

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR
AUTHORITY HELD IN THE HARBOUR OFFICE, NEWTON FERRERS,
16th MARCH 2023 AT 1800.**

Members and Officers in attendance:

Rodney Carter – Chairman
John Endicott
Nicky Tewson
Stephen Maltby – zoom
Martyn Oates
Mark Steggles – zoom
Peter Hinchliffe
Dermot Drought

Jez Spring – Deputy Harbour Master
Helen Phillips – Office Manager
Debbie Rhead – Office Manager
Peter Franklin - Accountant

Apologies for Absence

Dominic Crawley, Andrew Matthews & Mark Beighton sent their apologies.

Declarations of Interest

John Endicott declared an interest during the HM report.

29/23 REPORT FROM PETER FRANKLIN

Peter Franklin handed out draft copies of the accounts for 2022 and proceeded to go through them. They were very similar to the accounts from the previous year with a few exceptions that he explained. Last year we ran at a loss of £14,913, much of which was down to changing over to standard VAT as opposed to the Flat Rate Scheme that we no longer qualify for and also the change over in personnel. Our Repairs and Maintenance was also significantly up on the previous year. Peter will join us for our Annual Meeting to formally present the accounts.

After presenting the draft accounts Peter Franklin left the meeting.

30/23 MINUTES

The minutes of the meeting held on the 16th February 2023 were proposed by John Endicott to be a true record of what was discussed, seconded by Dermot Drought and agreed by all other members who had attended the meeting.

31/23 MATTERS ARISING

- a) Insurance –Comparative quotes had been obtained and looked into, after which it was decided to renew with Marsh Commercial. A deep dive into the areas that need to be covered and some that don't, along with the amounts of cover in this area was carried out and Jez Spring thanked Martyn Oates for the amount of time he had spent on this. It was suggested that it is not a good idea in future to be tied into a policy for 3 years and it would be more stringent for us to revisit the cover needed each year to ensure best practice. It will be diarised 2 months before renewal to start doing the ground work for the upcoming year's cover.
- b) Electric Ferry – Paul Darlow and Steve the coxswain for the new ferry have been into the Harbour Office to meet with the HM and DHM. They are hoping to be operational by mid-April. The ferry is not going to be MCA registered as it only operating within the harbour limits and therefore is not require to be. SHDC have raised some points over stability and so some modifications are being made. Rodney Carter has offered to come in and assist the HM with the local checks that will need to be done prior to the ferry being operational.
- c) Contacts with Environment Agency and Plymouth Port Health Authority – The HM has contacted both of these organisations and to date has only received an 'we are in receipt of your email and will respond as soon as possible' response. Peter Hinchliffe has asked that we share any information that we get back with the N&N Parish Council. They have made a Freedom of Information request to the Environment Agency and are waiting on a response.

32/23 CORRESPONDENCE

A letter has been received from the Gig Club to ask that an extra gig can be stored on Bridgend Quay during the summer months and that when needed, if the tide is not good to leave the gig alongside the Yealm Steps pontoon for the tide cycle during the months of October – March. The Gig Club is now growing and this will allow more of its members to access the water and make use of the boats. It was felt that the RYHA would like to support this and are happy to trial it with the understanding that if it is deemed to interfere with any Harbour Authority activity, we would ask them to remove it.

33/23 FINANCIAL REPORT

The profit and loss figures show a total income for February of £3,669 excluding VAT. £1,085 of this is for Harbour Dues and Moorings, £707 is for Day Launch and £964 for pre-payment of the visitor buoys for the summer, £415 for our fuel rebate and a few other incidentals.

Direct expenses are a total of £7,836. The overheads for February were £1,542 and this includes £488 for repairs and maintenance, £444 for PPE and £238 for new signage plus some other minor amounts.

We still have £11,651 to collect in for harbour dues and mooring fees – all outstanding amounts have been chased. The majority of this amount is for small

dinghys and so will pay when they launch. Total outgoings for February were £22,446 this included our VAT payment of £13,165 that was calculated in January but left our bank account in February and also a payment of £1,907 to Gard & Co.

34/23 HARBOUR MASTER'S REPORT

The HM reported that winkle pickers have been on the river and so he has spoken to them and advised them that they may not be fit for human consumption. The HM then contacted the MMO and sent them photos of the vehicle. A second picker was later seen at Wideslip in a dinghy with oars and was collected by the same white van. Martyn Oates suggested that we may want to speak to Devon and Severn IFCA to get some more advice on what we should be doing in cases like these. The HM has agreed to action this.

The outstanding debtor has now paid all fees up until the end of January and started to clean out the vessel in question in order to sell her. Communications will continue between the Harbour Office and the owner in order to try to resolve the situation. Border Force have been reported to the Harbour Office from a local resident for speeding in the river. The HM has been in contact with their office who were extremely apologetic and said they would re-brief their coxswain regarding safe speed and wash requirements.

The two repaired sections of pontoon are now back in position. The new section is alongside Yealm Steps and due to be positioned on 28th March. There is a need for 166 meters of new replacement chain to secure the dinghy pontoon.

The Endicott's mooring inspection business request is still ongoing with further information still required.

The HM would like to arrange First Aid training for members of staff at the Harbour Office. A provider and venue have been sourced. The course will include both Emergency First Aid at Work and potential drowning/secondary drowning issues. There was an incident on the river this week with a report of a significant amount of white water run-off was entering the river and causing a slick close to Mossgara. The HM attended and spoke to the house owner who explained he had tried painting his garage the day before, the rain had washed the paint off and so he was pressure washing the ground/floor and causing the run off. HM asked him to stop and reported the incident to the Environment Agency. Photo evidence was later sent to them.

Our Data Privacy Policy has now been uploaded onto the RYHA website. DHM and OM recommend that a Retention Policy Annex be produced to accompany it. A draft will be produced by them for consideration at the RYHA May meeting.

35/23 PARISH COUNCIL LIAISON

Newton & Noss Parish Council – Peter Hinchliffe asked the authority if they would in principal support another kayak rack being installed by the parish at The Brook. All members of the authority agreed.

There were no items to report from Wembury, Yealmpton or Brixton Parish Councils.

25/23 CHAIRMAN'S COMMENTS

The Chairman had no further comments.

26/23 MOORING APPLICATIONS & PROPOSED MOORING ALLOCATIONS & PARTNERSHIP REQUESTS

These were considered by the committee who were happy to proceed with all applications.

27/23 AOB

SOLAR PANELS – Nicky Tewson is now in possession of 2 quotes and is busy obtaining various other bits of information from both parties. John Endicott has agreed to help Nicky with this. The committee members all felt this was a valuable exercise and are hopeful that we will be in a position to progress with the solar panels later this year.

28/23 DATE OF NEXT MEETING

The next meeting of the Harbour Authority will be the Annual Meeting on Thursday 20th April 2023 at 6pm at the Noss Village Hall.

Chairman