

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR  
AUTHORITY HELD IN THE HARBOUR OFFICE, NEWTON FERRERS ON  
OCTOBER 17TH, 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*

**99/19 MINUTES**

It was proposed by Dermot Drought that the minutes presented a true account of the meeting held on the 19<sup>th</sup> September 2019, this was seconded by Martin Mears and agreed. Those members not present at the last meeting abstained.

**100/19 MATTERS ARISING**

1. Land Registry Map and Yealm Steps Quay. Chris Brook of SHDC attended the start of the meeting and after asking a few questions agreed that once any issues of boundaries have been resolved with Red Earth Ltd there shouldn't be an issue passing the title of the quay onto the Harbour Office. He agreed to write to confirm this. Action: ***Report back when letter received.***
2. Defibrillator from SW Ambulance Service. – contact has been made with Ian Dawson from SWAST. He has suggested that we should contact Newton and Noss Network and in conjunction with them arrange to hire three machines and they will then give us a preferential rate. ***Action OM to report back at next meeting.***
3. An A mooring holder requested that he be allowed to retain his mooring having purchase a lodge at Briar Hill Farm. He was written to after the last meeting but to date has not replied. In the meantime a copy of the planning permission for lodges at Briar Hill Farm has been obtained. It clearly states that they are holiday accommodation and cannot be occupied as a person's sole or main residence. We will continue to wait for a reply from the mooring holder.
4. CCTV installation – a new camera will be installed week of 4<sup>th</sup> November. It will have a field of vision from Misery across to Madge Point. One camera will be installed with the infrastructure to install a second one if required.

**101/19 CORRESPONDENCE**

Email from Lisa Buckley of Plymouth City Council because there has been an E.coli test result that falls within action state in a classification sample. She has written asking us as a member of the Yealm Thorn B031J group if we can submit any information about occurrences that may have contributed to this high result. The Authority felt that the only significant factor was the high rain fall in recent weeks but that there was nothing else they knew of to report.

## **102/19 FINANCIAL REPORTS**

The Profit and Loss, Balance sheet and Cashflow were presented in the normal format. The balances of the bank accounts fall within the financial services compensation scheme. We are ahead of the projected year end balance by £10,000.

## **103/19 FEEDBACK FROM APPRAISAL SUB-COMMITTEE**

Appraisals were carried out at Timbers, Yealm Rd., on October 3<sup>rd</sup> by John Endicott and Martin Mears with Mark Beighton (HM) and Helen Phillips (OM). Using staff job descriptions as a template three objectives were identified for both the HM and OM for the coming year and the OM identified staff training that she wanted. It was left for her to pin point the specific areas and organise training. The original paperwork will be given to the Chairman with both members of staff being given copies.

## **104/19 HOLIDAY PAY FOR ASSISTANTS**

It was felt that the assistants should be given contracts of employment. It was agreed that a zero hours contract would be suitable and that holiday pay will accrue over the year depending on the hours worked and will be paid in December. A bonus will be paid to the assistants in December this year.

## **105/19 SALARY REVIEW**

It was proposed by the Chairman that the HM be given a pay rise with it being reviewed again after he has completed 12 months with the Authority with a view to bringing it in line with his predecessor's. All other members of staff to receive CPI at 1.7%. This was seconded by Dermot Drought and unanimously agreed.

## **106/19 SET UP BUDGET SUB-COMMITTEE**

The committee will be chaired by Dominic Crawley, with Rodney Carter, Andrew Matthews, the HM and OM to attend. Dominic to arrange a date for it to meet.

## **107/19 STANDING ORDERS**

An initial draft has been prepared and will be presented at next months meeting.

## **108/19 WEBSITE FEEDBACK**

The HM showed everyone the Website to date. It was suggested that there should be a Noticeboard with various dates for the year on it.

## **109/19 HARBOUR MASTER'S REPORT**

- The signs around the river need to be standardised and an addendum added about the CCTV cameras.
- Waste is an ongoing problem. A sub-committee was set up to consist of Tony Tubb, Rodney Carter and the HM. Areas to consider were segregation of waste, transporting rubbish to the top of the stairs and the possibility of a potential storage area.
- SWRP meeting. The issue of Jet skis continues to be a problem but no solutions have been found yet.
- Trinity House are carrying out a paper audit in the office some time in November.

- Port waste management plan has been updated and approved by the MCA.
- A yacht TAO was stolen from Weymouth. It was sighted leaving Salcombe and heading this way. It has not been seen by us in this area.
- Wembury Parish notified us that there were sheets of Asbestos on the spit. The HM has gathered it up bagged it and will take it to Kingsbridge tip in due course.

#### **110/19 PARISH COUNCIL LIAISON**

Yealmpton, Wembury, Brixton, Newton & Noss – Nothing to report

#### **111/19 NON-USE OF MOORINGS**

A number of moorings have been identified and the owners will be written to and the results reported back to the Authority.

#### **112/19 MOORING ALLOCATIONS AND PARTNERSHIP REQUESTS**

There have been no moorings allocated this month and no partnership requests.

#### **113/19 CHAIRMAN'S COMMENTS**

Nothing

#### **114/19 AOB**

Nothing.

#### **115/19 DATE OF NEXT MEETING**

The next monthly meeting of the Harbour Authority is in the Harbour Office Newton Ferrers on **Thursday 21<sup>ST</sup> November 2019 at 1800.**

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**Chairman**