

Charmouth Parish Council

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

PRESENT: Cllrs. Jane Bremner, Melanie Harvey, Julie Leah, Katie Moore, Sally Roberts, Martin Sayers, Matt Smith, Mike Smith.

IN ATTENDANCE: Belinda Bawden, Dorset Councillor; Lisa Tuck, Parish Clerk.

The Chair welcomed everyone to the meeting and reminded everyone about speaking through the Chair and not holding "separate meetings" around the table please.

FC24/98 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS - No members of the public were present.

FC24/99 DORSET COUNCIL ISSUES

Dorset Councillor Belinda Bawden's report had been circulated with the agenda. In addition to her written report, Belinda mentioned that a landslip had occurred last night (25 Nov 24) at Cobb Road as well as the fact that there will be no more funding from the EA for coastal protection moving forward.

Martin Sayers asked Belinda to look into whether DC had changed its policy on 20mph speed limits as he had read something recently which suggested that a Speedwatch scheme was not necessary when not practical.

Jane Bremner stated that under Correspondence later in the meeting, representation has been received from two Parishioners asking the Parish Council to support the local shops in relation to increased shoplifting. Jane wanted to flag this up with Belinda so that she can take this forward if appropriate.

There were no further questions for Belinda and she left the meeting.

FC24/100 APOLOGIES FOR ABSENCE – Apologies were received from Judith Sheppard (holiday) and Peter Noel (work commitments).

FC24/101 DISPENSATIONS – It was reported that all Councillors (except Jane Bremner who does not live in Charmouth Parish) hold an ongoing dispensation to enable discussed about the precept. This is appropriate for this meeting.

FC24/102 DECLARATIONS OF INTEREST – Mike Smith, Jane Bremner, Melanie Harvey and Julie Leah all declared an interest with regard to the Charity Fund donations and would leave the room when required.

FC24/103 MINUTES OF PREVIOUS MEETINGS

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

RESOLVED that following one typo correction, the minutes of the Meeting held on the 24 September 2024, be signed by the Chair as a correct record.

FC24/104 MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY) – Julie Leah reported that the Council had now joined the Local Nature Recovery Service and it was agreed that the small plaque received should be displayed on the main notice board.

FC24/105 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 22 OCTOBER 2024

a) Julie Leah reported that having looked into it further, it was not appropriate to introduce a meadow on West Green.

FC24/106 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 22 OCTOBER 2024

a) Julie Lead mentioned the proposed residents' parking permit scheme for Double Common and felt that other areas of the village had also sought help with parking. It was confirmed that this is purely a consultation exercise currently and if it is supported by the residents, the costs to the Parish Council will have to be looked into and it could be treated as a pilot project.

FC24/107 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE HELD ON 12 NOVEMBER 2024

a) PL24/43(b) Housing Needs Survey – following discussion at the Committee, it was

RESOLVED that Jacqui Cuff (RHE) be asked to commission a Housing Needs Survey.

b) PL24/43 (a) Meeting with Planning Officers – Julie now felt it was better to wait until after the current open appeal before contacting the Planning Officers.

FC24/108 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 12 NOVEMBER 2024

a) FGP24/89 Supplier Payments – payments for October were noted and it was

RESOLVED that the Supplier Payments additions (shown in bold italics) for November 2024 be accepted and approved.

Supplier Payments - OCTOBER 2024:

HMRC (PAYE)	3010.11
Screwfix	18.49
Lyreco	60.54
Amazon	44.96
Cornwall College	420.00
MNR Mowers	134.71
Water 2 Business	482.83
Lawson Computer Repair	72.00
David Jones	1380.00
Bryan Wrixon	284.40
Flowbird	277.74
Vale Fire Safety	576.00
DAPTC	30.00
Clive Beal Electrical	46.44

Arthur Fordham	12.50	
Parker Bell	85.80	
		6936.52
Already Paid		
Steves Windscreens	792.00	
Grieg and Allen	298.70	
Lyme Regis Town Band	185.00	
Tesco	20.00	
		<u>1295.70</u>
		<u>£8,232.22</u>

Supplier Payments - NOVEMBER 2024:

HMRC (PAYE)	2692.70	
Lawson Computer Repair	72.00	
Flowbird	188.64	
Bryan Wrixon	201.60	
Screwfix	129.98	
Amazon	18.38	
Cartridge Save	37.68	
Mole Avon	54.99	
Water 2 Business	521.86	
Prospect Garage	238.33	
Groves	45.00	
Oxenbury & Son	336.00	
RBL	50.00	
Morgans	37.50	
Morgans	2.49	
A J Supplies	52.80	4679.95
Already Paid		
Vistaprint	16.49	
DVLA	210.00	
Premier Christmas Shop	56.91	
Lawnmower Parts Online	67.50	
		<u>350.90</u>
		<u>£5,030.85</u>

b) FGP24/90 Bank Reconciliation up to 30 September 2024

RESOLVED that the Bank Reconciliation be accepted and approved.

c) FGP24/91 Income and Expenditure against Budget April 2024-July 2024

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

d) FGP24/93 Clerk's Report

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

- e) FGP24/94 Charity Fund Donations – Mike Smith, Jane Bremner, Melanie Harvey and Julie Leah all declared an interest and left the room. Following circulation of the report, it was
RESOLVED that donations be made as set out.
- f) FGP24/96(c) Car Park Machine Maintenance Contract – it was
RESOLVED to renew the car park machine maintenance contract for 2025/26 with Flowbird at a cost of £875 plus VAT (Fsh Car Park Mtce budget). The current year’s cost was £851.70 plus VAT.
- g) FGP24/100(a) Budgets 25/26 – it was
RESOLVED that the budgets for 2025/26, as set out, be approved.
- h) FGP24/100(b) Charges 25/26 – it was
RESOLVED that the charges for 2025/26, as set out, be approved.
- i) FGP24/100(c) Precept Requirement 25/26 – it was
RESOLVED that the precept requirement for 2025/26 of £104,500 (less than 3% increase on 2024/25) be approved.
- j) FGP24/100(d) Projects/items to be undertaken from Reserve GEN6 in current year – it was
RESOLVED that the list of projects/items amounting to £35215 circulated be undertaken in the current year using General Reserve GEN6.
- k) FGP24/102(f) Water/Legionella Risk Assessments – it was
RESOLVED to accept the quote from the specialist company of £1014.80 plus £200 for testing if required, total of £1214.80 plus VAT to be taken from BM1 Reserve (Building Mtce standing at £20000).
- l) FGP24/103(a) Health and Safety Policy Manual 2024 – it was
RESOLVED to approve the updated Health and Safety Policy Manual 2024.
- m) FGP24/104(b) Replacement Long Reach Petrol Hedge Trimmer – it was
RESOLVED that a new Stihl petrol long reach hedge trimmer be purchased at a cost of £689.90 plus VAT. This would be taken from General Reserve MC1.
- n) FGP24/104(c) Replacement Battery Strimmer – it was
RESOLVED that a new Stihl battery strimmer be purchased together with the batteries/charger etc at a cost of £1361.08 plus VAT. This would be taken from General Reserve MC1. This is starting the process of moving towards battery machinery as it becomes man enough to cope with the Council’s needs.
- o) FGP24/104(d) Replacement Petrol Blower – it was
RESOLVED that a new Stihl petrol blower be purchased at a cost of £279 plus VAT. This would be taken from General Reserve MC1.
- p) FGP24/104(e) Annual machinery servicing – it was

RESOLVED that the quotes for the annual machinery service amounting to £3051.70 plus any repairs be accepted. This will be taken from the current machinery budgets totaling £2420.01, leaving £631.69 to be taken from General Reserve MC1 plus any repairs.

q) New staff uniform – it was

RESOLVED to overhaul the staff uniform completely to make it more comfortable, durable and smarter at a cost of £624.64 plus VAT to be taken from Mtce budget, Cont £250 and MC1 Reserve £374.64.

It was confirmed that this kits out all outside staff as well as polos/fleece for the Office Administrator and is all from the current supplier with prices generally competitive with online stores.

FC24/109 TO RECEIVE AND CONSIDER THE REPORT OF THE HR COMMITTEE HELD ON 24 OCTOBER 2024

As an update to the minutes Jane Bremner reported the appointment of Julian Matthews as the new WMO. Julian started on Monday 18 November and will be covering Sunday-Thursday.

a) HR24/28 Employment Contract – it was

RESOLVED to adopt the updated employment contract for all new staff moving forward.

FC24/110 MEETINGS

a) January Full Council meeting – change of date – as Jane Bremner, Judith Sheppard and the Clerk are all away at the end of January it was

RESOLVED that the Full Council meeting scheduled for 28 January be moved to Tuesday 11 February 2025.

b) Meetings Calendar 2025 – it was

RESOLVED that the meetings calendar for 2025 be agreed as circulated.

c) NALC remote meeting attendance consultation – it was

RESOLVED that the responses suggested by Martin Sayers and Clerk be approved as the Council's corporate response. Generally, allowing remote attendance is supported.

FC24/111 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

a) Resignation of existing/appointment of new rep - St Andrew's Community Hall - Katie Moore resigned as the Parish Council rep and Mike Smith agreed to take on this role.

b) Reports

(i) Martin Sayers reported that he would be attending the Library AGM and 2 BLAP meetings.

(ii) Melanie Harvey reported that she had attended the Lower River Char Community Project which mainly talked about the Dragon Festival to be held on 31 May 2025 as well as the ongoing monitoring and reporting.

(iii) Mike Smith reported on the last meeting of St Andrew's Community Hall which he had attended in Katie's absence. He also updated the Council on the position with the Charmouth Youth Club.

(iv) Katie Moore reported that she had attended the Almshouse Charities meeting.

