

## Beer Parish Council

The Parish Council Meeting was held on **Tuesday 3 March 2020** at the Mariners' Hall. Copies of minutes and reports are available on request.

**Present:** Cllr. D Clinch                      Cllr. H Follett                      Cllr. M Graham                      Cllr. G Pook  
                    Cllr. M Westlake

**In attendance:** A Dallaway (Clerk), DCC Cllr Martin Shaw

**1. Apologies accepted by the Council:** Cllr. W Dodd (holiday); Cllr. R Dormor (prior engagement); Cllr. M Richards (work commitments); Cllr. L Vine (maternity leave); Cllr. T Wood (prior engagement)

### **2. Appointment of Vice Chair (stand-in) – to receive nominations**

Cllr Vine will be on maternity leave for the next six months. Cllr Pook proposed Cllr Westlake as Vice-Chair for this period. Seconded by Cllr Graham. **RESOLVED. All in favour.** No other nominations received.

**3. Declarations of Interest:** There were none declared.

**4. Items to be dealt with after the public, including the press have been excluded:** There were none.

### **5. Public participation**

There were no members of the public in attendance at the meeting.

**6. Police report:** There were no members of Devon & Cornwall Constabulary in attendance at the meeting but a report had been circulated which indicated three reported crimes for Beer in February, criminal damage to vehicle and dwelling/common assault (related to one incident).

### **7. Approval of minutes:**

**The minutes of the Parish Council Meeting held on the 4 February 2020 were approved and signed as a true record.**

Matters arising:

**4/02/2020/6 Employment Contract** – Cllr Pook has met with the Clerk to sign the new employment contract. A meeting with the Workman is pending. **ACTION: CLLR POOK**

**4/02/2020/14 Environment Portfolio Report actions** – a site visit has been scheduled with EDDC officers to review beach hut rental vacancies and outstanding maintenance issues. A site visit has also been scheduled with EDDC housing officers to explore options to create more off-road parking in Underleys and West Underleys.

### **8. EDDC and DCC Cllrs – to receive reports previously circulated**

Cllr Pook, EDDC – a report was tabled.

- EDDC has approved the **budget for 2020/21** with 3 million allocated to climate change.

Cllr Shaw, DCC was in attendance at the meeting and had previously circulated a report - report noted. Cllr Shaw provided the following updates:

- DCC has commissioned a **20mph trial of speed limits** in Newton Abbot. Cllr Shaw noted that Beer Parish Council is keen to explore the possibility of a 20mph speed limit within Beer.
- The March Seaton & Colyton traffic meeting was cancelled. The proposal for a **one-way system on Berry Hill** is on the agenda for the next traffic meeting.
- Cllr Pook will liaise with Cllr Shaw regarding repair work needed to the **wall at West Underleys.**

**ACTION: CLLR POOK**

### **9. Financial report:**

Bpcmins03032020AD

**9.1 To approve the bank reconciliation to the end February 2020. RESOLVED. All in favour.**

**9.2 To approve the schedule of payments for March 2020 in accordance with Appendix A.** The Council noted that a payment would also be required for Cider Press £145 (banners for Fireworks CCT). The Council resolved to approve the schedule of payments in accordance with Appendix A and the additional outstanding payment which is agreed expenditure. Total payments of £5536.73 approved and signed by the Chairman. **RESOLVED. All in favour.**

## **10. Health & Safety**

### **10.1 Insurance – to approve insurance arrangements for 2020/21**

The Council approved the insurance arrangements for 20/21, a 3-year long-term agreement with Came & Company. **RESOLVED. All in favour.**

### **10.2 Asset Register – to approve updated asset register**

The Council approved the updated Asset Register with all assets subject to index linking (4% increase). **RESOLVED. All in favour.**

## **11. Website review – to consider new accessibility legislation and approve budget as necessary**

The government is introducing new accessibility legislation for local authority websites to help ensure that the content and design is accessible to as many people as possible. The Clerk is working with the existing website provider to explore options and produce a suitable Accessibility Statement. The Clerk is also awaiting further guidance from NALC. The Clerk will update the Council when further information is available. **ACTION: CLERK**

## **12. Memorial Play Park renovations – to receive an update**

SWW has now carried out a CCTV sewer survey to establish the condition, depth and function of the sewers below the play park. The Council awaits the full report. A further update will be available at the April meeting.

