

Beer Parish Council

The Parish Council Meeting was held on **Tuesday 4 June 2019** at the Mariners' Hall. Copies of minutes and reports are available on request.

Present: Cllr. D Clinch Cllr. W Dodd Cllr. R Dormor Cllr. H Follett
 Cllr. G Pook Cllr. T Wood Cllr. L Vine Cllr. M Westlake

In attendance: A Dallaway (Clerk); one member of the public

1. Apologies accepted by the Council: Cllr. M Graham (family commitments); Cllr. M Richards (working); Cllr. Martin Shaw (DCC); PC Speers

2. Declarations of Interest: Cllr. Follett declared an interest in agenda item 17 as she owns a holiday cottage business in the village. Cllr. Follett informed the Council of her intention to submit a Dispensation request to enable her to participate and vote in matters relating to the Coastal Community Team.

3. Items to be dealt with after the public, including the press have been excluded: Council agreed that there were none.

4. Public participation

Mr Allan Davies was in attendance at the meeting on behalf of the residents of Pioneer Cottages in New Cut, Beer. Mr Davies requested clarification of the consultation process regarding the proposed changes to waiting restrictions in New Cut. The Clerk is currently liaising with DCC Highways regarding this matter and will keep Mr Davies updated of developments as they arise. Mr Davies also queried whether the election results and new Council in office would impact upon the proposals for New Cut. Cllr. Pook advised that this matter was within the remit of DCC and there had been no local elections for the County Council in May.

5. Police report: There were no members of Devon & Cornwall Constabulary in attendance at the meeting and no monthly report provided.

6. Approval of minutes: The minutes of the Parish Council Annual Meeting held on the 8 May 2019 were approved and signed as a true record.

Matters arising:

8/5/2019/20 Recycling bins on beach/Charlie's Yard – Cllr Pook is in liaison with EDDC regarding the proposed location of the bins.

7. Reports – Chairman, Clerk

Chairman's Report: No items for report.

Clerk's Report:

- There is still one vacancy remaining on the Council for co-option.
- A Temporary Traffic Notice has been issued for 7 – 9 August 2019, regarding a proposed road closure in Clapps Lane to disconnect the water service. The Clerk will request that this works is deferred to avoid clashing with one of the busiest weeks of the tourist season in Beer.
- Review of staff contracts will be an agenda item for July.
- The Clerk will invite Clare James to the July meeting in order to give an update on behalf of Clinton Devon Estates.

8. EDDC and DCC Cllrs – to receive reports

Cllr Pook, EDDC raised the following items:

- Following the District Council elections on 2 May 2019, a new Council is currently being formed. Cllr Pook will provide a further update at the next meeting.

Cllr Shaw, DCC had previously circulated a monthly report but was not in attendance at the meeting. The Seaton Traffic Meeting has been re-scheduled for 17 June – Cllr Graham and Cllr Westlake will attend.

9. Financial report:

9.1 To approve the bank reconciliation to the end May 2019 – approved

THE COUNCIL RESOLVED TO APPROVE THE BANK RECONCILIATION TO END MAY 2019

9.2 To approve the schedule of payments for June 2019 in accordance with Appendix A – total payments of £11,073.30 approved and signed by the Chairman.

THE COUNCIL RESOLVED TO APPROVE THE SCHEDULE OF PAYMENTS IN ACCORDANCE WITH APPENDIX A.

9.3 To approve amendments to the signing instructions for the bank mandate - Clerk as Responsible Financial Officer plus one Councillor to sign cheques to authorise payments approved by resolution at a Full Council meeting. The Clerk will amend the Financial Regulations accordingly.

THE COUNCIL RESOLVED TO APPROVE THE AMENDMENTS TO THE SIGNING INSTRUCTIONS FOR THE BANK MANDATE.

10. Organisational structure

10.1 To consider and approve the revised structure

The Clerk had previously circulated a revised proposal for the new organisational structure for the Parish Council, which introduces Portfolio areas to enable the Council to more effectively manage its increasing workload. The Parish Council gave approval for the revised organisational structure, which incorporates the Coastal Community Team as a Standing Committee, alongside Finance & GP and Planning. There will be two new Portfolio areas – Assets & Property and Environment & Community. The revised structure ensures that the Council observes the appropriate rules for decision making and delegated powers.

10.2 To confirm membership and portfolio holders

The Parish Council approved the following membership:

Assets & Property: Cllr Dormor (Portfolio holder), Cllr Clinch, Cllr Richards, Cllr Vine, Cllr Wood

Environment & Community: Cllr Westlake (Portfolio holder), Cllr Dodd, Cllr Graham, Cllr Wood

Coastal Community Team Committee: Cllr Follett (Chair), Cllr Clinch, Cllr Dodd, Cllr Graham, Cllr Pook

The Clerk will update the Parish Council members' list and display on the noticeboard and website.

THE COUNCIL RESOLVED TO APPROVE THE NEW ORGANISATIONAL STRUCTURE.

11. Review of policies: Complaints, Grant giving, Publication Scheme & Social Media

The Council approved the Grant giving and Social Media policies.

