

Charmouth Parish Council

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MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL **HELD ON TUESDAY 26 MARCH 2024**

PRESENT: Cllrs Jane Bremner, Melanie Harvey, Julie Leah, Katie Moore, Peter Noel, Sally Roberts, Martin Sayers and Judith Sheppard.

IN ATTENDANCE: Lisa Tuck, Parish Clerk.

Jane Bremner welcomed everyone to the meeting and thanked the Councillors for standing over the last 5 years, Peter for leading and Andrew, who is standing down. His expertise would be sorely missed and alternative views having helped reach better decisions, proving that diversity is a good thing!

Jane thanked Belinda Bawden for her support during her time as Dorset Councillor for Charmouth.

FC24/17 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

David Negus and Nick Gafney, Lyme Youth Football Club;
Matt Smith, Charmouth resident and business owner, who confirmed that he would be standing as a Councillor at the forthcoming elections.

The Council agreed to take item FC24/25(a) Lyme Youth Football proposal to amend the layout of the second playing field to accommodate the youth football league at U11/U12 level for the coming season. David Negus and Nick Gafney set out the proposal to allow Lyme Youth Football to continue using the extension to the playing field. This was encouraging membership from Charmouth and the surrounding villages so was only really "Lyme" by name. The Council were very pleased to see the use of the field being expanded and it was

RESOLVED that the existing metal junior goals should be retained for public amenity but these could be relocated to allow a change of orientation of the pitch for matches still using the Club's own pop up goals which meet the required standard. Tim/Martin Edwards would be undertaking the groundworks to repair the "dips" and the safety hazard of the trees at the northern corner would be avoided. All works would be at the Club's expense.

David Negus and Nick Gafney thanked the Council for its support and left the meeting.

FC24/18 DORSET COUNCIL ISSUES

Dorset Councillor Belinda Bawden's report had been circulated to all Councillors prior to the meeting and Belinda highlighted the main points.

FC24/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Andrew Lightfoot (previous engagement).

FC24/20 DISPENSATIONS

No dispensations had been received.

FC24/21 DECLARATIONS OF INTEREST

There were no declarations of interest.

FC24/22 MINUTES OF PREVIOUS MEETINGS

It was proposed by Jane Bremner, seconded by Katie Moore and

RESOLVED that the minutes of the meeting held on the 30 January 2024, be signed by the Chair as a correct record.

FC24/23 MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

There were no matters arising.

FC24/24 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 20 FEBRUARY 2024

(a) Beach Access Ramp Planning Application – costs. The Clerk reported that the following costs were required in order to submit the application: Cost of submission £353; help from Simon Williams including a replacement location plan and biodiversity checklist £600; Ground stability assessment from Peter Chapman, up to £270. It was therefore

RESOLVED that a total of £1500 from FSH1 Reserve be approved to cover the known costs and to allow for any further requirements.

FC24/25 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 20 FEBRUARY 2024

(a) Lyme Youth Football proposal – this had been taken at the start of the meeting.

FC24/26 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE HELD ON 12 MARCH 2024

There were no queries on the circulated minutes.

FC24/27 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 12 MARCH 2024

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

RESOLVED that the additions (bold italics) for March be ratified as having been paid by delegated authority.

Supplier Payments - FEBRUARY 2024:

HMRC (PAYE)	4174.35	BACS
Flowbird	1022.04	
Glasdon UK Ltd	640.51	
G W Machinery Ltd	260.98	
Axminster Ironworks Ltd	1020.00	
Scribe	933.12	
Water 2 Business	1073.96	
Flowbird	75.50	
Peter Grinter	22.00	
Amazon	18.38	

The Cumbria Clock Company	222.00	
Francis Bugler Ltd	82.18	
Sparkbrights	181.06	
Lyreco	37.85	
Amazon	219.99	
Amazon	11.99	
Mole Avon	15.95	
Water 2 Business	450.71	
Lawson Computer Repair	30.00	
Morgans	5.50	
Joe Turner	72.00	
Poultons	3878.28	
Cartridge Save	115.48	
Cartridge Save	-57.74	
Cartridge Save	69.00	
Axminster Ironworks	66.00	
MNR Mowers	253.52	
Screwfix	27.56	
Screwfix	-8.99	
First Aid For Less	14.22	
Sonder	884.70	
Travis Perkins	44.49	
Travis Perkins	6.96	
Bridport Building Supplies	39.17	
		£15,902.72
<u>Already paid</u>		
House and Garden plaques	425.00	
Luxton Chartered Surveyors	1080.00	
Ebay	9.44	
Hush Farms	1194.00	
South West in Bloom	30.00	
		2738.44
		£18,641.16

Supplier Payments - MARCH 2024:

HMRC (PAYE)	2479.90	BACS
Yellowbox	37.51	
Screwfix	30.36	
Screwfix	-8.99	
Screwfix	70.95	
MNR Mowers	2587.90	
MNR Mowers	448.48	
MNR Mowers	121.49	
MNR Mowers	29.99	
Mole Avon	24.00	
Water2Business	418.70	

