

Beer Parish Council

The Parish Council Meeting was held on **Wednesday 12th June 2024**, copies of minutes and reports are available on request.

Present:	Cllr M Richards	Cllr M Shobbrook
	Cllr T Stevens	Cllr K Stevens
	Cllr M Westlake	Cllr J Heath
	Cllr S Reeve	Cllr L Reeve
	Cllr C Thompson	Cllr J Heath

Minutes were taken by the Clerk: Mrs Nicky Ingarfield

In attendance: Carole Arnold, Cllr Amrik Singh and Angela Smith

- 1. Apologies and reasons for absence:** Cllr P Anderson did not attend the meeting.
- 2. Members to declare and interests they may have in agenda items that accord with the adopted code of conduct (NB this does not preclude any later declarations). To consider dispensation requests:** None were declared.
- 3. To agree any items to be dealt with after the public, including the press, have been excluded.** There were no such items.
- 4. Public Participation:** Carole Arnold thanked the Parish Council for all their hard work on the D-Day Commemorations, the kitchen was flawless and it was so good to hear laughter and see so many smiles. The whole day was a real community event supported by a diverse age range, from a 4 year old to the 100 year old Veteran.

Mr Robin Barlow Deputy Lieutenant commented that the day was flawless and perfection. The coastguards also deserve a mention as they were so helpful supporting the Marines. The Council thanked Carole for all her hard work planning and organising everything. Cllr Singh also thanked everyone for inviting him to the day.

Carole Arnold left the meeting.

- 5. Police: To receive the report:** The report shared the report with Council, the Clerk and Cllr Singh both commented that the website is not very user friendly and you can't drill down into the reports.
- 6. To consider and approve the minutes of the Parish Meeting held on Wednesday 10th April 2024:** Council agreed they were an accurate record. **Proposed Cllr K Stevens, seconded Cllr M Shobbrook, proposed all in favour.**

- 7. To consider and approve the minutes of the Full Council Meeting held on 8th May 2024:** Council agreed they were an accurate record. **Proposed Cllr M Westlake, seconded Cllr K Stevens, proposed all in favour.**
- 8. Presentation by Chris Khan re Community resilience and Emergency Planning and approve the Risk Assessment for BERT training:** Due to a personal matter this presentation had to be postponed, the presentation is to be re-scheduled for the Full Council Meeting on the 10th July 2024.
- 9. EDDC and DCC Cllrs: To receive reports/consider matters for the attention of EDDC/DCC Reps:** There was no report from Cllr Hartnell.

Cllr Heath had sent his report prior to the meeting: Streetscene had tidied the Memorial Avenue prior to D-Day, sadly they cut the whole of the flower meadow. The work that was undertaken on the beach is a temporary measure, a camera has been put down and they may possibly extend the pipe. This is an ongoing problem and the water is now coming up even higher than it was before. Cllr T Stevens commented that all the debris that was dug out was thrown into the sea, as was the cliff fall debris. Cllr Heath informed Councillors that another effluent spillage was sent out at 6pm this evening. Cllr Heath has contacted highways regarding the repairs to potholes, the work completed was not sufficient and will sink again. The planter in the car park will be replaced and EDDC will re-charge to the contractor who damaged it.

10. Events & Promotions:

10.1 To receive an update on June's Beer Eats Event: Feedback was good but people were disappointed that the pizza ran out so early, this meant queue for other stalls were longer. Clerk to mention to the organiser.

10.2 To receive an update on the Cream Tea and Beacon for D-Day Remembrance: Both events went really well, feedback on Facebook and from residents in the street were really positive. A huge thank you to Nigel Groves and the scouts for manning the Beacon, the Scouts did really well with the readings and were really a great help at the cream tea.

11. Annual Governance and Accountability Return 2023/24

11.1 To discuss the findings from the Auditors Report : The Auditor raised the following for Consideration:

- The Chairman does not appear to sign each page of the approved Meeting Minutes. Good Councillor Guide - Once approved, the minutes become a legal record of the proceedings. [The chairman typically signs the minutes to signify their accuracy](#)
- The approved invoices are not initialled by at least two Members of the Parish Council. Local Government Act 1972 (Section 150(5)).
- There is no evidence to suggest that the 2022/23 External Audit report was considered by the Council. **Recommendation:** The Council should consider and minute the consideration of the External Audit report.
- Earmarked Reserves should be agreed and the discussion Minuted.

