

Charmouth Parish Council

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MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL **HELD ON TUESDAY 28th MARCH 2023**

PRESENT: Cllrs. Jane Bremner, Melanie Harvey, Julie Leah, Andrew Lightfoot, Katie Moore, Peter Noel (Chair), and Martin Sayers.

IN ATTENDANCE: Dorset Cllr Bawden; Lisa Tuck, Parish Clerk; Melissa Kirkby, Deputy Clerk.

FC23/18 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

There was one member of the public who attended on behalf of Neil Mattingley. He spoke about the ongoing issue with Footpath 12 and the Definitive Map. He informed the Parish Council that Mr Mattingley intends to object to the Definitive Map Modification Order on a number of points. The Chair thanked him for informing the Council and said that the Council will be having further discussions with Cllr Bawden and Dorset Council about this issue.

FC23/19 DORSET COUNCIL ISSUES

A report was received from Cllr Belinda Bawden.

- She asked for any parking or roads concerns ahead of a visit from the Head of Parking Services and our Community Highways team leader on 5th April
- Footpath 12 – she is in discussion with Dorset Council
- A litter bin requested for the bus stop opposite the holiday park
- Maintenance of DC infrastructure and assets – report any issues to her
- Litter – report any issues to her
- Reporting road concerns – antisocial behaviour – near misses etc. to Dorset RoadSafe to increase enforcement activity
- She had a meeting with Charmouth Heritage Coast Centre 20 March about their funding
- HOP talk on River Pollution and the 'Citizen Scientists' of the Rivers Char and Lim on 12 April at Sladers Yard, West Bay
- Community Energy Champion – she is hoping to recruit volunteers in the Charmouth area
- Speedwatch – volunteers are needed in Charmouth for the scheme to start

FC23/20 APOLOGIES FOR ABSENCE

Apologies were received from Judith Sheppard (holiday).

FC23/21 DISPENSATIONS

No written requests for dispensations had been received.

FC23/22 DECLARATIONS OF INTEREST

Martin Sayers declared an interest in item FC23/32 Correspondence (NCI request).

FC23/23 MINUTES

It was proposed by Peter Noel, seconded by Martin Sayers and

RESOLVED that the minutes of the meeting held on 24th January 2023, circulated to members, needed one amendment. Item FC23/17 should read “seconded by Katie Moore” and were then correct and these were signed by the Chair.

FC23/24 TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

There were none.

FC23/25 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 28 FEBRUARY 2023

- a) FS09.23(a) Metal Detecting Policy and Permission Policy. It was proposed by Katie Moore, seconded by Martin Sayers and

RESOLVED that the Metal Detecting Policy be approved.

- b) FS09.23(b) Guided Fossil Walks Code of Practice Policy. It was proposed by Katie Moore, seconded by Martin Sayers and

RESOLVED that the Guided Fossil Walks Code of Practice Policy was approved.

FC23/26 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 28 FEBRUARY 2023

- a) PCS09.23(f) Tree surgery work

The Chair reported that at the Playing Field Committee meeting “The Committee members agreed to ask that in future any work needed to trees in the Cemetery or Playing Field go to the PF Committee first.” The request was noted. The Chair pointed out that this was the current system but that if urgent tree work was needed it is not always possible due to time constraints for the work to be discussed at the Playing Field Committee but that they would endeavour to pass any work needed to the Committee if at all possible.

FC23/27 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE HELD ON 14 MARCH 2023

The Chair reported that there were no proposals. However, an application has been received for Charmouth Stores since the last meeting, for which a Special Planning Committee meeting will be held on Tuesday 11 April 2023 at 6pm (comments due on 12 April).

FC23/28 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 14 MARCH 2023

a) FGP23/25 March Supplier Payments – additions

Supplier Payments - February 2023:

HMRC (PAYE)	£2,358.54	BACS
SLCC	177.00	
MNR Mowers	29.04	
C B Potts	1463.41	
Joe Turner	421.68	
Joe Turner	93.18	
Scribe	777.60	
Flowbird	938.51	
Screwfix	68.46	
Amazon	24.98	
Amazon	13.97	
Prospect Garage	119.76	
Amazon	13.98	
Water 2 Business	420.81	
Buglers	2.40	
Conserv Limited	324.00	
Amazon	98.98	
Grieg & Allen	72.00	
Lymelight	100.00	
Catridge Save	91.30	
Martin Diplock	600.00	
The Bank House Café	70.95	
Sonder Digital Ltd	884.70	
Woodberry	1261.50	£10,468.75
Precision Waterjet	42.00	