Flowbird	78.53	
C B Potts	397.20	
C B Potts	168.90	
DAPTC	79.00	
Cartridge Save	89.13	
T Beviss	101.50	
Proteck	200.58	
		£7,355.13

Already paid

Dorset Council - Planning	353.00	
Allgreen	1172.89	
Moneysoft	98.40	
Worknest	2465.75	Pay in April
		<u>4090.04</u>
		£11,445.17

b) Bank Reconciliation up to 31 January 2024

RESOLVED that the Bank Reconciliation be accepted and approved.

c) Income and Expenditure against Budget April 2023-January 2024

RESOLVED that the Income and Expenditure against Budget April 2023-January 2024 be accepted and approved.

d) Clerk's Report

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

e) Beach hut platform/grading of sand – It was

RESOLVED that up to £2400 be allocated from FSH1 Reserve to cover the estimated costs of rebuilding the blue beach hut platform and grading the sand in front of the huts in line with the quotes received.

f) Phone/card machines – It was

RESOLVED to purchase a new 4/5G phone for the beach staff which makes calls, takes photos, can check the car park tickets and link to a card machine. Two new upgraded "stand alone" Sum Up card machines – one for the office and one for the beach office which will enable card payments at all sites. Total cost of £350 initial outlay plus £8 per month for a rolling contract with the initial costs to be taken from the ongoing Foreshore maintenance budget and the monthly fee from the Foreshore phone budget.

g) Investment Strategy 2024/25 – It was

RESOLVED that the Investment Strategy for 2024/25 be approved as set out.

h) Reserves Policy – It was

RESOLVED that the Reserves Policy be approved as set out.

- i) Overall Risk Assessment – It was
RESOLVED that the Overall Risk Assessment be approved as set out.
- j) Financial Risk Assessment – It was
RESOLVED that the Financial Risk Assessment be approved as set out.
- k) Financial Regulations amendment - In line with internal auditors comments it was
RESOLVED that the amendments to the Financial Regulations be approved as set out.
- l) Standing Orders amendment - In line with internal auditors comments it was
RESOLVED that the amendments to the Standing Orders be approved as set out.

FC24/28 TO RECEIVE AND CONSIDER THE REPORT OF THE HR COMMITTEE HELD ON 21 FEBRUARY 2024

Jane Bremner highlighted the main points from the meeting:

- Advertisement for new full time WMO;
- Advertisement for new seasonal beach assistant.

FC24/29 TO RECEIVE AND CONSIDER THE REPORT FROM THE ENVIRONMENT WORKING GROUP HELD ON 19 MARCH 2024

a) Purchase of planters/plants – Having searched the on-line market for planters both metal and wood, the WG advised that metal planters can be obtained for the size required for about £150 each. It was felt that wooden planters would be more pleasing to the eye and in keeping with existing planters. These are certainly more expensive than metal on-line at £250 - £350. However, as the Council is keen to support local business, contact has been made with Steve Allen from Axminster and he has provided a quote that is within budget and comparable to on-line offerings. It was therefore

RESOLVED to purchase two wooden planters from Steve Allen at £300 each and to use the remaining £400 in the budget for plants and compost (budget of £1000 SW in Bloom).

b) Thank you letters – at the request of the Environment WG it was agreed to send formal notes of thanks to the nurdle clean up team and River Char Project team. Julie Leah declared an interest as a member of the River Char Project.

c) Wild flower bank – further to previous discussed on this issue last year, it was agreed to ask the Foreshore staff to scalp the bank on West Green prior to 13 April to allow the sowing of wild flower seed.

FC24/30 ANNUAL PARISH MEETING 2024 – FINAL ARRANGEMENTS

Jane Bremner confirmed that this year's Annual Parish Meeting is to be held on Tuesday 9 April 2024 at 7.30pm, Village Hall, Wesley Close.

Speakers: CTAP – Jan Coleman/Eden Thomson (Dorset Council not attending due to pre-election period)
Charmouth Local History Society – Dr Stan Dolan;

West Dorset MP Chris Loder;

Dorset Council Member, Belinda Bawden;

Parish Council Committee Chairs – asked to provide JB/LT with notes of what will be covered to ensure no overlapping.

Jane asked Councillors to let Lisa know if you are unable to attend and to please bring someone else along!

FC24/31 ELECTIONS 2024 – UPDATE

Jane Bremner reported that she and the Clerk had held “Drop in” sessions at the Bank Café where 1 person had attended! However, there had been 1 further positive enquiry since in the form of Matt Smith. In addition, a social media campaign had been undertaken over the last 4 weeks together with physical notices and information posted on the Council’s website.

The Clerk would be delivering nomination forms to DC tomorrow – delivery must be made in person, by appointment before 4pm on Friday 5 April.