EDDC has agreed to install ramped access to the play park but this may need to wait until the next financial year.

## **13. s106 play and sport funding allocation – to receive a verbal update from the Working Group.**

**Sport funding** – Cllr Vine has taken advice from EDDC technical officers and confirmed two practical options for football provision at Ash Hill play park. Cllr Vine has organised further consultation with the primary school children regarding the two options.

**Play funding** – Cllr Vine will liaise further with EDDC technical officers regarding the specification for the tender document to include the items of play equipment highlighted by the children during previous consultation.

## **14. Parish Council surgery – to receive report**

A Parish Council surgery was held on 8 February and a further one is scheduled for 13 March. Councillors will also be present at the Activities Fayre at the Mariners' Hall. Cllr Graham suggested that it would be useful to have a Parish Council information leaflet available for Parish Council surgeries. Cllr Follett will work on a draft leaflet to include information about the role and remit of the Parish Council and also an update for the community about the forthcoming asset transfer. This will be an agenda item for the April meeting. **ACTION: CLLR FOLLETT**

## **15. Annual Parish Meeting – to agree format**

The Annual Parish Meeting is scheduled for 7 April, prior to the monthly Parish Council meeting. Council agreed to invite a suitable representative to speak about Climate Change. The Clerk will organise posters.

**ACTION: CLERK**

## **16. Environment & Community Portfolio Report – to receive the report (previously circulated)**

### **16.1 Drainage maintenance responsibilities – to discuss letter from DCC**

The Clerk will reply to the letter and highlight specific areas of concern within the village. **ACTION: CLERK**

**16.2 20mph speed limit in village – to discuss**

The Parish Council is keen to explore this option for the village and awaits further information from DCC.

**16.3 Double yellow lines in The Meadows – to discuss**

Local residents have expressed concern about parked vehicles causing a hazard for traffic entering The Meadows from Clapps Lane. The Environment Portfolio will make a formal proposal to the April meeting, for an extension of double yellow lines on the lower side of The Meadows. **ACTION: CLLR WESTLAKE**

Additional matters highlighted in the Portfolio report will be raised with EDDC officers. An update will be provided at the April meeting.

**17. Assets & Property Portfolio Report – to receive the report**

**17.1 Ash Hill tree work – to receive an update**

A Job Specification Sheet will be drawn up based on the EDDC Tree Officer’s recommendations. Cllr Dormor will organise quotes. **ACTION: CLLR DORMOR**

**18. Organisation structure and process – to review**

**18.1 To approve amended TOR for Portfolios –** it was agreed to defer this item to the April meeting to enable the Clerk to meet with Cllr Wood to review the procedure relating to contract works.

**19. EDDC asset transfer – to receive an update and overview of draft Heads of Terms**

Cllr Pook tabled the draft Heads of Terms for discussion. A solicitor will be engaged to review the draft Heads of Terms. Council agreed that it would be useful to produce an information leaflet to raise community awareness of the asset transfer process and future implications for the management of community assets (see agenda item 14).

**20. Beer Coastal Community Team – to receive the reports (previously circulated)**

**20.1 CCT Chair and Village Manager reports -** noted.

**20.2 To approve Village Manager contract March 2020-March 2021 –** the contract was renewed with KF Marketing Consultants. Proposed by Cllr Graham, seconded by Cllr Follett. **RESOLVED.**

**All in favour.** Cllr Follett reported that the CCF grant will come to an end in March 2021 and the intention is to look for a local person to take on some of the event management tasks in the future.

**20.3 To approve collection tins for Firework Displays -** £50 approved. **RESOLVED. All in favour.**

**21. Planning consultation responses**

The Parish Council noted the planning consultation responses from the Planning Meeting on 4 & 18 February 2020.

**22. Correspondence/Literature:** As on Appendix B.

The Parish Council noted correspondence received.

The meeting closed at 9pm.

Date of next meeting: Annual Parish Meeting & Parish Council Meeting **Tuesday 7 April 2020**

Date: .....

Chairman: .....