

Charmouth Parish Council

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MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL **HELD ON TUESDAY 30 JANUARY 2024**

PRESENT: Cllrs. Melanie Harvey, Julie Leah, Andrew Lightfoot, Katie Moore, Sally Roberts, Martin Sayers and Judith Sheppard.

IN ATTENDANCE: Lisa Tuck, Parish Clerk.

In the absence of Jane Bremner, Judith Sheppard (Vice Chair) chaired the meeting.

FC24/01 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

There were no members of the public present.

FC24/02 DORSET COUNCIL ISSUES

As she was unable to attend, Dorset Councillor Belinda Bawden's report had been circulated to all Councillors prior to the meeting. There were no queries on the report.

FC24/03 APOLOGIES FOR ABSENCE

Apologies for absence were received from Jane Bremner (away), Peter Noel (work commitments), Belinda Bawden (previous engagement).

FC24/04 DISPENSATIONS

It was noted that all Councillors present have an ongoing dispensation to enable discussion of the precept for Charmouth Parish. No other dispensations had been received.

FC24/05 DECLARATIONS OF INTEREST

Andrew Lightfoot declared an interest on item FGP24/22(c) to be dealt with "in Committee".

FC24/06 MINUTES OF PREVIOUS MEETINGS

It was proposed by Judith Sheppard, seconded by Martin Sayers and

RESOLVED that the minutes of the meeting held on the 5 December 2023, be signed by the Chair as a correct record.

FC24/07 MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

There were no matters arising.

FC24/08 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 12 DECEMBER 2023

(a) Water/drinking fountain – grant funding/suitability – Andrew had raised that grants are available for drinking fountains in coastal locations and Judith and Andrew had further investigated this possibility at the Foreshore. After a discussion about design and possible locations it was agreed that Andrew should

apply for a grant and if this is successful, further discussions would be held at the Committee regarding the logistics.

There were no other proposals or items to highlight from the minutes.

FC24/09 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 12 DECEMBER 2023 - There were no proposals or items to highlight from the minutes.

FC24/10 TO RECEIVE AND CONSIDER THE REPORT OF THE PLANNING COMMITTEE HELD ON 16 JANUARY 2024 – There were no queries on the minutes. Andrew Lightfoot mentioned that he had emailed Committee members about the recent show of support for the application at Saffron Cottage.

FC24/11 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 16 JANUARY 2024

a) Supplier Payments – payments for December and January were noted. There were no additions.

Supplier Payments - December 2023:

HMRC (PAYE)	3294.63	BACS
Amazon	20.55	
Screwfix	125.73	
SLCC	238.00	
Flowbird	166.12	
Dorset Council	170.65	
Nigel J Clarke	160.00	
Water 2 Business	458.58	
B H Chapman & Son	40.00	
Bridget Bowen	475.00	
Lawson Computer Repair	764.99	
Joe Turner	192.00	
Cartridge Save	70.99	
Earth Anchors	214.80	
Stags	180.00	
A J Supplies	44.40	
		£6,616.44
<u>Pay online</u>		
Water 2 Business	176.45	
Water 2 Business	96.46	
Water 2 Business	91.51	
Water 2 Business	57.96	
		422.38
<u>Already paid</u>		
SLCC	144.00	Bacs
Lisa Tuck	35.00	Bacs
The Flag Shop	23.97	Card
CHCC	750.00	Bacs

Ionos	0.60	DD	<u>953.57</u>
			£7,992.39

Supplier Payments - JANUARY 2024:

HMRC (PAYE)	2969.36		BACS
Lawson Computer Repair Ltd	1076.64		
CLR Law	300.00		
Blamphayne Sawmill Ltd	489.60		
Amazon	26.89		
Screwfix	24.99		
Prospect Garage	174.65		
Mole Avon	102.46		
Flowbird	72.59		
Glasdon	179.38		
Cartridge Save	149.73		
			£5,566.29
<u>Already paid</u>			
Towergate Riskline	475.62	BACS	
Ionos	0.60	DD	
			<u>476.22</u>
			£6,042.51

b) Bank Reconciliation up to 30 November 2023

RESOLVED that the Bank Reconciliation be accepted and approved.

c) Income and Expenditure against Budget April 2023-November 2023

RESOLVED that the Income and Expenditure against Budget April 2023-November 2023 be accepted and approved.

d) Clerk's Report

RESOLVED that the Clerk's Report be accepted and approved.

e) Budgets

RESOLVED that the budgets for 2024/25, as set out, be approved.

f) Charges

RESOLVED that the charges for 2024/25, as set out, be approved.

g) Precept Requirement

RESOLVED that the precept requirement for 2024/25 of £101497 (5% increase on 2023/24) be approved.

h) Confirmation of purchase of beach huts

RESOLVED that the purchase of 4 new beach huts at a cost of £10773 plus VAT be confirmed.

i) Interim Internal Audit Report – it was reported that the recommendations are in hand and therefore it was

RESOLVED that the interim internal audit report be approved and accepted.

j) Beach Access Steps

RESOLVED that the quote from Axminster Ironwork of £250 to repair the beach access steps be accepted (to be taken from the Beach Access Steps Reserve FSH5).

k) Replacement Body Cam

RESOLVED that the purchase of a replacement bodycam from Amazon at an approximate cost of £220 plus VAT be approved. This would be taken from General Reserve FSH1.

l) Grant Awarding Policy

RESOLVED that the Grant Awarding Policy be approved unchanged.

m) Memorial Benches Policy

RESOLVED that the Memorial Benches Policy be approved as set out with the addition of “recycled material” inserted in the first line before “memorial benches”.

n) Further to being asked to look at applying for grant funding for an energy audit, Andrew Lightfoot confirmed that the Parish Council isn't eligible to apply.

FC24/12 ANNUAL PARISH MEETING 2024

Further to agreement in December to hold the Annual Parish Meeting on Tuesday 9 April 2024, the Village Hall had been booked. After a discussion about speakers, it was agreed that the following speakers would be invited to attend this year: Charmouth Local History Society (Pavey Group); DC re Coastal Transition Accelerator Programme; Belinda Bawden as Dorset Council Ward Member; Chris Loder MP (as he had shown an interest last year). In addition, the Environment WG would speak specifically about SW in Bloom.

FC24/13 ELECTIONS 2024

The Clerk confirmed that all existing Councillors stand down prior to the election and have to be re-elected, whether contested or not. They need to apply in the same way as any new candidate would and copies of the nomination forms were available at the meeting. These need to be completed by all candidates and delivered by hand to Dorset Council by 4pm on 5 April – this would be organized by the Clerk.

There was a short discussion about how to advertise the elections to recruit potential candidates. Various ideas had been tried previously and the Clerk encouraged existing Councillors to spread the word and approach potential candidates. Posters would be displayed at significant places and online.

FC24/14 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

a) Flood Resilience Meeting – Judith Sheppard reported that she, Julie Leah and Dave Humphrey had attended the meeting arranged by the Environment Agency to promote money available to identified households to protect against flooding. They are sending a flood plan template to enable the Council to update it's current plan within the Resilience Plan.

b) WATAG – Julie had been unable to join the recent meeting but noted that Belinda had organised a Future Transport event on Tuesday 20 February in The Elms from 10am to 1pm.

FC24/15 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS

- Charmouth Area Property Flood Resilience Scheme meeting – Thurs 18 Jan, St Andrews Community – Dave Humphrey attended as Flood Warden – highlighted previously in FC24/14 a).
- NCI Charmouth Annual Report 2023 – circulated and noted.

- NALC Chief Executive’s Bulletin/Newsletter received weekly and circulated
- Dorset Council latest news received weekly and circulated
- DAPTC E-News and Training News received weekly and circulated

- DAPTC:
 - Working Together Webinars – several emails all circulated;
 - Grant funds for businesses, community groups and organisations set to launch;
 - Election 2024 Toolkit Update;
 - Important Message from the Highways Team at Dorset Council;
 - Christmas Greetings!
- Dorset Council:
 - Open Licence Applications received weekly;
 - Proposed temporary closure of The Street – stakeholder information.
- Cllr Belinda Bawden – all circulated:
 - Dorset Highways Update;
 - Reminder of deadline of 8 January for the current round of community grants and levelling up grant opportunities;
 - Carbon Literacy training offer;
 - Local Transport Plan & Carbon Literacy workshops;
 - DC report and Transport Action event;
 - Travel & transport news.
- Dorset CPRE:
 - Dorset CPRE December 2023 Newsletter.
- Climate and Ecological Emergency Support:
 - Notes from Dec C&EE meeting and reminder for Monday 15 January 7.30pm.
- St Andrew’s Community Hall (all circulated to rep):
 - Minutes of December meeting and Finance for Oct/Nov;
 - Information about the painting of the hall.
- Dorset Coast Forum
 - DCF eNews January 2024;
 - Introducing our Young Coastal Champions.
- BLAP (all forwarded to reps):
 - Bulletins
 - BLAP Parish Liaison meeting 13/12/23 – agenda, minutes and notice of next meeting 21 February 2024;
 - BLAP Steering Group meeting 7 December 2023 – minutes;
 - BLAP Parish Liaison Group – befriending questions for Parish Councils.
- Enquiries via website contact form:
 - Complaint about flooding adjacent to the Depot;
 - Charity Fund enquiry from Lyme Regis Sea School.
- River Char Community Project, Voices of the River Char – various newsletters/notices circulated;
- WATAG Notice of AGM and General Meeting 123 – passed to Julie as Public Transport Rep;

- Dorset National Park Newsletter Winter 2023/24 and a year end update;
- Jurassic Coast Trust updates;
- Dorset Police Newsletters for November and December 2023;
- Invitation to Dorset LNP Forum 2024 – 8 February;
- Christmas Card from Cllr David Sarson, Mayor LRTC;
- Final plans re Charmouth outreach post office service following end of consultation;
- Updates sought on Charmouth’s Flood Warden personnel for the database.

FC24/16 EXCHANGE OF INFORMATION

- a) Katie Moore mentioned that the new dog bins are looking good.
- b) Martin Sayers stated that he had received compliments about the cleanliness of the pavements recently.
- c) Andrew Lightfoot reported that the beach clean on Sunday had been very positive with people coming long distances to join in. Julie Leah added that Nurdle.com had been at the beach for 4 days prior to the clean and as well as talking to people about micro plastics, had cleaned up an estimated 1.5m items of plastic. Woodroffe Lower 6th students had joined in and collected 8 bags of rubbish from the reeds.
- d) Andrew Lightfoot thanked the Council for co-opting him 3.5 years ago but said that he doesn’t intend to stand at the forthcoming elections.

RESOLVED to go “In Committee”.

FC24/17 IN COMMITTEE

(a) F&GP Committee proposals

- (i) IT storage/support – it is clear that professional support is required to ensure that the Council’s IT is fit for purpose moving forward, therefore, it was

RESOLVED that the quote of £2120.46 from Lawsons Computers of Axminster to set up Microsoft 365 Business for 3 users together with email hosting be accepted. This includes migration and any number of site visits/remote sessions to ensure individual users are happy. It also includes the initial annual subscription to Microsoft 365 which is currently £12.38 plus VAT per user (x3). An additional amount of £60 plus VAT per month was also approved for ongoing IT priority support.

The initial amount to be taken from the anticipated surplus at the year end and moving forward the annual/monthly amounts included in the annual subscriptions and budgeted accordingly.

- (ii) Wages Budget – it was

RESOLVED that the wage rates as set out be approved, with the HR Committee determining the actual rates from April 2024 where appropriate, up to the amounts agreed.

Andrew Lightfoot declared an interest and left the meeting.

- (iii) Land – it was

RESOLVED that the proposal from the F&GP Committee be approved as set out in the report.

The meeting closed at 8.20 pm.