FC24/32 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

- a) Almshouse Charities meeting – Katie Moore reported that the latest meeting had been cancelled.
- b) St Andrew’s Community Hall – Katie Moore had attended the meeting but there was nothing to report back.

FC24/33 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS

The following four items were highlighted:

- A link to a release received from Belinda advising of the additional premiums to be applied to second homes and empty houses in Dorset, following approval at DC Full Council in February;
- Response to ‘Our Future Transport’ survey submitted by JB/LT on behalf of CPC;
- Voices of the River Char – visit from MP and Government Minister – article added to Good for Charmouth section of CPC Website;
- Recent update via Dorset Council to the duty of ‘relevant authorities’, which include Town and Parish Councils, when discharging functions that may affect land in a National Landscape (formerly known as AONBs). Official Guidelines awaited from Government.

- 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:
 - News release from Dorset Council re Local Plan;
 - DAPTC Website update;
 - Personal Safety Briefings for Councillors;
 - Hustings for a general election;
 - Buckingham Palace Garden Party Draw;
 - Recognition of long serving Councillors stepping down in May;
 - Drop in with Dorset Council Place Based Teams – JB and LT attended along with separate meetings;
 - Dorset Council Transport Plan consultation;
 - DAPTC Western area Zoom meeting 15/02/24.

- Dorset Council:
 - Open Licence Applications received weekly;
 - Notices of Elections – displayed;
 - Travel and Transport Survey;

- Facebook Live – our Budget explained;
- Temporary closure of the Street.
- Cllr Belinda Bawden – all circulated:
 - Urgent road closure Colway Lane;
 - Safeguarding Awareness Training Sessions;
 - Feedback from the ‘Our Future Transport’ event;
 - Dorset Council shortlisted as LGC Council of the Year.
- Dorset CPRE:
 - Dorset CPRE January and Feb/March Newsletters.
- Climate and Ecological Emergency Support:
 - Notes from Jan C&EE meeting and reminder for Tuesday 13 February at 12.30pm;
 - Notes from Feb C&EE meeting and reminder for Thursday 14 March at 7.30pm.
- St Andrew’s Community Hall (all circulated to rep):
 - Agenda and Minutes of February meeting;
- Dorset Coast Forum
 - Death of Prof Denys Brunsden;
 - ENews March 2024.
- BLAP (all forwarded to reps):
 - Bulletins
 - BLAP Parish Liaison meeting 21/02/24 – agenda, minutes and notice of next meeting 24 April 2024;
 - BLAP Steering Group meeting 7 March 2024 – agenda and minutes;
- Enquiries via website contact form:
 - Source of cladding for end of factory building;
 - Water running across the pavement from Heritage Mews;
 - Enquiry about a previous Clerk and where they are now;
 - Mallory Hayter Room booking enquiry;
 - Concern about the attitude of a Fossil Walk Guide;
 - Bridport News seeking a comment about the Fossil Museum going to Weymouth;
 - Erection of a traffic mirror enquiry;
 - Request for a catering concession in the Foreshore Car Park;
 - Complaint about an out of date sign which was actually in Lyme Regis!
 - Report of footpath from Wesley Close to Riverway difficult to pass – reported to DC and resolved;
 - Possible double payment taken at Foreshore Car Park.
- River Char Community Project, Voices of the River Char – various newsletters/notices circulated;
- WATAG Minutes of AGM and General Meeting 123 – passed to Julie as Public Transport Rep;
- Jurassic Coast Trust updates;
- Dorset Police Newsletters for January and February 2024;
- National Highways re A35 Road Safety Works;
- Dorset Deserves Better – Open letter to Spencer Flower about Dorset Local Plan;
- LRTC outgoing Mayor’s Civic Party;

- Dorset & Wiltshire Fire and Rescue Authority - Public consultation on draft Community Safety Plan 2024-28;
- Flood Warden Winter Newsletter 2024.

FC24/34 EXCHANGE OF INFORMATION

- a) Julie Leah reported that she had attended the recent CTAP meeting with the Clerk.
- b) Martin Sayers reported that the bollards at the top of Double Common were now back in place.

RESOLVED to go "In Committee".

FC24/35 IN COMMITTEE

- a) F&GP Committee proposals
 - (i) Sick Pay Policy - Jane Bremner reported on the proposed changes to the sick pay policy and as such the possible introduction of a service and attendance allowance. Advice had been sought from auditors, NALC and WorkNest and such a scheme is possible but any changes must be by negotiation and care should be taken with regard to disability or any long term health condition. Figures were discussed and it was agreed that as this option is cheaper than the current payment of waiting days, negotiation should proceed.
 - (ii) Lease 2 Renewal – In line with the report from the F&GP Committee, it was **RESOLVED that a new lease be offered as set out.**
- b) Elms boundary responsibilities – it was **RESOLVED that in line with official documents, the Council doesn't consider it is responsible for the latest damage caused by wind.**
- c) Employee 10 – change of title to Senior Works Maintenance Operative was confirmed.

The meeting closed at 8.40 pm.