

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR
AUTHORITY HELD IN THE HARBOUR OFFICE, NEWTON FERRERS ON
September 19th, 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*

87/19 MINUTES

It was proposed by Dominic Crawley that the minutes presented a true account of the meeting held on the 18th July 2019, this was seconded by Tony Tubb and agreed. Those members not present at the last meeting abstained.

88/19 MATTERS ARISING

1. Land Registry Map and Yealm Steps Quay. A letter to Keith Baldry was drafted by Andrew Matthews and subsequently agreed and sent to Councillor Baldry. To date there has been no response. **Action: Chase Keith Baldry for feedback Rodney Carter**
2. Repair to the wall at Bridgend. The work will be carried out in October by Messers Farleigh and Dingle
3. Defibrillator from SW Ambulance Service. Contact has been made with the Ambulance Service but the person responsible for looking after them has not responded to our calls. **Action: OM to keep chasing.**
4. The review of the RYHA rateable value has been completed and returned within the deadline.
5. The Pontoon at Yealm Steps will need to have repairs carried out this winter. The Pontoon will be closed from mid-November whilst repairs are made. **Action: HM to organise repair work.**
6. The cost for installing a new Public Mooring N°6 is estimated at £1600. This will increase the capacity for small visitor craft. Proposed by Tony Tubb; Seconded by John Endicott. Agreed. **Action HM to organise.**

89/19 CORRESPONDENCE

Letter from K Palmer requesting that he is allowed to retain his A mooring having moved into one of the lodges at Briar Hill Farm. **Action: HM to contact Mr Palmer to ascertain occupancy criteria and proof of Residency**

Letter received from the Pension Regulator confirming that the RYHA has complied with the re-declaration requirements.

Letter received from Womble Bond Dickinson confirming the release of the lease of land for the new Yealm jetty to the Crown Estate. Letter signed by RYHA and to be returned. **Action: HM to return signed copy.**

90/19 FINANCIAL REPORTS

The Profit and Loss account was presented in the new format. Income for July and August was ahead of budget projection and last year. The Expenditure for the same period was less than budget projection and last year. The Balance Sheet and Cashflow were presented in the usual format and currently show the projected year-end cash position as being about £17,000 up on projections.

The transfer of funds was carried out as agreed at the last meeting.

A sub committee was set up to conduct appraisals and a salary review: Appraisals will be carried out by John Endicott and Martin Mears. With David Southwood and Dominic Crawley joining them for the Salary Review. **Action: Appraisals and Salary review to be completed in time for the 2020 budget setting sub-committee.**

91/19 STANDING ORDERS – Overhaul

Dominic Crawley has reviewed the Standing Orders and concluded that, in the main, they continue to be fit for purpose and may only require updates to the style of wording and to reflect the role the Harbour Master and Office Manger play in the running of the Harbour which should include delegation of powers for payments. The proposed changes are to be drafted in conjunction with Andrew Matthews and presented at the October meeting. **Action: Dominic Crawley to present suggested changes at the October meeting.**

92/19 WEBSITE DESIGN FEEDBACK

Quality Website Design are progressing with the design of the new website. A meeting will take place on the 24th September to provide training to the HM and OM for the uploading of documents.

The structure will consist of three areas covering information for Visitors (hopefully with a French version), Residents and General information about the area. The content is being written and the web site should be available to view in test area within the next few weeks **Action: HM to continue to liaise with Quality Website Design**

93/17 HARBOUR MASTER'S REPORT

- There was a one incident where a 24' clinker boat collided with the Top Pontoon and was holed just above the waterline with seams below the waterline having been cracked. She was slowly taking in water. The boat was beached at Bridgend whilst temporary repairs were carried out by a local boat builder which enabled the craft to return to Totnes.
- The apparently sinking pontoon at Yealm Steps has been investigated and found that the second section appears to be leaking. The buoyancy chamber has been pumped out several times to keep it afloat during the summer months. The plan for the Pontoon repair was discussed. Notification of closure has been put into the Riparian Parishes magazines and notices will be displayed within the village and at Yealm Steps. The repairs will be affected at Bridgend once the extent of the damage has been ascertained.
- Chris Knight – Assistant Harbour Master – decide that he will not be able to continue in the role next year.

- The CCTV subgroup met and discussed the two remaining quotes. Further information was obtained from the suppliers in answer to the subgroup's questions and this was discussed. The HM proposed that following this further information and the discussion the RYHA should proceed with Plymstock Securities. Proposed by David Southwood; Seconded by Tony Tubb. **Action: HM to contact Plymstock Securities**
- There have been two requests to film in the Harbour area. Both have been agreed to.
- Border Force have visited the river twice in September. The second time they went onboard a yacht. To date no further action has been taken by them.

94/19 PARISH COUNCIL LIAISON

Yealmpton – Query raised about Fishing Licences in the Kitley Estate part of the river.

Wembury, Brixton, Newton & Noss – Nothing to report

95/19 MOORING ALLOCATIONS AND PARTNERSHIP REQUESTS

This month there have been 1C, and 1D mooring allocated. There have been no partnership requests.

96/19 CHAIRMAN'S COMMENTS

The Chairman referred to the issues created by Jet Skis speeding in the river. This year seems to have been more problematic than previous. E-mail from Philip Parry-Smith also raised the issue of speeding Jet Skis suggesting that Chichester Harbour has banned them. However, having spoken to Chichester Harbour this is not the case. The improved CCTV coverage may help control any issues once it is installed.

97/19 AOB

Andrew Matthews asked to be included in the Budget sub committee which is to be included in the agenda for the October meeting. **Action: OM to include on agenda.**

Dominic Crawley asked that Holiday Pay is discussed at the next meeting. **Action: OM to include on agenda.**

86/19 DATE OF NEXT MEETING

The next monthly meeting of the Harbour Authority is in the Harbour Office Newton Ferrers on **Thursday 17th October 2019 at 1800.**

Chairman