

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR
AUTHORITY HELD IN THE HARBOUR OFFICE, NEWTON FERRERS ON
MARCH 21ST 2019**

Members

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

- * Mr Robert Dearn – Acting Harbour Master * Mrs H Phillips

**Denotes attendance @ Denotes apology for absence*

27/19 REPORT FROM PETER FRANKLIN ON 2018 ACCOUNTS.

Peter Franklin presented a draft audit of the 2018 accounts in some detail. Making Tax Digital the change to how VAT returns are submitted was discussed. Peter advised that we stay with Sage and look at the packages they are offering in plenty of time for our compliance date of January 2020 submission.

Action: Helen Phillips: look into Sage MTD packages in Autumn

28/19 MINUTES

That the minutes are a true account of the February 21st meeting.

Proposed by David Southwood, seconded by Rodney Carter, unanimously agreed.

29/19 MATTERS ARISING

1. Website - proposal to obtain quotations for a new website design. Postponed to next meeting.

Action: Mark Beighton/ Helen Phillips

2. Rust on pontoon to be wire brushed and epoxied.

Action: Robert Dearn/ Mark Beighton

3. Clarification on the insurance was sought by the Chairman. The RYHA has full employer's liability insurance for all employees including any existing or future (taken on in forthcoming season) assistant HM's and that all historic employers liability certificates are filed safely with the current certificate on display.

4. Harbour Guide – A question was raised as to how the annual guide is progressing.

Action – Helen Phillips to ring Lindsey Brown on Monday to chase

30/19 CORRESPONDENCE

1. A sponsorship request was received from the Regatta Fireworks committee. It was suggested that we pay £50 towards this, Martin Mears proposed this it was seconded by Rodney Carter and unanimously agreed.

Action: Helen Phillips to pay £50 to Regatta Fireworks

2. The Authority noted correspondence from Devon County Council and Newton and Noss PC concerning the collapsed wall at the slip adjacent to the Malthouses at Bridgend. The correspondence referred to an historic undertaking by the Authority to maintain the area.

Whilst it was the Authority's view that it has no such legal liability as it does not own or use the area, it was agreed that it would meet the cost on this occasion provided it did not exceed the estimate already received by Newton and Noss PC. The Harbour Master was authorised to commission the work based on the best of three quotes. If it is not possible to obtain three quotes, the Harbour Master is authorised to proceed on the best terms available. In accepting any quote the Harbour Master shall take account of the quality of the work offered.

Andrew Matthews proposed that this be accepted, seconded by Dermot Drought and unanimously agreed.

Action: Andrew Matthews to draft letter to N&NPC and DCC

Mark Beighton and Helen Phillips to obtain 3 quotations for work

3. A request to film on Bridgend Quay has been made from Glass House Production Ltd of 39 Long Acre, London. A location agreement has been provided for us to sign. One of the committee members agreed to read through this and make any suggested alterations.

Action: Andrew Matthews to look at and feed back to office.

4. Natural England have sent details of the suggested England Coast Path around the estuary. There is no change to the existing arrangements.
5. Simon Friend of Red Earth has emailed a proposed sign that he is considering erecting on his land which reads: "No Parking Please respect the need for access to the harbour at all times loading and unloading only Thank you." It was requested that an email thanking him should be send from the Office.

Action: Helen Phillips to email Simon Friend to thank him

31/19 FINANCIAL REPORTS

The February Profit and Loss sheet was presented to the committee, along with the balance sheet and cash flow. The annual mooring fees have now been paid with one exception. It was agreed as per our rules that the non-payer should now have his mooring taken away and asked to remove his boat from the river. Failure to do so will result in visitor fees being charged on his boat.

32/19 WINTER BERTHING FOR NON-RESIDENTS CRAFTS

To consider the current charges for the winter berthing of non-resident's yachts on the pontoons. A suggestion to increase the charge from £2.15 per per metre per week to £3 per metre per week from November 2019 was made. It was proposed that we accept this new rate by Rodney Carter seconded by Martyn Oates and unanimously agreed.

Action: to show increased charge on records.

33/19 HARBOUR MASTER'S REPORT

1. Robert Dearn has liaised with Nigel Sobey about removing the bales of mooring chain from the river. He was quoted a price of £150 per bale to take them up to Bridgend and remove them from the river. Rodney Carter proposed that we accept this quotation, was seconded by David Southwood and unanimously agreed.

