

Beer Parish Council - Minutes

The Parish Council Meeting was held on **Wednesday 8th October 2025**, copies of minutes and reports are available on request.

Present:	Cllr M Shobbrook	Cllr K Stevens
	Cllr T Stevens	Cllr C Thompson
	Cllr M Westlake	Cllr C Arnold

Minutes were taken by the Clerk: Mrs Tess Nishino

1. **Apologies: To receive apologies and approve reasons for absence:** apologies were received and accepted for Cllr J Heath (holiday), Cllr S Whitelock (holiday), and Cllr S Reeve (work commitments).
2. **Members to declare any interests they may have in agenda items that accord with the adopted Code of Conduct. (N.B. this does not preclude any later declarations). To consider dispensation requests:** Cllrs T and K Stevens declared interest in agenda item 6, as they rent one of the parking bays.
3. **To agree any items to be dealt with after the public, including the press, have been excluded:** Cllr M Westlake's letter to DCC Highways regarding the disabled bay on Forestreet. The meeting concludes before this is discussed, so discussion is postponed until the next meeting.
4. **Public Participation:** none
5. **To consider and approve the minutes of the Parish Council Meeting on the 10th September 2025:** The Council agreed the minutes were a true reflection of the meeting. Minutes were signed and initialled on each page by Cllr T Stevens.
6. **To discuss the 2025/26 fee for the Meadow's parking permit:** The Council agreed to keep the rates the same, considering that there are no rising upkeep costs. Proposed Cllr M Westlake, Seconded Cllr M Shobbrook, resolved all in favour.

7. **To allocate the assets for the annual asset risk assessment:** the assets were allocated and necessary forms handed to the Cllrs.
8. **EDDC and DCC Cllrs: to discuss reports already submitted and consider matters for the attention of EDDC/DCC rep:** EDDC report was noted. There was no DCC report to discuss.
9. **To discuss adopting the phone box outside the Dolphin Hotel:** Adoption of the phone box was discussed. It was decided that ongoing maintenance costs would outweigh any benefit, and the proposal was rejected. Proposed Cllr C Arnold, seconded Cllr T Stevens, resolved all in favour. Clerk to contact the Dolphin Hotel and suggest that they take it on.
10. **To discuss the Nutrient Reprocessing Plant and how best to proceed if a planning application is made:** the scoping request and worst-case scenarios were discussed. Potential courses of action were raised, but it was decided that ultimately Branscombe PC should take the lead in any action as the proposed land is in their Parish. Clerk to arrange an informal Chairman to Chairman meeting with the Chair of Branscombe PC, ASAP. Proposed Cllr C Thompson, Seconded Cllr K Stevens, resolved all in favour.
11. **To discuss recruiting new Cllrs to fill the two Casual Vacancies:** it was discussed.
12. **To discuss the Mariners' Hall:** the most recent Mariners' Hall Committee meeting was discussed. The Hall requires a new Committee, and the recruiting of new members was discussed. Cllr T Stevens proposed changing the declaration so that "Any organisations that use the Mariners' Hall more than 6 times a year can vote at the committee". Proposed Cllr K Stevens, seconded Cllr C Thompson, resolved all in favour.

13. Financial Report

- 13.1. **To approve the monthly bank reconciliations to the end of September 2025:** approved
- 13.2. **To receive monthly Alpha software reports for September 2025:** noted with no questions
- 13.3. **To note the budget reports for year to date:** noted. Cllr C Thompson asked how much of the budget remained. Clerk showed in the report that 48.7% has been spent to date. Cllr then asked how much was usually left over at the end of the year. Clerk to look this figure up and report back.
- 13.4. **To approve the schedule of payments for October 2025 (please note this may be subject to change up to the day of the meeting). Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO. All invoices to be checked and initialled by the Chairman:** All payments were approved and signed by the chair.

13.5. To note the Conclusion of Audit by PKF Littlejohn: noted

14. Environment and Community

14.1. To receive an update on Common Lane and report on the meeting with Richard Foord: Cllr M Shobbrook's report on the meeting was discussed. Chair to look up prices for signs to direct traffic to alternative routes.

14.2. To receive an update on BERT and agree a date for a community meeting: Cllr C Thompson to poll volunteers on the 2 available dates for the Mariners' Hall in November. Cllr to start purchasing items from approved shopping list.

14.3. To receive an update on the Old Chapel, Beer: no update due to Cllr's absence. To be discussed next meeting.

14.4. To discuss progress of survey on drains, potholes, and infrastructure in Beer: no update due to Cllr's absence. To be discussed next meeting.

14.5. To receive an update on the water coming out on the beach and report on the work done: It was reported that work to unblock the pipe was unsuccessful. There is now a plan to dig a new pipe which will empty out past the concrete, with regular manholes to allow maintenance. Cameras were sent down to investigate the water leak, and the pipes were shown to be cracked. There is currently no plan in place to ensure the stability of the winches.

14.6. To discuss Asset Transfer. Do we finally kill scheme off or talk to EDDC about an alternative: it was discussed and decided to kill off the scheme. Proposed Cllr M Westlake, seconded Cllr C Thompson, resolved all in favour.

14.7. To receive an update on Ashill Play Park Bottom gate and fence: A fence and gate are needed. Waiting on measurements. There are issues finding someone to do the work.

14.8. To appoint a new Baroness Rolle committee member: The Council agreed to appoint Cllr C Arnold to the role. Proposed Cllr M Westlake, Seconded Cllr M Shobbrook, resolved all in favour.

15. Policies and Procedures

15.1. To review the Publication Scheme: to be postponed to next month

15.2. To review the Environment & Community Portfolio: Cllr T Stevens to make some changes and circulate to Cllrs for adopting at next meeting

15.3. To discuss purchasing Visiting Cards / Identity Badges: it was discussed that identity badges would be very useful. Cllr T Stevens to get some prices.

15.4. To appoint a new Planning Committee chairman: The Council agreed to appoint Cllr S Reeve. Proposed Cllr C Arnold, seconded Cllr C Thompson, resolved all in favour.

15.5. To create a Newsletter Rota: a newsletter rota will be created

15.6. To create a Council Surgeries Rota: a council surgeries rota will be created

16. Correspondence – See word document for full list of correspondence:
correspondence was noted with no questions.

17. Police: Link to the police page shared prior to the meeting: there were no questions

18. To note next date of tabletop sale on 18th October 2025: noted

Date of next meeting: Full Council Wednesday 12th November 2025.

Signed: Cllr T Stevens

Date: