

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR  
AUTHORITY, HARBOUR OFFICE 17<sup>th</sup> FEBRUARY 2022 AT 1800.**

**Members and Officers in attendance:**

Dominic Crawley – Chairman  
Rodney Carter – Vice Chairman  
John Endicott  
Nicky Tewson  
Dermod Drought  
Mark Steggle  
Peter Hinchliffe  
Stephen Maltby  
Andrew Matthews  
Martyn Oates  
Mark Beighton – Harbour Master  
Helen Phillips – Office Manager

**Apologies for Absence**

None

**15/22 MINUTES**

The minutes from the meeting from the 20<sup>th</sup> January 2022 were proposed by Dermod Drought to be a true reflection of what was discussed, seconded by Nicky Tewson, and agreed by all other members who had attended the meeting.

**16/22 MATTERS ARISING**

The standard operating procedures for the appraisals have now been completed and filed. Other matters covered in the meeting.

**17/22 CORRESPONDENCE**

1. A letter was received from Peter Taylor on behalf of the Yacht Club for a 'Parade of Sail' to celebrate the Queen's Platinum Jubilee. A request was made that boats be allowed to moor outside the Club so that they can go to the BBQ being provided. It was agreed that provided they leave a clear distance around the cable crossing that this should be permitted at each owners' risk.
2. A request to transfer the A mooring in the name of Alan Cooper (deceased) to his wife, has been received. It was agreed that this should be permitted in accordance with the RYHA Policies.

**18/22 FINANCIAL REPORT**

The profit and loss account and cash flow were run through in detail. 2022 annual dues are being paid; late payment reminders have been sent. The annual VAT return has been submitted using the new 'Making Tax Digital' system and was checked by the accountants. Last year's accounts have been taken to the Accountants Office ready for checking and auditing.

## 19/22 HARBOUR MASTER'S REPORT

1. The HM is about to take his annual leave and will not be at the March meeting.
2. Electricity cards for the meter at Bridgend have been increased to £3 each to cover the increased charges.
3. The local school have asked if someone could do a talk about the river to the children. Andrew Matthews offered to arrange this.
4. A letter was received from an individual to say that she is no longer locally resident. As per our policy she has been given a year's grace.
5. A letter was received from Bond Womble Dickinson on behalf of the Crown notifying us of a small section being removed from our lease to have a private quay built, shoreside of Mossgara to act as an underpin after a landslide.
6. Pontoon sections. The HM updated the meeting on the quotations that have been received from Walcon for (a) an additional new section of pontoon and (b) the refurbishment of an existing section at Yealm Steps, which has been leaking. The authority discussed the quotations and the alternatives of refurbishment -v- replacement of the damaged section. It was acknowledged that there are very limited options in terms of competent suppliers for the design and specification required at Yealm Steps, (where the pontoons need to withstand regular grounding). After due consideration, it was proposed by Andrew Matthews that we obtain a quotation for two new sections to ascertain if a suitable discount can be received. If not, then we should proceed with one new section and one refurbished section. This was seconded by Dermot Drought and unanimously agreed. Whilst the expected supplier would be Walcon, it was agreed that two authority members would research if another competent supplier may exist. Any final decision on a new pontoon section and/or refurbishment of the leaking section will represent a significant capital outlay and the chairman noted that the establishment of cash reserves over recent years for just such a situation will allow any such costs to be absorbed without placing financial stress on the authority.
7. Yealm Community Electric Transport (YCET) – are proposing installing an electrical charging point on the hammerhead pontoon at Yealm steps for use by the new ferry. A number of technicalities needed to be cleared up in respect of the installation before it can be given authority to proceed. Peter Hinchliffe as the representative from YCET has agreed to look into the questions raised. Cabling is due to be installed week beginning the 28<sup>th</sup> February once satisfactory answers have been received.
8. An incident occurred on the banks of the river regarding a missing person. Various teams were involved in the search, including the Coast Guard and other groups. Fortunately, the person was found alive although wet and disorientated.
9. Insurance: our various policies renew March 1<sup>st</sup>. The existing three-year contract will stay the same but with higher replacement cost figures on certain office and other smaller item operational assets. In the absence of the HM the chairman has agreed to complete the renewal. Andrew Matthews proposed that we proceed with the policies after the necessary tweaks by the chairman this was seconded by Steve Maltby and unanimously agreed.



## **20/22 HEALTH AND SAFETY**

The initial health and safety review was carried out by Rodney Carter and reported at the last meeting. Mark Steggles has begun the necessary repairs on Pope's Quay but feels that further work is needed. Rodney Carter and Mark Steggles have agreed to look into this. The HM has also completed a check on all the pontoons.

## **21/22 ANNUAL POLICY REVIEW**

Significant amendments were made to policies in 2021 and it was therefore agreed that no further amendments were necessary. It was however agreed that the wording on the annual moorings renewal form should be amended for A mooring holders for 2023. Specifically, the responsibility for the mooring should only apply when the mooring holder's own boat is on that mooring.

The importance of all moorings being checked on an annual basis was emphasised. The OM has said she will print off a list to enable the person operating the launch to ensure that visitors don't moor on a mooring if confirmation hasn't been received.

## **22/22 BRIDGEND QUAY – CONTINUE TO SELF-INSURE?**

The cost of insuring Bridgend Quay made insuring it not worthwhile. The slipways either side are insured. It was agreed that we would continue to operate a self-insured basis.

## **23/22 PARISH COUNCIL LIAISON**

Wembury, Brixton and Yealmpton nothing to report. Newton and Noss Parish are installing further kayak and paddleboard racks at Noss Hard.

## **24/22 CHAIRMAN'S COMMENTS**

Nothing to add.

## **25/22 MOORING ALLOCATIONS, PARTNERSHIP REQUESTS AND WAITING LIST APPLICATIONS**

There has been 1 x A mooring, 2 x B moorings and 1 x C moorings allocated since the last meeting. There were no partnership requests or waiting list queries.

## **26/22 AOB**

The OM has arranged for notices to go in the parish magazines to advertise the annual meeting in Noss Village Hall in April. She asked the parish clerks to place a notice on their notice boards.

## **27/22 DATE OF NEXT MEETING**

The next meeting of the Harbour Authority will be Thursday 17<sup>th</sup> March at 6pm at the Harbour Office.

*D.A. Crawley*  
Chairman