Action: Mark Beighton/ Robert Dearn to instruct Nigel Sobey

2. 6th March – launch was serviced by Chris George.
3. 11th March – steps now repaired at Yealm Steps.

34/19 POLICY ISSUES – DRAFT AMENDMENTS

1. The Authority noted that the last issue of its Policies was dated 16 June 2016 and the last issue of its Regulations was Issue 5 adopted on 19 February 2015.

2. The following changes to the Policies were proposed:

2.1 A new Policy 3.3 shall be adopted. The Authority noted that this does no more than confirm existing resolutions of the Authority on the subject, which reflect long standing commitments. The Policy shall be as follows:

“3.3 “Clear Areas” are maintained in Newton Creek and above Madge Point below the Kitley Estate as shown on the attached plan headed “Clear Areas”. Existing mooring licences may be renewed in these areas but no new licences will be issued.”

2.2 Policy 5.8i shall have the words ***“and commercial moorings”*** inserted so that it reads:

“i With effect from 25 February 2010 a licensee is limited to one mooring, excluding licenced outhauls and/or commercial moorings. This policy shall not have retrospective effect.”

2.3 The words ***“excluding outhauls”*** shall be deleted from Policy 8.2 and the words ***“Outhauls are to be marked on their landward side with their number.”*** Shall be added so that it reads:

“8.2 All moorings are to be of the concrete clump type and of materials and workmanship approved by the Harbour Master. Each mooring is to be marked with a buoy showing clearly the number of the berth. Outhauls are to be marked on their landward side with their number.”

3. The following consequential changes to the Authority's Regulations were proposed:

3.1 Regulation 3.5 shall have the words ***“and commercial moorings”*** inserted so that it reads:

“With effect from 25 February 2010 a licensee is limited to one mooring, excluding licenced outhauls and/or commercial moorings. This policy shall not have retrospective effect. (Policy 5.8)”

3.2 The words ***“(except for outhauls)”*** shall be deleted from Regulation 4.1 and the words ***“Outhauls are to be marked on their landward side with their number.”*** shall be added so that it reads:

“4.1 Moorings must be laid down as directed by the Harbour Master. They are to be of the concrete clump type and marked with a buoy showing the number of the mooring (Policy 8.2). Outhauls are to be marked on their landward side with their

number (Policy 8.2). Mooring tackle must be checked annually by a competent person and by the due date. A declaration form, issued at the beginning of each year to each mooring holder, must be signed by the mooring holder and returned to the Harbour Office by the due date described on the form.”

The above amendments were voted to be accepted by David Southwood seconded by Tony Tubb and unanimously agreed.

Action: Helen Phillips to update the Policies and Regulations and send a copy by e-mail to members of the Authority. The revised Regulations were to be made generally available.

35/19 PARISH COUNCIL LIAISON

Wembury – the beach liaison officer from the parish will be in touch with the Office to ask if they can recommend anyone to lay some buoys near their beach.

Brixton – there will be a Harbour Clean up on Saturday 23rd March if anyone would like to join in.

Newton & Noss – nothing to report

Yealmpton – nothing to report

36/19 MOORING ALLOCATIONS AND PARTNERSHIP REQUESTS

This month 3 A moorings have been allocated, 2 B moorings, 1 C and 1 D. No new partnership requests have been received.

37/19 CHAIRMAN’S COMMENTS

Nothing.

38/19 AOB

It is felt that there is a need to accept card payments on the water and in the Harbour Office. The Office manager had some information that she had obtained on an IZettle which is a non-contract card payment machine which would connect via a mobile phone with an individual transaction charge. One of the committee members was knowledgeable on the subject and agreed to look into it.

Action: John Endicott to investigate card reader options.

A presentation was held at the Yealm Yacht Club on eco-friendly moorings to protect eel-grass beds. They were offering a free trial and were looking for sites to test them. It was proposed that the HM make contact to see if we could be of assistants.

Action: HM contact speaker and make enquiries.

39/19 DATE OF NEXT MEETING

The next meeting of the Harbour Authority is the annual meeting and will be in the Revelestoke Rooms, the back rooms of the Newton and Noss Village Hall in Noss on **Thursday 18th April 2019 at 1800.**

Chairman