Cllr Vine suggested that the Publications Scheme should be updated to include reference to Social Media. The Clerk will amend accordingly.

The Clerk suggested that the Complaints policy should be updated to reflect the NALC model policy. The revised policy will be an agenda item for July.

THE COUNCIL RESOLVED TO APPROVE THE GRANT GIVING AND SOCIAL MEDIA POLICIES AND TO APPROVE THE PUBLICATIONS SCHEME SUBJECT TO THE AMENDMENT OUTLINED ABOVE.

12. s106 funding allocation – to receive report from the Working Group (report previously circulated)

EDDC officers have advised that it is NOT possible for the s106 Open Spaces funding to be allocated to the Memorial Avenue project as the location is not a formal park.

Working Group recommendations:

12.1 The rescission of the following resolution made at the June meeting:

£1,500 of the Open Spaces funding to be allocated to the Memorial Avenue with the remainder of the allocation £848.76 split between Play and Sport projects.

THE COUNCIL RESOLVED TO APPROVE THE RESCISSION OF THE ABOVE RESOLUTION AS THE RESOLUTION IS CONTRARY TO EDDC POLICY.

- 12.2 The s106 Open Spaces funding to be evenly divided between the 'Play' and 'Sport' funding allocations.
- 12.3 To undertake public consultation to prioritise the three identified play projects – improvements at Ash Hill play park, improvements to access to Memorial play park and creation of play area at Beer Head Car Park. Press releases to go out via Social Media, the Council website, and the Mariners' Hall noticeboard with a consultation deadline of 19 June 2019. The Council will then make an informed decision at the July meeting as to which of the three projects to progress. Further public consultation will be scheduled to confirm specification of the agreed project.
- 12.4 To undertake public consultation to help identify potential sport projects. Proposed eligible projects will ultimately be subject to a public vote.

THE COUNCIL RESOLVED TO APPROVE RECOMMENDATIONS 12.2, 12.3 AND 12.4.

13. Parish Council surgery – to receive report

The next Parish Council surgery is scheduled for 8 June.

14. Environment Report – to receive the report (previously circulated)

The Parish Council noted the report. Matters for decision:

14.1 Cowerslea Way – to agree annual maintenance plan

It was agreed that the Workman would undertake regular maintenance throughout the growing season to ensure that the foliage and hedges do not encroach upon the pathway. The hedges will need to be cut back with a flail in the Autumn.

Cllr Dormor will produce an annual maintenance plan for Cowerslea Way. **ACTION: CLLR DORMOR**

The Council noted that the boundary hedge of Windyridge is growing over the double yellow lines in New Road – the Clerk will write to the property owner to request that the hedge is cut back.

The Council thanked Mike Green for re-painting the existing pedestrian silhouettes and re-instating the silhouette on New Road to direct walkers to the footpath.

15. Assets & Property Report

15.1 Flood plan update – Cllr Dormor and Cllr Wood recently met with a representative from the Environment Agency in order to review and update Beer's Emergency Plan. Cllr Wood was pleased to advise that the Environment Agency will be installing a rain gauge in the village.

15.2 Quarry Lane footpath update – the posts and materials are on order.

16. EDDC asset transfer – to receive an update

Cllr Pook tabled a report and revised budget for the forthcoming asset transfer. It was agreed that the report and revised budget will be circulated to Councillors for perusal in advance of the July meeting. The asset transfer will go to EDDC Cabinet for next stage approval on 10 July.

Cllr Follett declared an interest in this agenda item as she owns a holiday cottage business in the village. Cllr Follett presented this item as Chair of the CCT.

17. Beer Coastal Community Team – to receive the report (previously circulated)

The Parish Council noted the report.

Recommendations:

17.1 Fee proposal for hire of assets/event space – to approve amendments to proposal to include a differentiated rate for businesses in Beer

It was noted that concessionary rates had been agreed for the Regatta.

17.2 To approve £1,114 for wider range of branded goods (tea towels/mugs)

It was noted that this was an initial trial and that CCT would liaise with existing traders in the village.

17.3 To approve additional £1k for branded water bottles (3 quotes sought)

17.4 To approve £650 for SEO campaign for Beer Village website

17.5 To approve £455.88 for tables for events

17.6 To approve £256.82 in materials for noticeboard

17.7 To approve £1000 in materials for rope hand rail for slipway

It was noted that Beer Men's Shed will be organising installation of noticeboard and hand rail.

17.8 To approve £900 for new village promotional leaflet (circulation of 2000)

THE COUNCIL RESOLVED TO APPROVE THE RECOMMENDATIONS 17.1 – 17.8

Cllr Follett circulated the new logo which has been produced for the *Beer Bites* food festival, scheduled for 24 August.

18. Planning:

Minutes from the Planning Committee meeting held on 8 & 21 May 2019 are available on the website.

The Council noted the planning consultation responses.

19. Correspondence/Literature: As on Appendix B.

The meeting closed at 9.10pm.

Date of next Parish Council meeting: Tuesday 9 July 2019

Date:

Chairman: