

Beer Parish Council – Minutes

The Parish Council Meeting was held on **Wednesday 13th May 2026**, copies of minutes and reports are available on request.

Present:	Cllr M Shobbrook	Cllr K Stevens	Cllr T Stevens
	Cllr J Heath	Cllr S Whitelock	Cllr M Finney
	Cllr C Arnold		

Minutes were taken by the Clerk: Mrs Tess Nishino

- 1. Election of the Chair as the first formal business of the meeting:** Cllr T Stevens was nominated to continue as chair by Cllr M Shobbrook. Seconded by Cllr C Arnold. Resolved all in favour.
- 2. To receive the Declaration of Acceptance of Office from the Chairman:** The declaration was signed by Cllr T Stevens and witnessed and counter-signed by the Clerk.
- 3. Election of the Vice-Chair:** Cllr J Heath proposed Cllr M Shobbrook continue as Vice Chair. This was seconded by Cllr C Arnold. Resolved all in favour.
- 4. To receive the Declaration of Acceptance of Office from the Vice-Chair:** The declaration was signed by Cllr M Shobbrook and witnessed and counter-signed by the Clerk.
- 5. Apologies and reasons for absence:** Cllr M Westlake had sent apologies due to scheduling conflicts. Cllr J Morrow was absent. The Clerk noted she may not have access to her Councillor email following migration to a new server.
- 6. 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:** none declared.
- 7. To agree any items to be dealt with after the public, including the press, have been excluded:** none
- 8. Public Participation:** There was one member of the public present to observe the meeting.
- 9. To consider and approve the minutes of the Parish Council Meeting held on 8th April 2026:**
The Council agreed the minutes were a true reflection of the meeting. Proposed Cllr M Shobbrook, seconded Cllr K Stevens, resolved all in favour. The minutes were signed and initialled on each page by the Chair.
- 10. Organisational Structure:**
 - 10.1. Committee Structure: to agree structure, Chair and membership of the Planning and Finance & General Purpose Committees:** Cllr S Whitelock was nominated as Chair of the Planning Committee by Cllr K Stevens. This was seconded by Cllr M Shobbrook, resolved all in favour. Cllr M Shobbrook agreed to chair the Finance & General Purpose Committee. This was proposed by Cllr K Stevens, seconded by Cllr C Arnold and resolved all in favour.
- 11. Review of Register of Member's Interests:** Nothing to update.

- 12. EDDC and DCC Cllrs: to discuss reports already submitted and consider matters for the attention of EDDC/DCC Reps:** The DCC report was noted. Cllr J Heath read from his report (available on the Parish Council website and on request from the Clerk). The railings have been fixed at Underleys; the handrail on the beach is due to be repaired; littering concerns at 1 Underleys have been raised with Environmental Health. Peazen flats repairs are underway and due to be completed by July.
Cllr J Heath to request EDDC grass cutting in the playpark adjacent to the Jubilee.
- 13. To receive an update from the New Village Website working group:** Clerk showed the Council a preview of the new village website. Clerk to circulate the preview to Councillors for feedback. Clerk to find out how much the Council used to charge for entries in the business directory.
- 14. To receive an update to the investigation following a resident's noise complaint regarding the Bottleman lorry at Townsend Coach Park:** Clerk showed the Councillors videos sent by the complainant. Noise levels were not clear from the recordings, but Councillors were able to ascertain an indication of the duration of the sound. Councillors noted the driver was following correct procedures. Cllr T Stevens to take a decibel reading to confirm noise levels. Tacho reports provided by Bottleman confirm the early 3am start time.
- 15. To consider whether the large campervan should be allowed to park in Townsend Coach Park:** Another permit holder has complained the van extends over the parking bay lines and makes parking difficult, especially when a coach is present. It was noted the terms and conditions state vehicles in the car bays must not have more than 3,500kg kerb weight, which the campervan in question appears to be over.
- 16. To receive an update on the registration of the MH with Land Registry:** The letter was sent by post, but no reply has been received. Cllr M Shobbrook to draft a second letter to the solicitor.
- 17. To consider appointing an events coordinator now that a MH Minutes secretary has been found:** there are currently no events, so an events coordinator is not deemed necessary.
- 18. Consider continuing to be a Horticultural Society patron and whether to donate for 2026:** Clerk to check how much was donated last year, and match it this year. Proposed Cllr M Shobbrook, seconded Cllr K Stevens, resolved all in favour.
- 19. To discuss the new webmail system and issues encountered:** everyone is struggling with the new webmail, but Cllr K Stevens has managed to integrate it into Outlook and finds that much more manageable.
- 20. Financial Report**
- 20.1. To approve the monthly bank reconciliations to the end of April 2026:** approved
 - 20.2. To receive monthly Alpha software reports for April 2026:** noted with no question
 - 20.3. To approve the schedule of payments for April 2026 (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 invoices checked and initialled by Cllr T Stevens. It was noted that some Councillors are unable to open Excel files, so Clerk will send the schedule of payments as a .pdf going forward.
 - 20.4. Clerk's report on Urgent Decisions since the last meeting:** Business rates for Townsend Coach park were paid to EDDC on 2 occasions, as the payments were overdue. Clerk to pay in a single one-off payment next year.
 - 20.5. To receive an update on the year end audit and AGAR report:** Progressing well and on track to be signed off at the June meeting.

21. Policies and Procedures: Proposed Cllr M Shobbrook, seconded Cllr K Stevens, resolved all in favour.

- 21.1. To review the Equality & Diversity Policy:** Reviewed with no changes.
- 21.2. To review the Training & Development Policy:** Reviewed with no changes.
- 21.3. To review the Working Party TOR:** Section about clear working days, agendas and minutes removed.
- 21.4. To adopt the IT Policy:** Adopted, with a nominal fee of £1 set for damage to Council equipment.

22. Environment and Community

- 22.1. To receive an update on the Old Chapel, Beer:** Cllr S Whitelock reported that The Old Chapel now has an old-fashioned key for the lock. It is still waiting on charitable status, but they have received several donations already. The Scaffolding will be down soon.
- 22.2. To discuss progress of survey on drains, potholes, and infrastructure in Beer:** Cllr S Whitelock is waiting on the asset map, which Cllr J Heath will try to obtain from DCC. In the meantime, he has reported 3 potholes to DDC Highways that meet their criteria for repair.
- 22.3. To receive an update on Ashill Play Park Bottom gate:** Gate posts are in. Cllr T Stevens to visit the park and measure out a gate to be requested from the men's shed.
- 22.4. To receive an update on actions taken at Ash Hill Playpark following the annual safety inspection report, and consider next steps:** Cllr T Stevens to visit the playpark next week. Cllr S Whitelock offered to help.
- 22.5. To receive an update on the BERT working group:** The working group is still held up by health and safety issues.
- 22.6. To receive an update from the inter-Parish working group for the potential nutrient reprocessing plan:** Branscombe Parish Council has still not heard anything.
- 22.7. To consider appointing a Councillor to be responsible for checking the defibrillator outside the Mariners' Hall:** Cllr S Whitelock offered to take on the defibrillator checks. Clerk to email the details and update the Circuit records.

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

24. Police: Link to the police page shared prior to the meeting: Some Councillors had been unable to view the document sent, so the report was viewed during the meeting. Councillors were surprised by the nature and locations of some of the reported crimes. Cllr C Arnold to invite the police to attend Council meetings.

25. To note next date of tabletop sale on 16th May 2026: The May tabletop sale will not go ahead. The next sale is June 27th.

Date of next meetings: Full Council Wednesday 7pm 10th June 2026.

Signed: Cllr T Stevens

Date: