, and it was proposed that £85,000 is reinvested into a Nationwide Business one-year saver account which has a gross rate of 1.10% p.a. the balance of the account is moved to another of the RYHA accounts. Proposed by Dominic Crawley and seconded by Tony Tubb. Passed

*Action: OM to arrange new account and transfer of excess funds*

## **79/19 STANDING ORDERS – IN RELATION TO EXPENDITURE**

The Office Manager has compiled a list of accounts and authorising persons. This list has been reviewed by the OM and Dominic Crawley and those who can authorise transactions has been rationalised to reflect the current members of the RYHA and staff members.

There was a discussion about the existing Standing Orders as a whole and whether they are still fit for purpose, particularly clause 36. Local Authority Standing Orders should be used as a reference point for any updates.

*Action: Dominic Crawley agreed to present a proposal for overhaul at the next meeting*

## **80/19 WEBSITE DESIGN FEEDBACK**

Quality Website Design have been asked to proceed with the design of the new website. Currently the structure is to consist of three areas covering information for Visitors (hopefully with a French version), Residents and General information about the area.

*Action: Mark Beighton to continue to liaise with Quality Website Design*

## **81/17 HARBOUR MASTER'S REPORT**

- There was a particularly nasty accident when a power boat collided with a moored RIB. There were two people on board at the time who were both badly shaken by the experience. Insurance details were exchanged, and an incident log written and agreed with both parties.
- The Hope Cove Lifeboat towed another RIB back to the river following engine failure.
- Several reports have been received from visiting yachtsmen about the instability of the water temperature in the showers. Particularly when other taps are being used. This has led to extremely hot water coming out of the shower head. Both showers have been changed to thermostatic units to avoid someone being scalded.
- There appears to be a problem with either or both of the first two sections of the pontoon at the Yealm Steps. The HM and Deputy HM will investigate next week to ascertain if

there are inspection hatches which will help with further investigations and remedial work. **Action: HM and DHM to investigate**

- The telephone and broadband supplier to the office is Kinex but there doesn't appear to be any paperwork covering the contract. The HM has investigated and found that it started in April 2018 and is for 36 months. The base monthly fee is £68 but with other charges a typical monthly payment is about £75 per month. The cancellation fee will be based on the balance of contract left to run.
- Visitor's mooring PM5 is proving very popular. There is scope to install another visitors mooring for the same purpose. **Action HM to put forward a proposal for PM6**
- Three quotes to extend the CCTV system have been received. One has been dismissed as being inadequate and not meeting the specification required despite several attempts by the HM to inform the installer. The remaining two have strengths and weaknesses which are to be reviewed by a sub group consisting of John Endicott, Dermot Drought and the Harbour Master. **Action: HM to convene sub group to discuss remaining two proposals.**

## **82/19 PARISH COUNCIL LIAISON**

Wembury – Air ambulance representative, Tony Russell, is to meet with the council to discuss a landing site for the air ambulance

Yealmpton, Brixton, Newton & Noss – Nothing to report

## **83/19 MOORING ALLOCATIONS AND PARTNERSHIP REQUESTS**

This month there have been 2A moorings, 1B, 4C, and 1D mooring allocated. There have been no partnership requests.

## **84/19 CHAIRMAN'S COMMENTS**

The Chairman thanked the HM for the way he has been approaching the job.

## **85/19 AOB**

Andrew Matthews asked whether there has been any progress with the Eel Grass project. The HM responded that he had contacted the gentleman concerned who would pop into the office to discuss the project when he was next in the area.

Dermot Drought gave his apologies for the next meeting.

## **86/19 DATE OF NEXT MEETING**

The next monthly meeting of the Harbour Authority is in the Harbour Office Newton Ferrers on **Thursday 19<sup>th</sup> September 2019 at 1800.**

---

**Chairman**