

Charmouth Parish Council

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MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL **HELD ON TUESDAY 24th MAY 2022**

PRESENT: Cllrs. Jane Bremner, Julie Leah, Andrew Lightfoot, Katie Moore, Peter Noel, Martin Sayers, Judith Sheppard (Vice Chair).

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

FC22/38 To elect a Chair of the Council and receive the Chair's declaration of office.

It was proposed by Cllr Katie Moore, seconded by Cllr Martin Sayers and

RESOLVED that Cllr Peter Noel be appointed as Chair of the Council.

FC22/39 To elect a Vice-Chair of the Council.

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

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

FC22/40 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 to continue and Cllr Jane Bremner appointed.

(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 to continue and Cllr Julie Leah appointed.

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

(g) To appoint a representative for the Bridport Area Partnership Committee
Cllr Martin Sayers to continue.

(h) To appoint a representative for the Lyme Regis Area Partnership (LymeForward) including the Coastal Communities Team
Cllr Peter Noel to liaise with Lyme Regis Town Council about whether a representative is required.

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

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

(k) To appoint a representative to the Twinning Association
Cllr Maralyn Hinxman to continue.

(l) To appoint a Deputy Flood Warden
Cllr Judith Sheppard and Cllr Katie Moore appointed.

(m) To appoint a representative for the Dorset Partnership for Older People Project
Cllr Maralyn Hinxman to continue.

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

(o) To appoint a representative to Plastic Free Charmouth
Cllr Julie Leah to liaise with the group on its current status and representation required.

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

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

FC22/41 To appoint a Foreshore Committee

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

RESOLVED that the Foreshore Committee consist of Cllrs Maralyn Hinxman, Julie Leah, Katie Moore, and Judith Sheppard.

FC22/42 To appoint a Playing Field, Cemetery and Street Management Committee

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

RESOLVED that the Playing Field, Cemetery and Street Management Committee

consist of Cllrs Jane Bremner, Maralyn Hinxman, Andrew Lightfoot, Katie Moore and Martin Sayers.

FC22/43 To appoint a Planning Committee

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

FC22/44 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.

RESOLVED that due to the likelihood of double roles, the additional members be Cllr Jane Bremner and Cllr Martin Sayers.

FC22/45 To appoint an HR Committee

RESOLVED that the HR Committee consist of Cllr Jane Bremner, Cllr Andrew Lightfoot, Cllr Martin Sayers and Cllr Katie Moore.

FC22/46 To appoint an Emergency Committee

RESOLVED that the Emergency Committee consist of Cllr Katie Moore, Cllr Peter Noel, Cllr Judith Sheppard.

FC22/47 To consider whether or when the meeting should be adjourned to hear comments from the public.

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

FC22/48 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

Mrs Jacqui Polley, a co-option candidate was present and introduced herself to the members. She explained her background and what she could bring to the Council.

FC22/49 DORSET COUNCIL ISSUES

a) Cllr Belinda Bawden would normally report on issues relating to Dorset Council, however she has given her apologies due to holiday commitments.

FC22/50 APOLOGIES FOR ABSENCE

Apologies for absence were received by Maralyn Hinxman.

FC22/51 DISPENSATIONS

There were none received other than the ongoing Precept.

FC22/52 DECLARATIONS OF INTEREST

There were none.

FC22/53 MINUTES OF PREVIOUS MEETINGS

RESOLVED that the minutes of the Meeting held on the 22nd March 2022, be signed by the Chair as a correct record.

FC22/54 MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

Cllr Lightfoot said that moving the planters in Lower Sea Lane as reported from Playing Field Committee at the last meeting could not take place on advice from Dorset Council highways.

FC22/55 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 26 APRIL 2022

a) FS19.22 e) Review of Policies

i) Beach Attendant's Office Policy – To be sent back to Foreshore Committee for amendment to make clearer.

ii) Casual Launching of Microlight Aircraft

RESOLVED that the review of the Casual Launching of Microlight Aircraft Policy be approved.

iii) Guided Fossil Walks Code of Practice

RESOLVED that the review of the Guided Fossil Walks Code of Practice be approved.

iv) Privately Arranged (Not for Profit) Fossil Walks – Policy Statement.

RESOLVED that the review of the Privately Arranged (Not for Profit) Fossil Walks – Policy Statement be approved.

b) FS21.22 Rent Reviews

To be discussed In Committee.

c) Seasonal Beach Assistant funding update.

The Clerk confirmed that confirmation had been received from Dorset Council that they will fund the extra evening staff position for the coming season up to £2800. New staff member to cover five evenings.

d) Refund of Filming Fee

The Clerk explained that she had been in lengthy discussions with a company call Keo Films who wanted to film at the foreshore. They had paid the filming fee and have now asked for a refund. The Clerk thought that due to the amount of work already done a partial refund was more appropriate. It was

RESOLVED to give a partial (50%) refund of £250 plus VAT to Keo Films.

FC22/56 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 26 APRIL 2022

a) Request for Nordic Walking classes at the Playing Field.

A request to take Nordic walking beginner lessons on the Playing Field by Melanie Harvey had not been discussed at the last meeting. Someone had previously been given permission to take lessons has ceased to use the permission.

RESOLVED that the request for permission for Nordic walking be approved.

FC22/57 TO RECEIVE AND CONSIDER FINANCE AND GENERAL PURPOSES ISSUES

a) Supplier Payments – April and May 2022

MAY 2022

HMRC (PAYE)	£2,357.03	BACS
John Peers	709.16	
Screwfix	43.37	
Hardy Tree Surgeons	864.00	
Flowbird	101.21	
Bridport Building Supplies	117.19	
Amazon	72.98	
Charmouth Village Hall	12.00	
Shanie's	120.00	
Garry Pitcher	35.98	
Axminster Garden Machinery	44.98	
Dares Surfacing Somerset Ltd	4188.00	
Water 2 Business	355.71	
MAC Building Contractors Ltd	870.00	
DAPTC	509.93	

£10,401.54

Already paid

Photomounts	23.73	
The Flag Shop	7.59	
<i>Onecom</i>	212.24	
		£243.56

£10,645.10

April 2022:

HMRC (PAYE)	£2,356.22	BACS
Flowbird	180.50	
Cartridge Save	105.18	
Amazon	63.87	
C N Richards Ltd	750.00	
Martins Excavations	270.00	
Ellis Whittam	2370.00	
Lyme Online	45.00	
C B Potts	397.20	
First Aid for Less	180.18	
Water 2 Business	352.31	
Shanie's	120.00	
Prospect Garage	241.04	
Screwfix	119.04	
Mole Avon	18.48	
Bridport Town Council	150.00	
Charmouth Central Ltd	130.00	
Allgreen	774.72	
Bridport Building Supplies	597.17	
Garry Pitcher	12.00	
Orona	653.18	
		£9,886.09
Already paid		
Allgreen	502.67	
Toolstation	4.09	
Tesco	20.00	
<i>Onecom</i>	194.17	
		£720.93
		<hr/> £10,607.02

RESOLVED that the Supplier Payments for April and May 2022 be accepted and approved.

b) Income and Expenditure against Budget April 2021-March 2022

RESOLVED that the Income and Expenditure against Budget April 2021-March 2022 be accepted and approved.

c) Reserves as of 31 March 2022

RESOLVED that the Reserves as of 31st March 2022 be accepted and approved.

d) Asset Register as of March 2022

RESOLVED that the Asset Register as of March 2022 be accepted and approved.

e) End of Year Finance Report

i) Approval of report

RESOLVED that the End of Year Finance Report was accepted and approved.

ii) Allocation of Surplus

Cllr Lightfoot said that currently, the pay rise that public sector workers last received was less than 2% and salaries generally are going up 8%. He thinks that provision should be made for an increase in salaries. Cllr Noel proposed that the surplus would be put in a general reserves account for items that may need to be funded in the future such as a tractor and a new chapel roof as listed in the report. The reallocation of the Neighbourhood Plan reserves fund which is now closed would also be reallocated to the surplus fund reserves.

