

Beer Parish Council

The Parish Council Meeting was held on **Wednesday 9 March 2022, 7.30pm** at the Mariners' Hall. Copies of minutes and reports are available on request.

Present: Cllr. G Pook (Chairman) Cllr. A Adkin Cllr. A Brewer Cllr. D Clinch
Cllr. R Dormor Cllr. J Green Cllr. S Greig Cllr. T Stevens
Cllr. L Vine

In attendance: Annie Dallaway (Clerk), Kayleigh Westlake (Events Coordinator), Cllr Marcus Hartnell (DCC)

The Chairman announced that the meeting would be recorded by the Parish Council and advised that members of the public were also at liberty to record the meeting. The Chairman asked that, out of courtesy, members of the public notify the council and those present at the meeting of any intention to record the meeting. One member of the public advised that they might record the meeting.

The Chairman welcomed the new members of the council – Cllr Alexandra Adkin, Cllr Adam Brewer and Cllr Sean Greig.

1. Apologies accepted by the Council: Cllr. M Graham, Cllr. E Molony

2. Members to declare any interests they may have in agenda items: Cllr Pook declared an interest in agenda item 17 as he is EDDC Ward Member for Beer.

3. Items to be dealt with after the public, including the press have been excluded: There were no items.

4. Recording of meetings

- 4.1** Council noted that all recordings of council meetings would be destroyed once the minutes were approved
- 4.2** Council noted that all Zoom recordings of council meetings from June 2020 to June 2021 would be destroyed and removed from the Parish Council Face Book page

5. Public participation: There were 24 members of the public in attendance at the meeting with one who wished to speak in the public session.

Peter Anderson thanked the council for reporting his concerns to EDDC regarding the neglected and unkempt condition of the Jubilee gardens. Mr Anderson will be included in a future site meeting to discuss the matter.

Mr Anderson was keen to highlight the personal liability of Parish Councillors regarding the asset transfer proposals.

Mr Anderson reiterated that local people need to have their say about the asset transfer proposals.

6. Police – to receive the report.

Seaton Neighbourhood Team produces a monthly newsletter which is available on the Devon & Cornwall Police website. Monthly crime statistics are also available on the police.uk website: four crimes were reported for February 2022: one harassment, one criminal damage and two public order offences.

7. Approval of minutes:

- 7.1** The minutes of the Parish Council Meeting held on the 12 January 2022 were approved and signed as an accurate record.

PROPOSED BY CLLR GREEN; SECONDED BY CLLR VINE. RESOLVED. ALL IN FAVOUR.

- 7.2 The minutes of the Parish Council Meeting held on the 9 February 2022 were approved and signed as an accurate record.

PROPOSED BY CLLR DORMOR; SECONDED BY CLLR VINE. RESOLVED. ALL IN FAVOUR.

8. EDDC and DCC Cllr reports

DCC – Cllr Hartnell (report previously circulated):

The following traffic matters have been approved by DCC and are awaiting referral to HATOC:

- Removal of two parking spaces on Berry Hill
- Install double yellow lines in front of dropped kerb in Fore Street
- Extend double yellow lines in Mare Lane near the school

EDDC – Cllr Pook provided a verbal report:

- The **Budget** and service plans for 2022/23 were approved by Full Council in February.

9. Beer Community & Tourism Committee

9.1 To receive minutes from 2 March 2022 committee meeting and verbal report from Event Coordinator.

The minutes had been previously circulated – there were no matters arising.

9.2 To receive the draft survey produced by Hemingway Design

HemingwayDesign has produced a draft survey based on proposals in the Vision Document. The draft survey was reviewed by the CTT and some additional questions were suggested and have now been included in the survey. The draft survey has been circulated to all councillors to allow feedback. A link will be provided for the council to disseminate the survey as widely as possible amongst the business and local community and visitors. Hemingway will analyse the data and reassess the original Vision Document accordingly. Further to this, Hemingway will visit Beer during the Easter holidays to provide an on-site consultation day and the results of this will feed into the final Vision Document which will ultimately be presented to the village for approval.

10. Financial report – all documents previously circulated

10.1 To approve the bank reconciliation to end February & receive Alpha software reports

PROPOSED BY CLLR VINE; SECONDED BY CLLR DORMOR. RESOLVED. ALL IN FAVOUR.

10.2 To approve the schedule of payments for March 2022 in accordance with Appendix A.

Total payments of £924.76 detailed on the schedule of payments.

PROPOSED BY CLLR VINE; SECONDED BY CLLR DORMOR. RESOLVED. ALL IN FAVOUR.

10.3 To approve additional 12 hours for the Clerk for February £161.64 for March payroll.

PROPOSED BY CLLR VINE; SECONDED BY CLLR CLINCH. RESOLVED. ALL IN FAVOUR.

10.4 To note the NJC pay agreement for 2021/22 published March 2022 – Clerk and Workman 1.75% salary increase to be backdated to 1 April 2021.

Council noted that the EDDC annual contribution to the Workman's salary would also be index linked in future years.

10.5 To review wording of 14.3 of Financial Regs (disposal of land assets and consultation with electorate)

Clarification is required of the level and means of public consultation necessary when the disposal of land assets is proposed. Cllr Pook will obtain background information from EDDC Estates to help inform the discussion. **ACTION: CLLR POOK**

Council agreed to organise a Financial & General Purposes Committee Meeting to discuss this matter and agree a proposal for Full Council in April.

PROPOSED BY CLLR POOK; SECONDED BY CLLR VINE. RESOLVED. ALL IN FAVOUR.

Cllr Stevens raised a separate matter relating to the mapping of land in the parish. If appropriate this matter may be raised as an agenda item at a future meeting and may need to be in private session if it relates to personal property.

