

Charmouth Parish Council

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MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL **HELD ON TUESDAY 23 MAY 2023**

PRESENT: Cllrs. Jane Bremner, Melanie Harvey, Julie Leah, Andrew Lightfoot, Katie Moore, Peter Noel, Judith Sheppard.

IN ATTENDANCE: Lisa Tuck, Parish Clerk; 1 member of the public (Mr M Sheppard).

FC23/35 TO ELECT A CHAIR OF THE COUNCIL AND RECEIVE THE CHAIR'S DECLARATION OF OFFICE

After both had thanked Peter for his time as Chair, it was proposed by Cllr Katie Moore, seconded by Cllr Judith Sheppard and

RESOLVED that Cllr Jane Bremner be appointed as Chair of the Council and the declaration of office was signed.

Jane Bremner thanked Peter for his 8 years as Chair and that she was delighted that he will stay as a Councillor and help with all matters financial!

Jane went on to say that she planned to run meetings in a timely and efficient manner where all Councillors can feel free to express their views resulting in the best decisions for Charmouth. She reiterated to all Councillors that they should read the papers circulated in the week leading up to the meeting but understood that life can get in the way sometimes. Jane stated that although she spends some time away from Charmouth, she is always contactable by phone and email.

FC23/36 TO ELECT A VICE-CHAIR OF THE COUNCIL

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

RESOLVED that Cllr Judith Sheppard be appointed as Vice Chair of the Council.

FC23/37 TO ELECT REPRESENTATIVES TO OUTSIDE ORGANISATIONS

(a) To appoint a representative to the Friends of Charmouth Library - Cllr Martin Sayers to continue.

(b) To appoint a Footpath Liaison Officer(s) - Cllr Judith Sheppard and Mike Sheppard to continue.

(c) To appoint 2 Trustees for the Almshouse Charities - Cllr Katie Moore and Cllr Jane Bremner to continue.

(d) To appoint a Public Transport Representative - Cllr Julie Leah to continue.

(e) To appoint 2 representatives for the DAPTC Western Area Committee - Cllr Peter Noel and Cllr Julie Leah to continue.

(f) To appoint a representative for the St Andrews Community Hall Management Committee - Cllr Katie Moore to continue.

(g) To appoint a representative for the Bridport Area Partnership Committee - Cllr Martin Sayers to continue with Cllr Peter Noel as a backup.

(h) To appoint a Tree Officer - Cllr Judith Sheppard to continue.

(i) To appoint a Highways Officer - Cllr Martin Sayers to continue.

(j) To appoint a representative to the Twinning Association – vacant.

(k) To appoint a Deputy Flood Warden - Cllr Judith Sheppard and Cllr Katie Moore to continue.

(l) To appoint a representative to the Charmouth Local History Society (Pavey Group) - Vacant.

(m) To appoint a representative to Plastic Free Charmouth - Cllr Julie Leah confirmed that this group doesn't exist any longer.

(n) To appoint reps for the River Char Project and the Lower Char Community Project - Cllr Julie Leah to continue as the River Char Project rep and the Lower Char Community Project remains vacant.

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

RESOLVED that the Representatives to External Organisations (items a-n) be agreed for the coming year.

FC23/38 TO APPOINT A FORESHORE COMMITTEE

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

RESOLVED that the Foreshore Committee consist of Cllrs Melanie Harvey, Julie Leah, Katie Moore, Peter Noel and Judith Sheppard.

FC23/39 TO APPOINT A PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

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

RESOLVED that the Playing Field, Cemetery and Street Management Committee consist of Cllrs Melanie Harvey, Andrew Lightfoot, Katie Moore, Peter Noel and Martin Sayers.

FC23/40 TO APPOINT A PLANNING COMMITTEE

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

RESOLVED that the Planning Committee consist of Cllrs Julie Leah, Andrew Lightfoot, Katie Moore and Judith Sheppard.

FC23/41 TO APPOINT AN ADDITIONAL MEMBER OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

The Committee to consist of Chairs of Foreshore and Playing Field Committees, Chair and Vice Chair of Council and at least one other Councillor.

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

RESOLVED that due to the likelihood of double roles, the additional members be Cllrs Peter Noel and Martin Sayers.

FC23/42 TO APPOINT AN HR COMMITTEE

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

RESOLVED that the HR Committee consist of Cllrs Jane Bremner, Melanie Harvey, Andrew Lightfoot, Peter Noel and Katie Moore.

FC23/43 TO APPOINT AN EMERGENCY COMMITTEE

It was agreed that there was no requirement to have an Emergency Committee now that the Resilience Plan has been finalised. This Committee would be removed from Standing Orders when they are reviewed.

FC23/44 TO CONSIDER WHETHER OR WHEN THE MEETING SHOULD BE ADJOURNED TO HEAR COMMENTS FROM THE PUBLIC

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

RESOLVED that the Public Questions, Comments or Representations continue to take place at the start of the meeting for a maximum of 30 minutes.

Jane Bremner reminded members that there is no requirement to give an answer to a question asked on the night of the meeting.

FC23/45 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

No questions were received.

FC23/46 DORSET COUNCIL ISSUES

Cllr Belinda Bawden would normally report on issues relating to Dorset Council, however she has given her apologies due to illness and a written report had been circulated to all Councillors.

FC23/47 APOLOGIES FOR ABSENCE

Apologies for absence were received from Martin Sayers (holiday).

FC23/48 DISPENSATIONS

There were none received.

FC23/49 DECLARATIONS OF INTEREST

Julie Leah declared an interest in item 23/54 o) Donation to Lower Char Community Project.

FC23/50 MINUTES OF PREVIOUS MEETINGS

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

RESOLVED that the minutes of the Meeting held on the 28 March 2023, be signed by the Chair as a correct record.

FC23/51 MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

There were no matters arising.

FC23/52 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 25 APRIL 2023

There were no proposals but Judith Sheppard updated the Council regarding the swim buoys. The Harbour Master at Lyme Regis/West Bay had agreed to store these over the winter for a minimal charge and they would be installed in time for the main summer season.

FC23/53 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 25 APRIL 2023

a) PCS20/23 (b) Safeguarding Policy – it was proposed by Katie Moore, seconded by Judith Sheppard and

RESOLVED that the Safeguarding Policy (as circulated) be approved.

b) Andrew Lightfoot reported on the revised location for the wild flower seeds.

FC23/54 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 9 MAY 2023

a) Supplier Payments – payments for April were noted and it was proposed by Jane Bremner, seconded by Peter Noel and

RESOLVED that the Supplier Payments for May 2023 be accepted and approved.

Supplier Payments - April 2023:

HMRC (PAYE)	£2,237.71	BACS
Breeze Environmental Ltd	90.00	
Amazon	142.48	
C B Potts	397.20	
C B Potts	90.20	
Hardy Tree Surgeons	3153.00	
Screwfix	34.45	
Yellowbox	62.78	
CPRE	36.00	
Bridport Town Council	153.83	
DAPTC	534.41	
Charmouth Central Ltd	130.00	
Water 2 Business	183.50	
Worknest	2417.40	
Prospect Garage	320.92	
Charmouth General Store Morgans	13.75	
Creative Solutions	296.44	
Flowbird	109.52	
Orona	745.06	
Flowbird	300.00	
Arthur Fordham	29.48	
		£11,478.13
Already paid		
Photomount	9.00	
Shaw & Sons	224.40	
Jane Bremner	463.26	
The Flag Shop	7.99	
British Gas - Gas	32.05	
British Gas - Electricity	18.04	
South West in Bloom	30.00	
Dorset Council	141.00	

Ionos	0.60	£926.34
		<hr/>
		£12,404.47

Supplier Payments - May 2023:

HMRC (PAYE)	£1,965.90	BACS
Screwfix	22.54	
Screwfix	36.97	
Cartridge Save	72.44	
Lyreco	81.46	
Flowbird	98.72	
Lyme Online	40.00	
Screwfix	55.36	
Screwfix	38.26	
Bridport Building	52.80	
Groves	28.00	
Axminster Ironworks	240.00	
Charmouth Village Hall	12.00	
British Gas	23.49	
British Gas	16.46	
Water to Business	458.58	
Amazon	96.95	
MAC Building Ltd	690.00	
Bridget Bowen	442.50	
Peter Grinter	22.00	
		£4,494.43
Already paid		
<i>John Peers</i>	888.68	
<i>HAV Control</i>	20.10	
		£908.78
		<hr/>
		£5,403.21

- b) Bank Reconciliation up to 31 March 2023
RESOLVED that the Bank Reconciliation be approved and accepted.
- c) Income and Expenditure against Budget April 2022-March 2023
RESOLVED that the Income and Expenditure against Budget April 2022-March 2023 be accepted and approved.
- d) Reserves as of 31 March 2023
RESOLVED that the Reserves as of 31 March 2023 be accepted and approved.