11.2 To note the Annual Audit Report 2023/23: Document was shared with full Council and noted.

11.3 To approve the Annual Governance Statement, to be signed by the Chairman & RFO: the document was approved and signed by the Chair and the RFO: **Approved Cllr M Shobbrook, seconded Cllr K Steves, resolved all in favour.**

11.4 To approve the Annual Accounting Statement, to be signed by the Chairman & RFO: the document was approved and signed by the Chair and the RFO: **Approved Cllr J Heath, seconded Cllr C Thompson, resolved all in favour.**

11.5 To note the period for the Exercise of Public Rights: Document was shared will full Council and noted.

12. Financial report

12.1 To approve the monthly bank reconciliation to the end of May: Proposed Cllr Richards, seconded Cllr Heath resolved all in favour.

12.2 To receive monthly Alpha software reports: Council had no questions.

12.3 To approve the schedule of payments for June 2024: Proposed Cllr Richards, seconded Cllr T Stevens, resolved all in favour. The schedule and the invoices were then checked and initialled by the Chair

12.4 To review the annual direct debits for the upcoming year, to be signed by the Chair and the RFO: The document was shared prior to the meeting, signed by the Chair and the RFO.

12.5 To review and approve the Financial Reserves addition to the Standing Orders: Council agreed that one and a half years precept should be held in reserves and that this should be added to the Standing Orders: **Proposed Cllr Richards, Seconded Cllr T Stevens, resolved all in favour.**

13. Policies & Procedures (all documents were circulated prior to the meeting)

13.1 Update on the Village Design Statement: Cllr T Stevens to set a meeting date.

13.2 To review the following policies: Privacy Notice, Publication scheme, Data Protection Policy and Subject Access Request Policy: Policies were reviewed, no changes were made.

13.3 To receive an update on the Gov.uk emails for all Councillors: Clerk to re-send the original email with domain names.

13.4 To receive an update on the workman's health and safety documents and advice from Streetscene: The Clerk met with the H&S Advisor from EDDC, new risk assessments and working practices have been shared with the workman, HAVs* was discussed along with how the workman deals with any sharps that he finds, the Clerk confirmed she had, had a discussion around this and the Workman preferred to ring Streetscene as they come out collect and dispose quickly. Cllr S Reeve offered to visit the workmans store and perform a stocktake of items that should be in place for the workman and discuss HAVs and arrange to test the equipment. Cllr Reeve will contact the Clerk if any items need to be purchased to comply with H&S regulations.

13.5 To review the Assets & Property Terms of Reference: The document was reviewed and no changes were made.

14. Environment & Community Portfolio

14.1 To discuss the Coach Friendly Status email: Cllr Singh informed Council that Seaton Town Council had been looking into this, it is a good system, ramps have been placed in shops to enable better access for the elderly and wheelchair users. Council discussed the topic with Cllr Westlake expressing concerns around Tourism as Beer needs shoppers all year round, coaches are bigger making access in Beer difficult. There were concerns that tourism will not return to the volume that it once was. Council decided that the Clerk will complete the application form and ask Seaton for support.

14.2 To receive and update on the defibrillator: Cllr S Reeve had done a lot of work in trying to get funding for a Defibrillator, he has received a quote for £1,111.00. Council discussed the possibility of holding a coffee morning and asking the St Johns Ambulance to run an emergency 1st Aid course. Council decided that the defibrillator should be purchased using any remaining CIL monies: **Proposed Cllr K Stevens, Seconded Cllr L Reeve, resolved all in favour.**

14.3 To received feedback from the Community meeting regarding the NYE Fireworks: Only three residents attended the meeting, the Fireworks should have been self-funding but the last two events had run at a loss, the shortfall was met by the Parish Council which cannot continue so with little interest Council decided that the Clerk would post on Facebook that the event will not take place unless residents come forward to run the event.

15. Community and Tourism Group: The group met to discuss the events paperwork produced by Cllr Stevens, the events team at EDDC are currently overseeing all paperwork for events on their land, Council thanked Cllr Stevens for his work on these documents which will be kept and used if the asset transfer takes place and BPC then own the land.

Cllr S Reeve confirmed that the road closure for the Regatta had been applied for. Council discussed signage, Cllr Heath to check what signage there is and to inform the Clerk should any need ordering.

16. Correspondence – There were no queries/questions.

17. To note date on next Tabletop Sales: 10th August 2024

18. Date of next meeting: Wednesday 10th July 2024

Signed: Cllr M Richards

Date: