

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

MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL **HELD ON TUESDAY 26 SEPTEMBER 2023**

PRESENT: Cllrs. Jane Bremner, Melanie Harvey, Julie Leah, Andrew Lightfoot, Katie Moore and Martin Sayers.

IN ATTENDANCE: Sally Roberts, candidate for co-option; Belinda Bawden, Dorset Councillor; Lisa Tuck, Parish Clerk.

The Chair welcomed everyone to the meeting and in particular Sally, who had applied for co-option to the Council.

FC23/78 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

Sally Roberts spoke about her application for co-option and what she hoped to bring to the Council.

FC23/79 DORSET COUNCIL ISSUES

Dorset Councillor Belinda Bawden's report had been circulated to all Councillors prior to the meeting and Belinda highlighted the following items:

- Re-opening of Lyme Regis police station - use it or lose it;
- Housing Strategy Consultation – hoped that CPC would comment;
- Engine idling – still battling on this issue;
- Dorset Council's lack of response – hoping for a meeting between the Planners and CPC to discuss the ongoing issues;
- Footpath 12 – following legal clarification, it is disappointing that the diversion cannot be pursued until the Planning Inspectorate has ruled on the DMMO;
- Motorhome parking – the issue of all types of waste is the biggest concern and this would be looked at;
- Coast Path signage – still an ongoing issue.

Belinda left the meeting at 7.50pm.

FC23/80 APOLOGIES FOR ABSENCE

Apologies for absence were received from Judith Sheppard (unwell) and Peter Noel (work commitments).

FC23/81 DISPENSATIONS

There were none received.

FC23/82 DECLARATIONS OF INTEREST

There were none received.

FC23/83 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 20 July 2023, be signed by the Chair as a correct record.

FC23/84 MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

There were no matters arising.

FC23/85 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 22 AUGUST 2023 – There were no items to highlight.

FC23/86 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 22 AUGUST 2023

It was confirmed that the installation of the play equipment would commence on 16 October and that the delivery vehicle should be able to negotiate Barrs Lane.

FC23/87 TO RECEIVE AND CONSIDER THE REPORTS OF THE PLANNING COMMITTEE HELD ON 1 AUGUST AND 5 SEPTEMBER 2023 – There were no queries on the minutes.

FC23/88 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 5 SEPTEMBER 2023

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

RESOLVED that these be ratified as having been approved by delegated authority.

Supplier Payments - August 2023:

HMRC (PAYE)	3071.49	BACS
MNR Mowers	55.20	
MNR Mowers	36.38	
Bridport Building Supplies	69.20	
Bridport Building Supplies	63.98	
Martin's Excavations	360.00	
Amazon	38.98	
JRB Enterprise Ltd	289.44	
Hardy Tree Surgeons	4104.00	
Sparkbrights	154.68	
Screwfix	35.95	
GW Machinery Services	76.50	
Axminster Ironwork Ltd	960.00	
K Besant	35.00	
Dorset Council	272.00	
Water 2 Business	476.75	
Target Pest Control	900.00	
Prospect Garage	287.20	
Vale Fire Safety	246.00	
Flowbird	175.08	
C B Potts	78.95	

Dorset Council	3588.00	
Amazon	22.17	
Amazon	9.32	
Amazon	23.75	
Creative Solutions	196.32	
		£15,626.34

Already paid

ICO	40.00	
Dorset Council	806.75	
Furniture @ work	1634.40	
RC Property Care Ltd	144.00	
Sovereign Design & Play systems	7620.40	
British Gas	17.34	
British Gas	25.11	
Paul Baker	180.00	
Ionos	0.60	DD
VAT	8560.08	
		£19,028.68
		£34,655.02

Supplier Payments - September 2023:

HMRC (PAYE)	2234.98	BACS
Cartridge Save	92.05	
Flowbird	201.43	
Lawson Computers	70.00	
Water 2 Business	476.75	
BDO LLP	1008.00	
Screwfix	38.29	
Screwfix	39.98	
Prospect Garage	236.90	
British Gas	11.85	
British Gas	14.57	
A J Supplies	47.52	
Lyme Online	45.00	
Martin Diplock	1800.00	
G W Machinery Services	280.94	
MNR Mowers	35.76	
Mark Wickenden	560.76	
Jurassic Coast Trust	850.00	
First Aid for Less	20.46	
Yellowbox	28.13	
Greig & Allen	54.00	
		£8,147.37

Already paid

Eventbrite	40.00	Refunded	
Newsquest	633.60		
Linda Bearpark	150.00		
John Lock	3.00		
Vodafone	20.00		
Ionos	0.60	DD	
			<u>£847.20</u>
			£8,994.57

b) Bank Reconciliation up to 31 July 2023

RESOLVED that the Bank Reconciliation be accepted and approved.

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

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

d) Clerk's Report

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

e) Mowers – the current position with the mowers was reported and it was

RESOLVED that a comparable new mower be purchased from MNR Mowers at a cost of £849 plus VAT.

f) Completion of Audit 2022/23 – there were no matters arising and it was therefore

RESOLVED that the Audit report from the external auditors (BDO LLP) be noted and approved.

g) Updated Standing Orders – in line with the schedule of changes and the proposal from the F&GP Committee, it was

RESOLVED that the updated Standing Orders be approved and adopted.

h) Worknest HR Contract – it was

RESOLVED to take out a one year contract for Worknest HR at a cost of £2343 plus VAT (inc insurance). This would be taken from Reserve GEN6 currently standing at £11017.78 uncommitted funds.

Cllr Bremner reported that an update on Lease 17 would be given in Committee.

FC23/89 TO RECEIVE AND CONSIDER THE REPORT OF THE HR COMMITTEE HELD ON 23 AUGUST 2023

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

FC23/90 CO-OPTION OF NEW COUNCILLOR

Following an application, it was

RESOLVED that Sally Roberts be co-opted to the Council and sit on the Foreshore and Planning Committees.

FC23/91 REPORTS FROM REPRESENTATIVES OF ORGANISATIONS

- a) BLAP Parish Meeting – Martin Sayers had attended the latest meeting;
- b) St Andrew's Community Hall – Katie Moore stated that the hall had a new website;
- c) DCF Annual Conference – Julie Leah is to attend and as she is speaking on behalf of LCCP, there is no attendance fee to pay.
- d) Charmouth School – Jane Bremner had attended to talk to year 3 / 4 children about their project on law and being a good leader.

FC23/92 CORRESPONDENCE

Highlighted items:

- BLAP – Citizen's Advice statistics for 22/23 – circulated to all Councillors
- Enquiry from DC about proposed closure of Lower Sea Lane for National Grid to carry out a new connection – traffic would have to use Double Common/Higher Sea Lane – Clerk suggested that term time would be better than school holidays and that DC contact the school and CHCC. Since heard that the school are trying to arrange parking for parents in the DC car park in LSL. Dates now suggested of 30 Oct-3 Nov – diversion through Double Common/Higher Sea Lane (stakeholder notification from DC circulated to all Councillors).
- Free Older Driver Event in Weymouth on 5 Sept run by Dorset Police – advertised on Website, Facebook and physical notice board.
- Notice from NALC that the Model Financial Regulations are being reviewed – to bear in mind that this will have a knock on effect for Councils in the next year or so.
- Invitation received to SW in Bloom Reception in Truro on 2 October – no one to attend on this occasion.
- Details of the Totally Locally Magic Tenner scheme (running from 7th to 21st October), received from Belinda. This was passed to Phil Tritton (Traders).
- Notification received from Jacqui Polley that she and her husband have been trained to commence Speedwatch in Charmouth and they have 7 other volunteers. They are seeking approval from the Council to accept the offer of a SID from DC which would be very useful to deter drivers from breaking the speed limit in village and help the group to achieve their goal. **It was agreed by the Council that use of the SID through the speedwatch be approved.**
- A35 Parishes Group Meeting to be held at Wootton Fitzpaine Village Hall on Friday 13th October. Arrival 1pm for a 1.30pm start. **Julie Leah would like to attend but would need to confirm nearer the time.**

- 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:
 - Details from Larger Parish/Towns meeting communicated to all Clerks via a Zoom meeting
 - Dorset Council's Housing Strategy Consultation – advertised
 - Details of Capital Leverage Fund
 - DAPTC Western Area Meeting scheduled for 7 Sept – cancelled
 - NALC Elections to Larger and Smaller Councils' Committees – circulated to all Councillors

- Dorset Council:
 - Dorset Coast Forum Annual Conference – Julie Leah to attend
 - Open Licence Applications - weekly
 - Dorset Coast Strategy survey
- Cllr Belinda Bawden:
 - Car Parking charges – views from coastal communities
 - Consultation on proposed railway ticket office closures – advertised
 - Continual parking of motor homes at entrances to village – DC to look at this issue
 - Issue of rocks placed on frontages to deter cars pulling onto privately owned grass verges/driveways – Belinda co-ordinating with Dorset Highways
 - Emergency closure of A3052 Lyme Regis for National Grid
 - Draft Dorset Coast Strategy Survey – revised closing date of 10 September
 - 2030 Vision report to 'Together for Our Planet' Lottery fund
 - Rural Bulletin Funding Digest details of funding opportunities
 - Response to BBC “Dry Spills” report which occurred in Lyme Regis early in September
- Dorset CPRE:
 - Dorset CPRE July/Aug 2023 Newsletter (circulated).
- Climate and Ecological Emergency Support:
 - Reminders for meeting on 12 September
- St Andrew’s Community Hall (all circulated to rep):
 - Agenda for meeting on 8 August
 - Minutes and Financial Reports – next meeting 11 October
 - Details of new website
- Neighbourhood Alert:
 - Report following firearms incident in Charmouth
- BLAP (all forwarded to reps):
 - Bulletins
 - BLAP Parish Liaison meeting 15/09/23 - agenda
 - BLAP Parish Liaison meeting 17/07/23 - minutes
 - BLAP Steering Group meeting 7 September 2023 - agenda
- Enquiries via website contact form:
 - Memorial Picnic bench on west cliff – land owned by NT – parties encouraged to communicate
 - River sign – several enquiries/complaints received by email/phone – a couple reported to Foreshore Committee and some received since including a request for data on how many pollution incidents have been recorded by the Env Agency during this season – it was 12 between 1 May and 14 August
 - Records held at Dorset History Centre – reported to F&GP Committee
 - Seagull problems in St Andrews Drive – referred to DC Env Health
 - Charmouth School requesting a Councillor to talk to year 3 / 4 children about their ongoing learning about law and being a good leader - Jane Bremner is attending
 - Blockage of footway from roundabout towards Fernhill by vegetation – suggested report to DC initially on the portal

- Request to drone fly – referred to drone policy on website and explained background to the ban
- Thank you from Mr and Mrs Gale who have holidayed in Charmouth for over 60 years, many of which they have rented a weekly beach hut. They wanted to thank the Council for the use of a beach hut and facilities each year. They have loved swimming in the sea and walking the cliffs and beach but sadly all good things come to an end!
- Dogs – several enquiries/complaints received by email/phone – referred to PSPO and difficulties explained
- Parking – several enquiries about overpayment by card and seeking a refund – system checked and often when challenged for evidence, nothing more is heard
- In line with Belinda’s correspondence, complaints received about parking of motorhomes at village entrances – referred to Dorset Council portal to report the problem
- Fossil Collecting and dangers to public/lack of signage – details sent back of current signage and education sources/numerous recent news reports
- Parking on junction in Wesley Close – reported to DC as an enforcement issue rather than a request for new lines
- Annual Report Bridport and District Citizens Advice 2022-23
- Active Places Newsletter Sept 2023
- Jurassic Coast News September 2023
- Dorset COP conference – 9 Sept in Dorchester
- WATAG General Meeting on 28 Sept – forwarded to Julie Leah as Public Transport rep

FC23/93 EXCHANGE OF INFORMATION

- a) Martin Sayers asked about the cameras at the village entrances and it was confirmed that these are ANPR cameras.
- b) Jane Bremner reminded Councillors about the Environment Exchange events which would be taking place at the Old Bank Café on some Saturdays during October and November.

RESOLVED to go “In Committee”.

FC23/94 IN COMMITTEE

- a) F&GP Committee proposals

(i) h) FGP23/96(a)(ii) Elms Damp quote – in addition to the work agreed by the F&GP Committee to try and resolve the damp issues at the East Wing, it is proposed to Full Council that the quote to apply masonry protection cream to the accessible 3 exposed sides of the area in question be accepted. This should minimise the impact of wind driven rain water penetrating the structure. There was concern amongst the Council about the possibility of sealing damp in, and before this quote is accepted, it was agreed that a second opinion should be sought.

(ii) i) FGP23/97(d) Signage Project – quote to manage project – further to the quote from Sally King, AONB of £7812.88 plus VAT, it was

RESOLVED that this quote be accepted in principle but with the proviso that the funding hinted at would be known about by the end of October.

(iii) j) FGP23/99(c) Staff Appreciation – it was

RESOLVED that ratification of proposal agreed by delegated authority be approved.

- b) Jane Bremner updated the whole Council on the ongoing HR issues as advised to the HR Committee by email and reiterated that the new mantra of the Council is, “we can only do what we can do”. She also highlighted that due to staff holidays, there will be no outside staff on duty on Sunday 1 and Monday 2 October.
- c) Elms Flat – Although the recent applicant had withdrawn from renting the flat, a further tenant had applied and it was agreed that the agent should process this in the normal way.

The meeting closed at 8.45pm.

DRAFT