Already paid

British Gas	9.54
Dave Humphrey	85.95
Printerinks	279.26
Newsquest	300.96
British Gas	54.22

British Gas	18.73	
		£748.66
		<hr/>
		£11,217.41

Supplier Payments - March 2023:

HMRC (PAYE)	£1,970.46	BACS
Screwfix	131.11	
A J Supplies	46.56	
Flowbird	65.14	
Lyreco	37.27	
Water 2 Business	380.32	
British Gas	25.60	
British Gas	40.05	
Bridport Building Supplies	19.58	
Bridport Building Supplies	28.78	
The Cumbria Clock Company	222.00	
Amazon	169.98	
<i>Martin Diplock</i>	<i>600.00</i>	
<i>Peter Grinter</i>	<i>22.00</i>	
<i>Axminster Printing Co Ltd</i>	<i>156.00</i>	
<i>Lyme Online</i>	<i>55.00</i>	
		£3,969.85
Already paid		
Toolchimp	30.43	
Moneysoft	93.60	
Mays Floorplans Ltd	274.80	
Ligo Electronics Ltd	264.99	
		£663.82
		<hr/>
		£4,633.67

It was proposed by Peter Noel, seconded by Martin Sayers and

RESOLVED that additional supplier payments (in bold and italics) made for March be approved.

b) FGP23/26 Bank Reconciliation

It was proposed by Peter Noel, seconded by Martin Sayers and

RESOLVED that the Bank Reconciliation up to end of January 2023 be approved.

- c) FGP23/07 - Income and Expenditure against Budget

It was proposed by Peter Noel, seconded by Martin Sayers and

RESOLVED that the Income and Expenditure against Budget report for April 2022 to January 2023 be approved.

- d) FGP23/29 Clerk's Report

It was proposed by Peter Noel, seconded by Martin Sayers and

RESOLVED that the Clerk's Report for March 2023 be approved.

- e) FGP23/32(a) SW in Bloom Fund

It was proposed by Peter Noel, seconded by Martin Sayers and

RESOLVED that a SW in Bloom fund of £1000 be allocated from the 21/22 Unspent Budgets held in Reserve GEN6.

- f) FGP23/32(b) Community Orchard – tree purchase

It was proposed by Peter Noel, seconded by Martin Sayers and

RESOLVED that a retrospective ratification of the trees for the community orchard costing £470 from the SW in Bloom Fund (ordered previously to incur a significant saving) be approved.

- g) FGP23/35(a) Investment Strategy 2023/24

It was proposed by Peter Noel, seconded by Martin Sayers and

RESOLVED that approval of the Investment Strategy 2023/24 (Doc I) attached to F&GP Minutes be approved.

- h) FGP23/36(b) Reserves Policy

It was proposed by Peter Noel, seconded by Martin Sayers and

RESOLVED that approval of the Reserves Policy (Doc J) attached to F&GP Minutes be approved.

- i) FGP23/35(c) Overall Risk Assessment

It was proposed by Peter Noel, seconded by Martin Sayers and

RESOLVED that approval of the Overall Risk Assessment (Doc K) attached to F&GP Minutes be approved.

j) FGP23/35(d) Financial Risk Assessment

It was proposed by Peter Noel, seconded by Martin Sayers and

RESOLVED that the Financial Risk Assessment (Doc L) attached to F&GP Minutes be approved.

k) FGP23/35(e) Annual Contracts 2023/24

There were some additions to the current list. It was proposed by Peter Noel, seconded by Martin Sayers and

RESOLVED that the Annual Contracts for 2023/24 as set out in the F&GP Minutes be approved.

l) FGP23/35(g) Urgent additional tree felling

It was agreed to defer this item to 'In Committee' to consider quotes.

m) FGP23/35(h) Back up funding for Play Equipment for Coronation

Jane Bremner asked that as the Play Equipment was to mark the Coronation of the King, could the Community Orchard also be in commemoration as discussed at the Finance Committee. Could there be a plaque etc. and some kind of information cairn. This was agreed in principle. It was proposed by Peter Noel, seconded by Martin Sayers and

RESOLVED that if the grant applied for is not forthcoming, the additional £10,000 required to purchase new play equipment be allocated from the 21/22 Unspent Budgets (GEN6 Reserve) and this equipment be provided for the children of the village in memory of the Coronation of King Charles III.

n) FGP23/35(m) Park and Ride Service 2023 Donation

The Chair reported that LRTC have received an invoice from First Buses of £23000 for the shortfall in last year's service, but they are discussing how this figure has been reached with First and are not expecting any contribution from Charmouth PC. However, moving forward for 2023, it may well be that concessionary travel will not be permitted on this "stand alone" park and ride service, which is where the problems could have occurred last year. It was proposed by Peter Noel, seconded by Martin Sayers and

RESOLVED that Charmouth be included in the Park and Ride service for 2023 and that a contribution towards this year's service of £2500 be approved. This will be taken from the allocation previously earmarked in Reserve GEN6.

- o) FGP23/37(a) Rent Review (Lease 1)

This item is covered In Committee.

FC23/29 EMERGENCY PLAN WG – APPROVAL OF FINAL RESILIENCE PLAN

It was proposed by Katie Moore, seconded by Peter Noel and

RESOLVED that the newly completed Charmouth Community Resilience Plan be approved.

FC23/30 ANNUAL PARISH MEETING – TUESDAY 16 MAY 2023 AT 7.30PM, VILLAGE HALL WESLEY CLOSE

- Village Hall, Wesley Close booked for Tuesday 16 May 2023 – meeting to commence at 7.30pm.
- Speakers invited/replied: Chris Loader MP – unable to attend as in London mid-week, wondered if the Council would consider a meeting on a Friday in future?
- Fostering Dorset – confirmed that Tamara Bellows from DC with others will attend to speak and have a small display stand;
- Cllr Belinda Bawden – confirmed attendance to speak provided holiday dates don't clash;
- Youth Club – response received 20 March 2023. Unable to attend this year but will update the Council in the autumn.
- Resilience Plan to be presented to the village with a view to recruiting more volunteers who will be crucial in supporting Charmouth during a crisis. There will also be a display stand. To involve existing volunteers. This will avoid having to call a separate public meeting.
- Jurassic Fibre have visited and would like a public platform to inform the village of the service they are bringing to the village shortly – they would like a display stand.
- Suggested at the last meeting that the Foreshore Committee have a stand to promote the work of the staff/maintenance – Julie to lead.

Stands so far are: Fostering Dorset; CPC Resilience Plan; Jurassic Fibre and the Foreshore maintenance. It was agreed that this is sufficient stands.

With Committee Chairs giving individual updates again this year as well as the presentation of the Resilience Plan, Fostering Dorset and Belinda (if not on holiday). It was agreed that the format for this year's meeting is sufficient.

FC23/31 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

The Chair reported that he had been to the DAPTC meeting in February. Again, it was not very well attended. The Deputy Clerk said that at the recent SLCC meeting she attended, the Branch Chair asked the Clerks present to encourage their members to attend.

FC23/32 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS

- Enquiry from Bridport Police regarding on-street parking; For information.

- Details of up to 6 “Free Parking Days” which can be applied for in Lower Sea Lane Car Park – passed to Events Committee for large village events; For information.
- Sovereign Housing – response following the complaint about residents not using the car park – as yet no further response has been received; For Information.
- Dorset AONB – results of Community Tree Project; For Information.
- Thank you email from a lady who lost her bank card and was re-united with it thanks to the great customer service of Alan Tootill and Ali from CHCC. They both went “above and beyond” to help the lady concerned; For Information.
- Enquiry from Charmouth School PTFA seeking permission to hold a Duck Race at the mouth of the river Char on the Coronation Weekend;

It was proposed by Peter Noel, seconded by Martin Sayers and

RESOLVED that permission be given for the duck race based on the restrictions previously applied.

- Enquiry from RNLI/National Coastwatch (via Colin Horlock) regarding a Water Safety campaign whereby uniformed reps of RNLI stop people as they go in the water offering advice and pouches for mobile phones etc. They would like to launch the campaign at Charmouth on Easter Saturday/Monday on the overflow car park where paddle boarders tend to launch. Seeking permission including a car parking space and a table for information?

RESOLVED that the request for a table and a space in the overflow carpark be approved.