FC24/112 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS

- Two separate requests from parishioners had been received for the Council to support the local shops with the continued shop lifting issue, by exerting pressure on the Police and local MP. It was

agreed that a letter be sent to the Police and MP after the facts have been established with Nisa owners. Jane Bremner and the Clerk would formulate and send the letter. This would be mentioned on Facebook after it had been sent.

- The response to Dorset Council's Draft Plan had been agreed by delegated authority and sent.
- Notification had been received of a proposed road closure of the start of Higher Sea Lane from 6-10 January – diversion route through Double Common;
- A personal thank you from Martin Diplock following his retirement and the correspondence from the Council.

- 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 Western Area Meeting held on 26 Sept;
 - Change of date of the Western Area Meeting from 28 Nov to 16 Jan;
 - Upcoming training and events at a glance;
 - Updating of Council's details on DAPTC Website;
 - Reminder about AGM on 23 November 2024;
 - Notification warning of email scam.

- Dorset Council:
 - Open Licence Applications received weekly;
 - Review of Council's Draft Plan;
 - Invitation to Dorset National Landscape Annual Forums – Julie and Judith attended in Bridport.

- Cllr Belinda Bawden – circulated where appropriate:
 - Road Closure Notice for A3052 Church Street, Lyme Regis 8-10 Oct, for information;
 - Carbon Literacy training dates Oct-Feb;
 - Contact at Charmouth Fire Station;
 - X53 bus route during night closures 21-25 Oct;
 - Nature Recovery Dorset – confirmed already joined;
 - No new CTAP news – assume no decision on the Outline Business Case has been reached by DEFRA- Environment Agency;
 - Further complaint about rocks on the verge in Old Lyme Road causing a hazard;
 - Details of weekly Great Collaboration Banter Sessions;
 - Connection Communities at Dorset COP, 2 November;
 - Unlicensed music event at Stonebarrow – confirmed not in Charmouth Parish and no complaints received by the Parish Council;
 - Thanks to DC Highways for keeping their roads in the west of the County clear when the snow arrived.

- Dorset CPRE:
 - Newsletter for September/October;
 - Newsletter for November.

- St Andrew's Community Hall (all circulated to rep):

- Agenda for Cttee meeting on 5 November and subsequent minutes;
- Agenda for AGM on 5 November;
- Apologies sent from Katie for meetings on 2 October;
- Draft accounts;
- Minutes of Cttee meeting on 2 October and financial statements for Aug/Sept;
- AGM Minutes and original/amended Trustee Documents;
- Agenda for Cttee meeting on 5 November.
- Dorset Coast Forum
 - Dorset Coast Forum E-News for September, October and November 2024.
- Dorset Local Nature Partnership
 - Confirmation of registration;
 - October News;
 - Recruitment of board members.
- BLAP (all forwarded to reps):
 - Bulletins;
 - BLAP Parish Liaison meeting 3/10/24 – agenda and subsequent notes;
 - BLAP Parish Liaison family hub presentation;
 - BLAP Parish Liaison meeting 10/12/24 – notice;
 - BLAP Steering Group meeting 5/12/24 – agenda;
 - BLAP email address update.
- Enquiries via website contact form:
 - Concern about beach stone removal;
 - Request for a memorial oak tree;
 - Burial enquiry;
 - Work experience enquiry;
 - Removal of notices from notice board;
 - Meaning of Charmouth shield;
 - Enquiry from Youth Club about obtaining number of young people in the village;
 - Broken playing field gate – already in hand and since repaired;
 - HR contract – different provider;
 - Re-advertisement of Charmouth Digital Champion;
 - Charmouth Events – Faulty Street Light.
- French document about an estate in Morcombelake!
- Dorset National Park Autumn Newsletter;
- News from the Jurassic Coast what's new;
- Lyme Regis Town Bank Workshop and Concert Poster – displayed and circulated;
- Launch of new NALC Website;
- Wessex Water Community Outreach sessions in Bridport;
- Dorset CAN – carbon literacy training for community groups;
- Dorset CAN – Portland Waste Incinerator;
- Cancellation of WATAG meeting;
- Flood Wessex Autumn Newsletter;
- Flood Warden Lunch and Learn sessions;

- Flood alerts;
- Wild Systems from Voices of the River Char;
- Information from Charmouth Local History Society about the “Big Garden Dig”.

FC24/113 EXCHANGE OF INFORMATION

a) Julie Leah reported that a new source of recycled material products had been found in Exeter and it is hoped that this can be used to make signs etc in the future. The end product is very likely to be made from plastics found on Charmouth Beach.

b) Jane Bremner reported that she planned to have a Christmas Coffee/Mince Pie gathering for all staff and Councillors who can attend at 10am on Wednesday 18 December. It was agreed to use the Chair’s Budget to purchase the necessary requirements.

FC24/114 IN COMMITTEE

a) Proposal from F&GP Committee - FGP24/106(b) Wage rates 25/26 – it was

RESOLVED that the wage rates for 2025/26 as set out in Salary Detail sheet in the budgets, be approved.

The meeting closed at 8.10pm.