

## Beer Parish Council

The Parish Council Annual Meeting was held on **Wednesday 8 May 2019** at the Mariners' Hall. Copies of minutes and reports are available on request.

**Present:** Cllr. R Dormor      Cllr. M Graham      Cllr. G Pook      Cllr. T Wood  
Cllr M Westlake

**In attendance:** A Dallaway (Clerk); three members of the public (one member of the public arrived 7.30pm)

### **1. Election of Chair as the first formal business of the meeting**

Cllr Graham nominated Cllr Pook as Chairman – Cllr Wood seconded this proposal. There were no other nominations for Chairman. Cllr Pook was duly elected as Chairman of Beer Parish Council.

**2. To receive the Declaration of Acceptance of Office of the Chairman.** Received.

### **3. Election of Vice-Chair**

Cllr Pook nominated Cllr Vine as Vice-Chairman – Cllr Wood seconded this proposal. There were no other nominations for Vice-Chairman. Cllr Vine was duly elected as Vice-Chairman of Beer Parish Council.

All Councillors present signed the Declaration of Acceptance of Office as a Parish Councillor.

**4. Apologies accepted by the Council:** Cllr Clinch (holiday); Cllr. W Dodd (holiday); Cllr. L Vine (holiday); Cllr Martin Shaw (DCC); PC Speers

### **5. Co-option – three vacancies**

Following the Parish Council elections on 2 May 2019, eight Councillors have been elected uncontested onto Beer Parish Council. As there are eleven places, this leaves three vacancies for co-option. The Clerk has received two expressions of interest – Helen Follett and Martin Richards.

Cllr Pook proposed Helen Follett – Cllr Dormor seconded this proposal. All in favour.

Cllr Pook proposed Martin Richards – Cllr Graham seconded this proposal. All in favour.

Helen Follett and Martin Richards signed the Declaration of Acceptance of Office as a Parish Councillor and formally joined the meeting. There remains one vacancy for co-option.

### **6. Public participation**

The remaining member of public in attendance at the meeting wished to observe the meeting.

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

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

**9. Approval of minutes:** The minutes of the Parish Council Meeting held on the 9 April 2019 were approved and signed as a true record.

**10. Police report:** There were no members of Devon & Cornwall Constabulary in attendance at the meeting. The Annual Police Report for 2018/19 had been previously circulated to Parish Councillors. The monthly report for April indicates one crime – vehicle offence.

### **11. EDDC and DCC Cllrs – to receive reports**

Cllr Pook, EDDC raised the following items:

- Following the District Council elections on 2 May 2019, Cllr Pook was elected as the Ward Member for Beer & Branscombe. The Independents now have majority representation on the District Council and a new Council will be formed accordingly.

Cllr Shaw, DCC had previously circulated a monthly report but was not in attendance at the meeting. The Seaton Traffic Meeting is scheduled for 20 May – Cllr Graham and Cllr Westlake will attend.

## 12. Reports – Chairman, Clerk

Chairman's Report: No items for report.

Clerk's Report:

- The Clerk will meet with a local contractor to discuss outstanding matters from the Annual Safety Inspection Report for Ash Hill play area. **ACTION: CLERK**

## 13. Approve calendar of meeting dates for 2019/20. RESOLVED

## 14. Organisational structure

### 14.1 Committee structure – agree Chairs and membership (Finance & GP/Planning)

The Council reviewed membership of the Standing Committees and elected Chairs. The Clerk will update the Parish Council members' list for circulation with the minutes and display on the noticeboard and website. **ACTION: CLERK**

### 14.2 Review proposal for new organisational structure

Cllr Pook had previously circulated a draft proposal for a revised 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 in principle for the basic organisational structure, to include the existing Standing Committees (Finance & GP and Planning) and the creation of three new Portfolio areas – Assets & Property, Environment & Community and Economy & Tourism (CCT).

The Parish Council approved the following membership (subject to approval by those Councillors not present at the meeting):

**Assets & Property:** Cllr Clinch, Cllr Dormor, Cllr Richards, Cllr Vine, Cllr Wood (Chair to be confirmed)

**Environment & Community:** Cllr Westlake (Chair), Cllr Dodd, Cllr Graham, Cllr Wood

**Economy & Tourism (CCT):** Cllr Follett (Chair), Cllr Clinch, Cllr Dodd, Cllr Graham, Cllr Pook

The Clerk is currently in discussion with Devon Association of Local Councils regarding the new organisational structure to ensure that the Council observes the appropriate rules for decision making and delegated powers. This will be an agenda item for June for final approval of the process.

## 15. Review of Register of Member's Interests

The Clerk will provide new Councillors with Register of Member's Interests Forms. All Councillors were reminded to review their Register of Member Interest form and to remember to declare any new interests within 28 days.

## 16 Review of policies: Complaints, Grant giving, Publication Scheme & Social Media

This agenda item was deferred to the June meeting.

## 17. Financial report:

### 17.1 To approve payment of the following cheques:

001903 - £100	Tower Services (fuel for Workman)
001904 - £117	EDDC (contribution towards legal fees for amendment to s106 agreement for Short Furlong)
001905 - £66.72	Annie Dallaway (reimburse stationary/postage)
001906 – £39.99	Annie Dallaway (reimburse Round Up for Workman)
001907 - £402	Thomas Westcott (payroll fee)

001908 - £285 Kenneth Woodley (church clock repair)  
001909 - £76 Terry Hoare (Ash Hill grass cutting)  
001910 - £1000 Karin Frewin (Village Manager contract - April)