- e) Clerk's Report
RESOLVED that the Clerk's Report be accepted and approved.
- f) Asset Register as of March 2023
RESOLVED that the Asset Register as of March 2023 be accepted and approved.
- g) End of Year Finance Report
RESOLVED that the End of Year Finance Report be accepted and approved.
- h) Allocation of Surplus
RESOLVED that the Allocation of Surplus be accepted and approved as follows:
- **Transfer of specific unspent budgets as set out in the report;**
 - **Set aside amount required to top up 23/24 budgets = £6659;**
 - **Establish new reserve for future Tree Surgery – suggest £10000;**
 - **Establish new reserve for Emergency Needs – suggest £15000;**
 - **Combine remainder with Reserve GEN6.**
- i) Annual Accounts/Balance Sheet
RESOLVED that the Annual Accounts and Balance Sheet be approved and accepted.
- j) Annual Governance Statement for year ending 31 March 2023
RESOLVED that the Annual Governance Statement be approved and accepted.
- k) Accounting Statements for year ending 31 March 2023
RESOLVED that the Accounting Statements be approved and accepted.
- l) Internal Audit Reports for year ending 31 March 2023
RESOLVED that the Internal Audit Reports be approved and accepted. There were no recommendations.
- m) Review of Effectiveness of Internal Control
RESOLVED that the review of effectiveness of internal control be approved and accepted.
- n) BDO conflict of interest declaration
RESOLVED that there is no conflict of interest between any member of Charmouth Parish Council and BDO.
- o) Donation to Lower Char Community Project - following a recommendation from the Foreshore Committee, it was
RESOLVED that £200 from General Reserve FSH1 be donated to the Lower Char Community Project to allow targeted testing of the River Char.

Julie Leah had previously declared an interest as a member of the Lower Char Community Project and took no part in discussions.

p) Tree work – following a recommendation from the Playing Field, Cemetery and Street Management Committee, it was

RESOLVED that the Council suspend Financial Regulations in this case and approve the work amounting to £3420 plus VAT quoted, and included in 23/24 budget, on the following basis:

- Council has a regular contractor who has the specialist skills required and whose work is good.
- It is difficult to find another contractor to undertake the specialist work and get three quotes.
- The current contractor is available and ready to do the work now.

q) Insurance Renewal 2023/24 – following quotes received, it was

RESOLVED that the quote from Zurich of £5033.62 per annum for a new three year long term agreement be approved.

FC23/55 TO RECEIVE AND CONSIDER THE REPORT OF THE SPECIAL PLANNING COMMITTEE HELD ON 11 APRIL 2023

Noted.

FC23/56 TO RECEIVE AND CONSIDER THE REPORT OF THE HR COMMITTEE HELD ON 2 MAY 2023

Noted. An update would be given “In Committee”.

FC23/57 SCHEME OF DELEGATION – REVIEW OF SCHEME PREVIOUSLY AGREED

It was proposed by Jane Bremner, seconded by Judith Sheppard and

RESOLVED that the Council delegate authority to the Clerk, in consultation with the Chair and Vice Chair, to take any actions necessary with associated expenditure to protect the interests of the community and ensure Council business continuity, informed by consultation with members of the Council. This includes approval of supplier payments when a meeting does not coincide with payment deadlines. All payments will be reported to the next appropriate meeting. The scheme of delegation should be reviewed at the Annual Meeting of Council in May.

FC23/58 REPORTS FROM REPRESENTATIVES OF ORGANISATIONS

a) Peter Noel reported that there is a meeting of the DAPTC Western Area Committee this coming Thursday (25 May). The attendance isn't particularly good and they are trying to increase attendance.

FC23/59 CORRESPONDENCE

- Request to hold a children's birthday party at Charmouth Playing Field including a bouncy castle – following advice being sought, it was

RESOLVED that bouncy castles could not be permitted on Parish Council land.

- Request to hold Beach School Sessions in June/July following approval as part of Beach Teach qualification last year. It was agreed that no charge be made in line with Fossil Walks permissions but details of public liability insurance, RA and first aid qualifications be sought.
- Notification from Linda Bearpark that Coronation lamp post signs would be displayed for the Coronation weekend – a letter of thanks was sent to Linda and the volunteers. Noted with thanks.
- Coronation Nurdle Hunt organised by CHCC and held on 8 May. CPC decided it was not feasible to organise a village litter pick and this would be covered by the SW in Bloom tidy up later on.

- 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:
 - Dorset Council Leisure Strategy Consultation Extended to 26 May 2023 (circulated);
 - E-Learning and other training opportunities in May (circulated);
 - Notice of Western Area Meeting - 7.00 on 25 May at Mountfield (sent to reps);
 - Have Your Say - Preventing leg and foot ulcers in Dorset and improving the care that people receive;
 - DAPTC Subscription Renewal 2023/24;
 - Working Together Webinar - Low Carbon Dorset (circulated);
 - Event at RNLI Training College in Poole on 6 June 2023; to highlight the work of the Emergency Services and Voluntary Organisations who help to support Community Resilience across the County (circulated);
 - Permitted Development Rights Consultation (Planning Committee).
- Dorset Council:
 - Dorset Coast Forum eNews May 2023;
 - Open Licence Applications - weekly;
 - Consolidation of all existing parking restrictions across Dorset and update on-street parking tariffs, there will be **no changes** to the provisions on street as a result of this Order (circulated);
 - Car parking increases aim to limit impact on residents (circulated).
- Cllr Belinda Bawden:
 - Press release - Dorset Youth Grant (circulated and to local youth groups);
 - Presentations and Notes for Rural Transport Seminar 17.05.23 (circulated);
 - Dr Owen Day on Coral Restoration Thursday 25 May (circulated);
 - River Lim Action on ITN news & invitation to the Charmouth Dragon Festival on Saturday 27 May;
 - Spittle's Lane closed landfill site BBC Panorama – discussions continue;
 - Funding opportunities from Dorset Council (circulated);
 - Energy Efficiency workshop with the Centre for Sustainable Energy (circulated);
 - Speedwatch training;
 - River Lim and Char action groups HOP (Hope for our Planet) talk (circulated);
 - News release: Round 4 of the Household Support Fund is to open soon for applications;
- Dorset CPRE:
 - Dorset CPRE April 2023 Newsletter (circulated).
- Climate and Ecological Emergency Support:
 - Notes from April C&EE Support meeting and reminder for Weds 17 May 12.30pm (circulated);
 - Notes from March C&EE Support meeting and reminder for Tues 18 April 7.30pm (circulated);
- St Andrew's Community Hall (all circulated to rep):
 - Agenda for meeting on Wednesday 5th April 2023;
 - Minutes of April meeting and up to date finances;

- Notice of AGM - Wednesday 21st June at 7pm in the Club Room.
- Neighbourhood Alert:
 - Meet the team information and surgery dates (circulated);
 - Bridport Neighbourhood Policing Newsletters for March and April (circulated);
 - Notification of possible unlawful rave event over the Easter weekend (circulated).
- BLAP (all forwarded to reps):
 - Bulletins;
 - BLAP Parish Liaison - meeting date 31/05/23;
 - BLAP Steering Group meeting 08/06/23 - agenda and subsequent notes;
 - BLAP Annual Assembly Agenda 23-05-23;
 - Agenda and notes of BLAP Parish Liaison meeting held on 05/04/23;
- Enquiries via website contact form:
 - Complaint about Jurassic Fibre accessing private land without permission – liaison with contact at Jurassic Fibre;
 - Complaint about Foreshore Car Park machine taking money twice. Probably due to software update at the time but no response to offer of refund on production of ticket evidence;
 - Complaint about parking on Lower Sea Lane – referred to DC and forwarded to Belinda;
 - Enquiry about mobile food outlet at Charmouth Foreshore;
 - Complaint about condition of disabled toilets at Charmouth Foreshore – forwarded to DC and Foreshore Committee;
 - Enquiry about land ownership in relation to giant hogweed on the river bank;
 - Complaint about work undertaken by Jurassic Fibre when digging up the pavements – passed to DC;
 - Complaint about the overgrown path on Axminster Road, west from the 30mph sign to the roundabout – in discussions with National Highways as to who cuts this (CPC cut east from the 30mph as part of the agency agreement with DC);
 - Enquiry about restrictions on keeping chickens.
- WATAG (all forwarded to rep):
 - Notice of 121st General Meeting at 6.30 pm on Thursday 25th May 2023;
 - Minutes of General Meeting 120 and notice of next meeting.
- A30/A35 Exeter to Bere Regis DBFO - Axminster to Bridport full road closures (circulated);
- Char Valley PC - River Char Community Project - Important dates for May (circulated);
- Char Valley PC – updates from Lower Char Community Project (circulated);
- Enquiry from Scout Leader about the state of Barrs Lane – confirmation that this is imminently in hand;
- NALC Star Council Awards 2023;
- Update from Volunteer Centre Dorset;
- 20 is plenty for Dorset Co-ordinator – notification of meeting.

FC23/60 EXCHANGE OF INFORMATION

a) Julie Leah updated the Council on the forthcoming Dragon Festival organised by the Lower Char Community Project.

b) Jane Bremner confirmed that the judging for the SW in Bloom competition will take place on 6 July.

Judith Sheppard left the meeting.

RESOLVED to go "In Committee".

FC23/61 IN COMMITTEE

a) Jane Bremner updated the Council on the following staffing issues:

- Sick leave;
- Office reorganisation proposal;
- Vacant position – no suitable applicants;
- Cemetery grass cutting – agreed by delegated authority to ask previous contractor to undertake until mid September;
- Overtime;
- Confirmation of Seasonal Beach Assistant hours in order to cover Sundays.

b) Lease 7 – it was

RESOLVED that the Council accept the recommendations of the Solicitor with regard to amendments to the lease and if completion does not happen by the end of June, the space would be readvertised.

c) Lease 4 – it was

RESOLVED that the advice from the Solicitor be accepted.

The meeting closed at 8.45pm.