- 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:
 - Minutes of the DAPTC Western Area meeting held on 23 February;
 - Clerks meet and greet session with Dorset Council Place Teams on 9th March 2023;
 - Chief Executive Report for Western Area Committee;
 - 9 March 2023 Councillor Networking Event & Working Together Webinars;
 - Minutes from DAPTC Western Area meeting of 24 November and Agenda for the next meeting on 23 February;
 - Buckingham Palace Garden Party, May 2023;
 - Not getting a response to an issue raised with Dorset Council?
 - Digital Skills Working Together Webinar;
 - Training Survey – circulated to all relevant staff and Councillors.
- Dorset Council:
 - Open licence applications – weekly;
 - Temporary Closure of Stonebarrow Lane – 8am-4pm 27 March for Openreach work;

- Temporary Closure of Higher Sea Lane – 13-24 March – diversion via Double Common in place;
- Details/reminder for Dorset Council Planning Engagement Session in April;
- Cllr Belinda Bawden:
 - Carbon Literacy Project - launch event for the Town and Parish Councillor Toolkit;
 - Last chance to comment on the 2030 Vision Climate Heatmap and Solar Energy meeting 28/02/2023;
 - Mobile larders in Dorset;
 - Lyme Area Community Energy Champions – update;
 - EV Charging points for Lower Sea Lane car park.
- Dorset Coast Forum:
 - DCF Vacancy - Admin Assistant;
 - DCF ENews March 2023.
- Dorset CPRE:
 - Dorset CPRE February/March 2023 Newsletter & response to NPPF consultation;
 - Dorset CPRE January 2023 Newsletter.
- Climate and Ecological Emergency Support:
 - Reminder for Monday 13 March 12.30pm and presentation from Cllr Ray Bryan;
 - Notes from February's C&EE support group and reminder for Monday 13 March;
 - C&EE Support Group notes from January and reminder for meeting on 9 Feb 7.30pm with guest speaker.
- St Andrew's Community Hall:
 - Agenda and Minutes from 7th February 2023 meeting and Finance Documents;
 - Future meeting dates – Wed 5 April; Wed 21 June AGM.
- Sport England:
 - Active Places Newsletter for March 2023.
- BLAP (all forwarded to Martin Sayers and Peter Noel):
 - Bulletins;
 - BLAP Parish Liaison - April meeting date 05/04/23;
 - BLAP Steering Group meeting 02/03/23 - agenda and subsequent notes;
 - 2021 BLAP Census Data;
 - Notes of BLAP Parish Liaison meeting held on 31/01/23;
 - Information from Char Valley PC re road closures – circulated to all Councillors.
- Enquiries via website contact form:
 - Parking obstruction opposite Nisa from deliveries – referred to DC;
 - Several enquiries about Higher Sea Lane Road Closure;
 - Lower Char Community Project re meeting with Nurdle.org – to come back with a plan;
 - Fly tipping on land adjacent to war memorial;
 - Feeding of Seagulls and whether the PSPO for West Bay and Lyme Regis, covers Charmouth;
 - Drone photography, University of Leeds.
- WATAG (all forwarded to Julie Leah):

- Notice of General Meeting 120 & Fix the Six Update;
- WATAG NEWS 12.
- Minutes of AGM22 and General Meeting 119.
- Updates from the Dorset Volunteer Centre and information on and launch of the Big Help Out for the King's Coronation.
- Bridport Neighbourhood Policing Team Newsletter.
- Char Valley PC - River Char Community Project Public Meeting - 24th February.
- Dorset Local Nature Partnership Forum invitation.
- Charmouth Events – centralised online village diary of village events.

FC23/33 EXCHANGE OF INFORMATION

- a) Jane Bremner reported that the last day of the Warm Hub was 28th March. The Bank Café will continue with their Chit Chat Tuesdays. Thanks were given to Jane, Katie Moore and Judith Sheppard.
- b) Peter Noel reported that he would not be standing for Chair this year, so the members would have time to think about who they wanted to propose.

FC23/34 IN COMMITTEE

- a) Proposal from F&GP Committee - FGP23/37 (a) Rent Review (Lease 1)
It was proposed by Peter Noel, seconded by Jane Bremner and

RESOLVED that the proposal from F&GP Committee regarding the rent agreement for Lease 1 be approved.

- b) Proposal deferred - FGP23/35(g) Urgent additional tree felling

Unfortunately, this work was only advised at the beginning of March when the other work was undertaken and it is considered too urgent to wait for it to go to the next PF Committee. Four companies had been asked to quote to carry out the urgent work required to trees infected with Ash Dieback. Discussion took place about the differences between the two quotes that had been obtained. The second quotation was from a company that did not have a listed address and were not on the Arboricultural Association.

It was proposed by Peter Noel, seconded by Martin Sayers and

RESOLVED that the quote of £2,000 plus VAT from Hardy Tree Surgeons be accepted.

The meeting closed at 8.35pm.