**NB. Other payments may arise for approval at the meeting**

## **THE COUNCIL RESOLVED TO APPROVE THE CHEQUES LISTED ABOVE. RESOLVED**

### **17.2 Annual Internal Audit 2018/19 – to receive report**

The Clerk had previously circulated the Annual Internal Audit Report to Councillors. The Internal Auditor, Kevin Rose (IAC Audit & Consultancy Ltd) has completed and signed the Internal Audit Report for External Audit by PKF Littlejohn auditors. However, the Internal Auditor has highlighted a number of matters for action by Clerk and Council. This will be an agenda item for the Finance & GP meeting in order to ensure that all actions are complete. **ACTION: CLERK**

### **17.3 To approve the Annual Accounts for 2018/19**

The Council resolved to approve the Annual Accounts for 2018/19. **RESOLVED**

### **17.4 To approve the External Audit Annual Governance Statement for 2018/19**

The Council resolved to approve the External Audit Annual Governance Statement for 2018/19. **RESOLVED**

### **17.5 To approve the External Audit Accounting Statements 2018/19**

The Council resolved to approve the Accounting Statements for 2018/19. **RESOLVED**

### **17.6 To approve new bank signatories**

The Council approved Cllr Clinch, Cllr Pook, Cllr Richards, Cllr Vine and Cllr Wood as full power signatories for the Parish Council bank account. The Clerk will progress arrangements for on-line banking as previously agreed. The Clerk suggested that the bank signing mandate should be amended to Clerk as Responsible Financial Officer plus one Councillor. The Parish Council agreed that this would simplify arrangements for on-line banking whilst retaining the appropriate financial controls. This will be on the agenda for formal approval in June.

## **18. s106 funding allocation – to receive an update**

18.1 Open Spaces funding – the s106 working group report proposed the allocation of £1130.00 to the Memorial Avenue with the remaining £1218.76 to be divided equally between Play and Sport projects

Cllr Pook advised that Richard Scott had since provided an updated financial report for the Memorial Avenue. Total project costs are now £18,290 with current pledged and confirmed funding leaving a shortfall of £2,330. It was acknowledged that fundraising for the project was on-going.

### **The following proposals were made:**

Proposal 1: £2,348.76 (total Open Spaces allocation) to be allocated to the Memorial Avenue. Proposed by Cllr Wood, seconded by Cllr Graham

Proposal 2: £1,500 of the Open Spaces funding to be allocated to the Memorial Avenue with remainder split between Play and Sport projects.

Proposed by Cllr Dormor, seconded by Cllr Richards.

Proposal 3: £2,000 of the Open Spaces funding to be allocated to the Memorial Avenue with remainder split between Play and Sport projects.

Proposed by Cllr Wood, seconded by Cllr Pook

Proposal 2 received majority support from Councillors by show of hands. Cllr Westlake abstained from the vote.

**£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. RESOLVED**  
Cllr Pook advised that the funding allocation for the Memorial Avenue would be released only when the full project costs were in place and all necessary permissions in place.

18.2 Play funding – to approve play areas eligible for funding (within 600m of the developments).  
The Council approved the following:

- All current play areas (Underleys, Ash Hill and Jubilee) within the village are within 600m (as the crow flies) of the developments so therefore all are eligible for play funding (new projects or repair/renewal of existing equipment).
- The beach and Beer Head car park are both within 600m (as the crow flies) of the developments so therefore are both eligible for play funding. (These are the only other areas for which suggestions have been submitted to the Parish Council to date).
- If further suggestions are received, in locations other than the above, the Parish Council will need to ratify the additional locations for the allocation of s106 play funding.

The s106 working group will be meeting with Sulina Tallack and Jamie Buckley from EDDC on 21 May. A further report will be available at the June meeting.

### **19. DCC Locality funding – to consider potential projects**

The Parish Council approved the Beer Men's Shed as a worthy recipient of Locality Funding. Chris Pickles will apply direct for the funding.

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

A Parish Council surgery took place on 4 May – the following items were raised:

- Recycling bins on beach/Charlie's Yard – Cllr Pook will follow up with EDDC officers. **ACTION: CLLR POOK**
- Cowerslea Way – the Clerk will liaise with the Workman to organise cutting back of trees and bushes. **ACTION: CLERK**

The next surgery will take place 1 June.

### **21. Environment Report – to receive an update and discuss community engagement initiatives**

- The Jubilee Self Shelter needs some general maintenance – volunteer group will action. The installation of the down pipe remains outstanding. **ACTION: CLLR POOK**
- The gully alongside New Road needs clearance – to be raised at the Seaton Traffic Meeting. **ACTION: CLLR GRAHAM**
- The wall alongside the pathway to West Underleys needs repair and ideally installation of hand rail for pedestrian safety - Cllr Pook will follow up with EDDC officers. **ACTION: CLLR POOK**

### **22. EDDC asset transfer – to receive an update**

Cllr Pook reported that negotiations were on-going with EDDC.

### **23. Beer Coastal Community Team – to receive an update from the Steering Group**

The CCT minutes from 25 April had been previously circulated to Parish Councillors. The Parish Council approved the following expenditure from the CCF grant:

- 23.1 Purchase of branded goods up to £1k. **RESOLVED**
- 23.2 Up to £2k for delivery of food events (freelance contract). **RESOLVED**
- 23.4 Update of walks leaflet for Beer to include new branding £500. **RESOLVED**
- 23.5 Quarterly payment to Clerk for CCT admin £350 (CCF grant funded). **RESOLVED**

### **24. Planning:**

Minutes from the Planning Committee meeting held on 16 April 2019 are available on the website.  
**The Council noted the planning consultation responses.**

**25. Parish Council portfolio reports/reports from representatives on other bodies:** No items for report. This item will not appear on future agendas.

**26. Correspondence/Literature:** As on Appendix A.

The meeting closed at 9pm.

Date of next Parish Council meeting: Tuesday 4 June 2019

Date: ..... Chairman: .....