The Cake and Cuppa group's request for a donation needed to be decided as they had missed the grant application deadline. They had asked for £300. It had been previously decided that the request would be considered at the year end when surplus funds were known. A non-youth group that had applied in time had received £200 and it was agreed that the current request should not exceed that.

RESOLVED that the Allocation of Surplus was accepted and approved, including that The Cake and Cuppa group receive a donation of £200.

f) 2021/22 Audit

i) Annual Accounts

RESOLVED that the Annual Accounts were approved and accepted.

ii) Annual Return to Auditor

1. Annual Governance Statement

RESOLVED that the Annual Governance Statement was approved and accepted.

2. Accounting Statements

RESOLVED that the Accounting Statements were approved and accepted.

iii) Internal Audit Report

The Clerk explained that the Internal Auditors recommended that the Financial Regulations be reviewed. The Clerk had it in the diary for next year anyway but would bring the review forward to this year. Also, the annual report was completed with positive assertions for all relevant objectives.

Cllr Lightfoot wanted congratulations to all the staff to be recorded in the minutes. He pointed out that the work of all the staff contribute in various ways to the success of the Council and a successful audit.

RESOLVED that the Internal Audit Report was approved and accepted.

iv) Bank Reconciliation

RESOLVED that the Bank Reconciliation was approved and accepted.

g) Insurance Review 2022/23

3rd year of a three-year long-term agreement with Zurich Municipal. Renewal cost 22/23 = £4809.64 (21/22 = £4617.36).

RESOLVED that the Insurance renewal of £4809.64 be accepted.

h) Jubilee Celebrations:

i) Plaque/Roses contribution

The Clerk explained that correspondence had been received from Linda Bearpark, which had been previously circulated. It was agreed to contribute towards a plaque and one rose bush in the Jubilee Garden, and two rose bushes at The Elms gardens. She is obtaining permission from Dorset Council directly for the street lamppost plaques. She has raised enough funds to cover it all. She has asked if the Council could cover the cost of a plaque in The Elms garden, which everyone agreed to.

ii) Bunting for The Street

Cllr Sheppard explained that the cost of cotton was too expensive and so they had decided on polyester. Then Dorset Council said that they couldn't hang bunting from the lampposts in case people swung on them. Judith had subsequently agreed with the Clerk to decorate The Elms with cotton bunting which cost less than £100.

iii) Reminder about Bugler and Beacon lighting

On Thursday 2 June it has been arranged for Geoff Davis, a local bugler, to play "Majesty" at 9.40pm following by beacon lighting on the bridge at east cliff (at the end of the overflow car park by the river if weather is bad) at 9.45pm. Two staff members are going to take the beacon up to the cliff and will be working from 4pm until late on that day to manage the event. It was agreed that it would be nice to use some bunting on the bridge for the event.

FC22/58 SCHEME OF DELEGATION – REVIEW OF SCHEME AGREED IN JANUARY

The Chair explained that it may be wise to renew the scheme of delegation for the time being in case of any future lockdowns, however unlikely? Also, it would be very useful for allowing the agreement of supplier payments in the interim months without having to hold a Payment Authorisation Sub-Committee. He thought this should be looked at when the Financial Regulations are reviewed next year.

RESOLVED that the scheme of delegation be renewed and that authorisation of supplier payments be included.

FC22/59 CO-OPTION OF COUNCILLOR

An application had been received from Mrs Jacqui Polley following her introduction at the start of the meeting. It was agreed to allocate committee membership in line with preferences and shortages (possibly Foreshore and Planning). She had been given a new councillor pack. This contains her Declaration of Acceptance of Office which would need to be signed and returned to the office to officially take up the position and then commence with the June Committees.