11. Health & Safety

11.1 Insurance – to consider quote and approve insurance arrangements for 2022/23

The Clerk reported that she was still waiting to receive the insurance renewal terms. As the insurance renewal date falls before the next scheduled Parish Council meeting, it will be necessary to organise an Extraordinary Meeting to approve the insurance arrangements for 2022/23.

11.2 Asset Register – the asset values will be updated in line with the policy schedule and the updated Asset Register will be circulated to councillors in advance of the Extraordinary Meeting.

12. Community Infrastructure Levy CIL – to receive an update re electrical installation on the Jubilee

An additional £3,194 has been received in CIL funding. Council has approved expenditure on the electrical installation on the Jubilee, for use by stall holders at events. Council noted that the specification of the job has changed and will likely cost more than £1K so quotes have been requested from two companies, in line with the council's Financial Regulations.

13. Parish Clerk recruitment – to receive an update

The Clerk has received an expression of interest from another East Devon Parish Clerk and an interview has been scheduled for 16 March. Any formal offer of employment will be approved at a Full Council meeting (potentially the Extraordinary Meeting proposed for late March).

14. Parish Council website – to receive an update

The new website (compliant with the accessibility guidelines) is still under construction. Council agreed that the Clerk should finalise the content and work towards the site being launched by the end of March.

15. Environment & Community portfolio report – to receive the report previously circulated

15.1 Traffic/parking survey – to receive report from working group

The next working group meeting is scheduled for Tuesday 15 March. The working group will review the consultant's report, prioritise schemes and agree an action plan for presentation at the April meeting. Consultation will take place with school, community and business representatives once provisional recommendations are in place.

15.2 20mph speed limit – to agree areas in village which would benefit

The working group will discuss this matter and make a recommendation at the Extraordinary Council meeting proposed for late March. The deadline to submit proposals to DCC is 31 March 2022.

15.3 Queen's Platinum Jubilee tree planting – to receive an update

EDDC is offering every town and parish an oak sapling to commemorate the Queen's Platinum Jubilee. Ash Hill has been agreed as the best location for the oak sapling which will be planted on 18 March.

Matters arising from the report:

- Council was grateful to receive an offer from a local resident to plant a weeping silver birch tree on Pig's Path. The Workman will help to plant the tree.
- EDDC will arrange to replace the rusty pole at the entrance to Central car park. Council noted that DCC approval is now required for the revised signage. The Clerk will continue to liaise with EDDC/DCC regarding this outstanding maintenance item.

16. Assets & Property portfolio report – to receive the report previously circulated

16.1 Ash Hill annual inspection – to receive an update

The annual safety inspection was carried out today and we await the written report.

Matters arising from the report:

- Brook repairs are now complete and the installation of the Fingerpost in Fore Street has commenced.

Cllr Hartnell left the meeting at 8.15pm

17. EDDC Asset Transfer – to receive report previously circulated (the report will be published on the BPC website)

17.1 To receive quotations for a viability assessment of the asset transfer proposal

Cllr Pook reported that it has proved difficult to obtain quotes from Quantity Surveying and Building Surveying companies and it may be that Estate Management companies are more suited to producing a comprehensive viability study. It is hoped that quotes will be available to review at the April meeting and council can then approve the contract and commission the viability study. The Devon Elevation Fund is not available as a possible source of funding for the viability study.

17.2 To agree to commission a study as detailed in 17.1

Defer to April meeting once quotes available.

The draft Heads of Terms and associated documents are still being reviewed by EDDC Legal. EDDC has also advised that due to the passage of time since the Asset Transfer was approved, the proposals and all documents will need to be re-submitted to the new Cabinet for continued approval. This will inevitably delay proceedings but will also allow more time for the Parish Council to organise the viability study on the asset transfer.

The proposed Parish Meeting will now likely take place in September and the proposed Parish Poll in September/October (note this will be a Parish Poll and not a referendum). The results of the poll will help inform the Parish Council's final decision as to whether to proceed with the asset transfer. Council noted that the result of the poll would be made public including the percentage split of the vote.

The EDDC public toilet review report has identified Beer toilets as Category A toilets which EDDC wish to retain and refurbish. Cllr Pook has had preliminary discussions with EDDC officers regarding how the toilets fit into the asset transfer package. Council may wish to consider new proposals for the transfer of the toilets. This will be an agenda item for the April meeting.

Cllr Stevens has prepared a list of "hidden costs" associated with the asset transfer which he will circulate to all councillors. Cllr Pook will ensure that a copy of the list is made available to the company carrying out the viability study. Cllr Stevens stated that he believed that a financial report should be carried out by an independent chartered accountant.

A successful working group took place for councillors to review the draft Asset Transfer PowerPoint presentation to ensure the information is presented as clearly and concisely as possible at the Parish Meeting.

Cllr Pook reported that he expects to be moving out of East Devon later in the year and will no longer be eligible to serve as a Parish and District Councillor. Cllr Pook will stand down as Chairman at the May meeting but remain as a Parish Councillor to support a new Chair and council with the asset transfer process.

18. Planning – the Parish Council noted the consultation responses from the Planning Committee Meeting held on 9 February 2022.

19. Correspondence - as on Appendix B

The Clerk reported that an additional letter had been received from the Beer branch of the RBL regarding future arrangements for the Memorial Avenue. This will be an agenda item for the April meeting.

20. Dates of next meetings:

Extraordinary Meeting (to approve insurance): tbc

Full Council: Wednesday 13 April 2022, 7.30pm, Mariners' Hall (main hall)

Parish Meeting: tbc

NOTE: DATES OF MEETINGS MAY CHANGE SUBJECT TO COVID 19 STATUS

The meeting closed at 8.45pm.

Date:

Chairman: