

# Charmouth Parish Council

Council Office The Elms St Andrew's Drive Charmouth Bridport Dorset DT6 6LN



Telephone (01297) 560826 E-mail [clerk@charmouthparishcouncil.gov.uk](mailto:clerk@charmouthparishcouncil.gov.uk)

## **MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL** **HELD ON TUESDAY 25 JULY 2023**

**PRESENT:** Cllrs. Jane Bremner, Julie Leah, Katie Moore, Peter Noel, Martin Sayers, Judith Sheppard.

**IN ATTENDANCE:** 1 member of the public (Mr R Hughes); Belinda Bawden, Dorset Councillor;  
Lisa Tuck, Parish Clerk.

The Chair welcomed everyone to the meeting and highlighted the following:

- The importance of following the good practice of always leaving the room when declaring an interest so that everyone feels able to speak freely on all issues;
- To acknowledge and thank all the organisations that have contributed to this year's SW in Bloom. This involved many organisations from across the community and was an excellent example of community engagement;
- To congratulate the Lower Char Community Project on the success of the Dragon Festival to highlight the river pollution issues. This involved a diverse cross section of the community and the Dragon's head is now proudly on display at the Heritage Centre for all to see.

### **FC23/62 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS**

a) Bob Hughes thanked the Council for allowing the Library to hold the first of the approved book sales at the Foreshore last Sunday. He went on to talk about Footpath 12 and specifically the width of the proposed path through the garden of Thalatta. He suggested that the Parish Council write and ask for the width of the path to be reduced to 1.5m. The closing date for comments is 28 July.

Jane Bremner asked the Council's permission and it was agreed to move the item about Footpath 12 (FC23/70 a) forward to this point.

Footpath 12 – Jane Bremner re-iterated the Parish Council's position in that it is prepared to discuss the reconfirmation of agreement to the path being diverted on to Parish Council land at the appropriate time. Dorset Council are the footpath authority and the Parish Council are very happy that Belinda Bawden, as Charmouth's Dorset Council rep, is taking this forward.

Belinda updated the Council following the meeting she organised for the Definitive Map Team to update the community about what the current order actually refers to. Legal advice is now being sought about whether the diversion order can be submitted at the same time as the current order. She confirmed that there can't be any enforcement action while the process is going on. She also confirmed that if there are any objections to the current order this will be referred to the Planning Inspectorate and this could become a very long process. Objections not relating to the current order will be discounted and Dorset Council will be contacting any relevant objectors to explain the position and give them the option to withdraw their objections.

### **FC23/63 DORSET COUNCIL ISSUES**

Dorset Councillor Belinda Bawden reported on the following items:

- Re-opening of Lyme Regis police station;
- The Green Party motion to use planning to separate sewerage and surface water was agreed;
- The Labour/Green Party amendment regarding the barge;
- Parking fees in coastal towns – Weymouth TC seeking support;
- Two tier disabled parking permit system;
- Beach clean of rubbish from old Spittles Landfill Site undertaken – good example of collaborative working;
- Dog related PSPO Consultation – encourage participation;
- Housing Strategy Consultation – open until 2 October – encourage participation;
- Engine idling – trying to move forward with help from a study by Beaminster School.

### **FC23/64 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Melanie Harvey (holiday) and Andrew Lightfoot (family commitment).

### **FC23/65 DISPENSATIONS**

There were none received.

### **FC23/66 DECLARATIONS OF INTEREST**

There were none received.

### **FC23/67 MINUTES OF PREVIOUS MEETINGS**

It was proposed by Cllr Bremner, seconded by Cllr Sheppard and

**RESOLVED that the minutes of the Annual Meeting held on the 23 May 2023, be signed by the Chair as a correct record.**

### **FC23/68 MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)**

There were no matters arising.

### **FC23/69 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 27 JUNE 2023**

a) Strimming by the reed bed – a further report had been circulated following the meeting Cllrs Bremner and Sheppard had with the staff. It was reported that access to the bed is vital due to the ongoing problem of Japanese Knotweed and this would be reiterated to the environmental expert when the forthcoming survey is carried out.

b) Webcam request from CHCC – a report had been circulated following the meeting with CHCC attended by Cllrs Bremner and Sheppard. CHCC are to come back with a proposal.

c) Understanding of beach staff duties – Cllr Sheppard wanted to highlight the work of the beach staff and how this is often a thankless task which causes much anxiety and stress, particularly as the staff are proud of the work undertaken. They are hassled constantly by the public who are often abusive. Consequently, they often feel over-worked and under-appreciated making it all the more important for Councillors to emphasise what a great job they are doing, particularly at the moment when they are under staffed. Judith also reminded all Councillors that if they have any queries about the foreshore, they should be

contacting her or Lisa to ensure this is processed through the Committee in the correct way. Judith mentioned the dog PSPO and hoped the Council would agree that a pragmatic approach to dogs, particularly when there are so many other issues to deal with, is the way forward. Julie stated that there is often positive feedback about the beach staff on facebook.

d) Jane Bremner updated the Council on the following items:

- The beach access steps are currently closed and although it had been hoped to undertake the urgent repairs by now, this had now been delayed by the tides. It is hoped that this work will be completed next week.
- The swim buoys are still not in place – now due to the choppy seas and the need to use a raft. This should be completed as soon as the weather permits.
- The new signs for the river information, boat launching and BBQ disposal will be in place in the next few days.

**FC23/70 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 27 JUNE 2023**

a) Footpath 12 – dealt with at the start of the meeting.

b) Adult exercise equipment refurbishment – this quote would be dealt with In Committee.

c) Youth Football request – following circulation of a request to use the junior goals, as this involves finances, this would be discussed In Committee.

**FC23/71 TO RECEIVE AND CONSIDER THE REPORT OF THE PLANNING COMMITTEE HELD ON 11 JULY 2023** – There were no queries on the minutes.

**FC23/72 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 11 JULY 2023**

a) Supplier Payments – payments for June were noted and it was

**RESOLVED that the Supplier Payments additions for July 2023 be accepted and approved.**

**Supplier Payments - June 2023:**

HMRC (PAYE)	£2,501.19	<b>BACS</b>
Groves Nurseries	109.90	
Lyreco	50.95	
The Bank House Café	133.70	
Hardy Tree Surgeons	2400.00	
Hardy Tree Surgeons	3153.00	
Flowbird	173.03	
Zurich	5070.16	
Prospect Garage	343.30	
Screwfix	59.99	
DAPTC	27.00	
Joe Turner	375.12	
		<b>£14,397.34</b>

**Already paid**

Tesco	10.00	
Dorset Climate Action Network	200.00	
Water 2 Business	58.48	
Water 2 Business	26.08	
Water 2 Business	243.34	
Ebay	12.94	
Ionos	0.60	
Engraveitnow	47.55	
British Gas	17.34	
British Gas	22.68	
		<u>£639.01</u>
		<b>£15,036.35</b>

**Supplier Payments - July 2023:**

HMRC (PAYE)	£2,213.98	<b>BACS</b>
<i>Month 1 adjustment</i>	£1,172.06	
Sonder Digital Ltd	300.53	
<b>Creative Solutions</b>	<b>207.11</b>	
C B Potts	927.98	
Charmouth Central Ltd	143.00	
Flowbird	151.54	
Cartidge Save	34.36	
Amazon	27.89	
Amazon	28.00	
<b>Water 2 Business</b>	<b>458.58</b>	
<b>Screwfix</b>	<b>104.95</b>	
<b>Travis Perkins</b>	<b>18.85</b>	
<b>Groves Nurseries</b>	<b>119.93</b>	
<b>Peter Grinter</b>	<b>22.00</b>	
		<b>£5,930.76</b>
<b>Already paid</b>		
Water 2 Business	58.13	
Ionos	0.60	
<b>The Flag Shop</b>	<b>7.99</b>	
British Gas	19.02	
British Gas	24.30	
		<u>£110.04</u>
		<b>£6,040.80</b>

b) Bank Reconciliation up to 31 May 2023

**RESOLVED that the Bank Reconciliation be accepted and approved.**

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

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

d) Clerk's Report

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

e) Health and Safety Policy Statement/Manual – it was

**RESOLVED that the revised Health and Safety Policy Statement/Manual be approved.**

f) Cycle Stands – it was

**RESOLVED that an amount of up to £1050 be allocated from reserve SN1 to enable the installation of three cycle stands adjacent to the Jubilee Garden in Lower Sea Lane.**

g) Play Equipment - As background, since the need to replace the wooden multi/tower unit has been identified, various playground equipment companies have been consulted, specifically Creative Play and Sovereign, both who could supply a suitable tower unit. Creative Play were offering a special Coronation package but following a site visit, it was felt that the area wasn't suitable. This led to a site visit with Sovereign and the idea of adding a basket swing was incorporated. Originally, the estimated cost was between £15000 and £20000.

As the total cost now amounts to more than £25000 due to the addition of specific equipment as well as the tower unit, it was

**RESOLVED that this procurement be treated as a specialised supply/proprietary article and therefore Financial Regulation 11.1 a) vi) be waived to allow the acceptance of the quote from Sovereign (excluding the Coronation plaque and optional extras) at a total cost of £25401.31 plus VAT. The project will be funded as follows: £10000 Lottery grant; £5066.97 Earmarked Reserve PF2 (Playground equipment) and the remainder, £12000 to be allocated from General Reserve GEN6.**

h) Unauthorised Encampment – Section 62 Notice costs – it was

**RESOLVED that if the PC is required to request a Section 62 notice be served for an encampment on Council land an amount of £600 can be committed from General Reserve GEN6 Unspent Budgets.**

i) Office Cupboards – it was

**RESOLVED that 2 x 160cm high cupboards @ £588.00 each plus VAT = £1176 plus VAT be purchased from General Reserve GEN4 Upkeep of the Elms.**

j) Memorial for Peter Press – Peter Noel mentioned a forthcoming memorial service to be held in Charmouth for the life of Peter Press who had recently died in Hampshire. Peter Press had founded the Pavey Group and been the Chair of the Heritage Coast Centre for many years in the early days. It was felt that a physical memorial was not appropriate as this would set a precedent. However, Peter Noel would attend the service and speak on behalf of the Parish Council about what Peter Press had done for the village. Julie Leah wondered whether there could be a memorial wall and Jane Bremner stated that this could be discussed moving forward at a future meeting.

#### **FC23/73 TO RECEIVE AND CONSIDER THE REPORT OF THE HR COMMITTEE HELD ON 28 JUNE 2023**

Noted. An update would be given "In Committee".

#### **FC23/74 REPORTS FROM REPRESENTATIVES OF ORGANISATIONS**

- a) Annual Meeting of Bridport Citizen's Advice – Jane Bremner had attended this meeting and reported back on the main issues discussed.
- b) Almshouse Charities – Katie Moore reported on the latest news.
- c) WATAG – Julie Leah hadn't attended a meeting but had read the latest Newsletter and noted that the £2 bus fares are to continue.
- d) BLAP Parish Meeting – Martin Sayers had attended the meeting which had received an interesting presentation from Citizen's Advice.

## **FC23/75 CORRESPONDENCE**

- Phone call had been received from a gentleman staying at Fernhill Heights about the fact that the water supply isn't fit for drinking and bottled water is required. He is to be directed to Dorset Council Environmental Health Department. *POST MEETING NOTE: Information has been received that the water supply at Fernhill Heights is fed from a Spring but following the introduction of a new management company, mains water is to be connected later this year. This had been passed on to the complainant.*
- Letter from Bob Hughes re Footpath 12 and wanting to advise all Councillors that it is proposed that the footpath width through Thalatta garden is to be 6 meters wide. A copy of the DC report was also circulated. This had been addressed at the start of the meeting.
- BLAP - National Highways Strategic Road Network - Route Strategy – circulated 21 June seeking responses to consultation prior to the meeting – no reply to be sent.
- BLINK - campaign to provide a safer cycle/walking route through Chideock to link Bridport & Lyme Regis – support sought for the campaign from Parish Councils. Although there are no new routes proposed in Charmouth Parish, the support of the Council was agreed for this important project.
- 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:
  - DAPTC Training E-News - July 2023
  - NALC National Assembly - Help our NALC Rep Feedback
  - Minutes of the DAPTC Western Area Meeting held on 25 May 2023
  - TOWN & PARISH COUNCILS & D-DAY 80 - 6TH JUNE 2024 – To be passed to the Foreshore Committee in due course re Beacon Lighting.
  - Unlocking Opportunities: Applying for the Community Ownership Fund - NALC event
  - 16 June 2023 - Digital Dorset Workshop, Dorford Centre, Dorchester
  - Working Together Webinars - June
  - BusBackBetter Teams Meeting - Monday 5 June at 5.00pm until 6:30pm
  - Important Dates for Diaries - Dorset Council Updates and Engagement
  - DAPTC Membership Survey 2023 - Dorset Council Area
- Dorset Council:
  - Dorset Coast Forum eNews July 2023

- Open Licence Applications - weekly
- Dorset Council Information about Home Office barge
- Enquiry about Bollards on Double Common, Charmouth – who holds keys
- Dorset Coast Forum Summer Work - 2023 Recreational Boat Survey
- Dorset Countryside Rights of way problem MNT59651 resolved
- Dorset Coast Strategy Members Workshop - 17th July at 6pm
- Notice of road closures for Charmouth Challenge
- Dorset Coast Forum - Information about work to engage with young people along the Dorset Coast
- Notice of road closure A350 Blandford St Mary – 4<sup>th</sup> August for Gas Works
- Cllr Belinda Bawden:
  - Various correspondence about Spittles Lane closed landfill site and associated signage in Lyme Regis and Charmouth
  - Barge in Portland Port - Media briefing notes
  - Fund opens to help Dorset's not-for-profit organisations
  - Weymouth Town Council petition asking Dorset Council to reduce their coastal car park charges - confirmed no complaints received in Charmouth
  - News release - organisations urged to apply for Dorset Youth Fund
  - Charmouth East Beach - removal of material resulting from cliff falls?
  - Interview with Greatest Hits Radio tomorrow on Lyme landfill landslide following Panorama documentary on Monday evening
- Dorset CPRE:
  - Dorset CPRE May/June 2023 Newsletter (circulated).
- Climate and Ecological Emergency Support:
  - Notes from May C&EE Support Group and reminder for Thurs 15 June, 7.30pm
  - Notes from June C&EE support group and reminder for Monday 17 July 12.30pm
- St Andrew's Community Hall (all circulated to rep):
  - AGM minutes from the 21st June 2023
  - Agenda for AGM and Minutes from last AGM
  - Minutes of April meeting
- Neighbourhood Alert:
  - Bridport Neighbourhood Policing Newsletter
- BLAP (all forwarded to reps):
  - Bulletins
  - BLAP Parish Liaison Agenda - meeting date 17/07/23
  - BLAP Steering Group meeting 08/06/23 - minutes
  - BLAP Steering Group meeting 7 September 2023 - Members slot
  - BLAP Parish Liaison Agenda and notes 31-05-23
  - BLAP Annual Assembly minutes 23-05-2023
- Enquiries via website contact form:
  - Weeds - Double Common
  - Boats and Kayaks at Charmouth Foreshore
  - Road enquiries - fly tipping and obscured signage
  - Dogs on Charmouth Beach

- Beach Access Steps
- Ongoing complaint about Jurassic Fibre clerk@charmouthparishcouncil.gov.uk
- RE: From the Charmouth Traders' Contact
- Overgrown Hedge - St Andrews Drive / St Andrews House
- LRTC Mayors Civic Day 2023 invitation
- Car park permits
- Disposable BBQs
- Times shown on car park sign
- License to fish on the beach
- Refund of parking ticket request
- Food Caddy Collection
- Wild Camping on land owned by CPC
- Memorial bench
- Charmouth logo requested by School
- WATAG (all forwarded to rep):
  - Minutes of General Meeting 121
  - Notice that meetings will now be held three times a year – next meeting 28 September 2023
  - WATAG News 13
- A30/A35 Exeter to Bere Regis DBFO – further road closures
- Char Valley PC - River Char Community Project – next event 19 July 2023
- Flood Warden Summer Newsletter 2023
- Notice of Citizen’s Advice AGM – JB attended
- Dorset National Park Summer Newsletter
- Active Places Newsletter May 2023
- Invitation to attend the Charmouth Community Library’s 10 year party – JB unable to attend so circulated to all Councillors
- Information from Charmouth School about the 30<sup>th</sup> Anniversary of the school building opening and an open invitation to a tea party on 23 June

**FC23/76 EXCHANGE OF INFORMATION**

a) Julie Leah reported that Wessex Water had understood what the river groups have been saying about sewerage outages occurring and were starting engineering work at Newlands Bridge soon – brought forward from 2025. This is due to a dramatic increase in hard surfaces and sewerage production. This should show a huge difference to the quality of the river water. The Lower Char Community Project are making nature and saving water their focus for this year. The Planning Department at DC is now officially on board with the idea of separating sewerage and surface water.

b) Martin Sayers reported that he still received comments from residents about speeding in Lower Sea Lane.

**RESOLVED to go “In Committee”.**



## **FC23/77 IN COMMITTEE**

a) Adult exercise equipment refurbishment – it was

**RESOLVED to accept the quote received from Axminster Ironwork to take away the adult exercise equipment, strip, repaint and return at a cost of £800 plus VAT. This would be taken from PF1 General Reserve**

b) HR advice from DAPTC - Jane Bremner updated the Council on the advice being sought via DAPTC and the initial fee involved.

c) Youth Football Request – Following a request from Lyme Youth Football, it was

**RESOLVED that use of the junior goals be approved at a cost of £68 for the season without use of the pavilion or toilets. The Youth Football Club would be responsible for all maintenance except grass cutting and they would be reminded that use is not exclusive and the area should be checked for dog mess prior to use.**

The meeting closed at 8.51pm.

DRAFT