RESOLVED that Mrs Jacqui Polley be co-opted to the Council.

FC22/60 PARISH EMERGENCY PLAN

Cllr Sheppard reported that it is progressing and there were quite a few volunteers have come forward and that Melanie Harvey has been very helpful. There is another meeting of the Working Group following which another meeting will be arranged with the volunteers.

FC22/61 REPORTS FROM REPRESENTATIVES OF ORGANISATIONS

a) CHCC AGM attended by Cllr Julie Leah who had circulated a report to the members.

FC22/62 CORRESPONDENCE - APRIL/MAY 2022

- Chideock Parish Council regarding communities impacted by the A35 Trunk Road and a meeting regarding this. This was discussed in 2020 and at that time the Council agreed that they didn't want to be involved. The members thought that the main thrust of Chideock's argument would be for a bypass. The issues that affect Charmouth area of the A35 would be better argued separately. It was

RESOLVED not to be involved with Chideock Parish Council regarding the A35.

- Dorset Council's School Transport Consultation. A response was compiled by Julie Leah as Public Transport Rep.
- Information from Charmouth Scouts regarding a Scarecrow Competition to be held around the village over the jubilee weekend with a Royal theme. Reminder that all land used to display scarecrows should have the owners' permission and none should be displayed on the highway/pavements.
- Email to Peter Noel from Brian Larcombe, Mayor of Lyme Regis Town Council following his resignation highlighting the benefits of working together.
- Email regarding filming with Mary Berry. A request had been made to film at Charmouth beach with a team of four or five.

RESOLVED that filming be allowed free of charge on Charmouth Beach by the Mary Berry production company on 9th June.

- 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
- Dorset Council Notice of Poll for Lyme Regis and Charmouth By-Election as well as subsequent result
- Dorset Council reminder that Parish Council's should not be involved in any publicity/campaigning for election candidates
- NALC Make a Change Campaign re recruiting new Councillors – added to Facebook
- DAPTC:
 - Membership Renewal information for 2022/23
 - Update from DC re BBQ and Fire Risk Joint Campaign
 - Dept for Levelling Up, Housing and Communities - Technical Consultation on Street Naming
 - Dorset Clinical Commissioning Group - Stop and think over the Easter long weekend
 - Survey of Operational Group re easing of lockdown restrictions – Peter Noel took part in the group and responded to the survey
 - Slides and recording of Working Together Webinar - Developer Contributions
 - Confirmation that NALC's Local Council Review Magazine will cease to exist in hard copy and the DAPTC subscription fees will now reflect that
 - Changes to DAPTC Office hours/working arrangements
 - New fortnightly article-based magazine – West Dorset Magazine
- Dorset Coast Forum eNews for April and May 2022
- Information on Cerne Abbas Open Gardens – passed to the Charmouth Gardeners
- Flood Wessex - Scottish & Southern Electricity Networks (SSEN) - 2022 Resilient Communities Fund (South Central England)
- Wessex Flood Warden Newsletter Spring 2022
- BLAP (all info circulated to Martin Sayers/Peter Noel):
 - Bulletins: 29/03/22; 12/04/22; 28/04/22; 10/05/22
 - Parish Liaison agenda and subsequent notes (4/5/22 mtg)
 - BLAP Nominations and Election 2022/23
 - BLAP Annual Assembly Notification (31/5/22)
- DAPTC Western Area Meeting 26/05/22 (circulated to Peter Noel)
- Climate and Ecological Emergency Support:
 - Notes of March Meeting and reminder of meeting on 11 April

- Notes of meeting held on 11 April
- Details of meeting held on 17 May
- Dorset CAN -Dorset Deserves Better:
 - Newsletter No 6
- Western Area Transport Action Group News 8 (05/05/22) – forwarded to Julie Leah
- Community Hall Management Cttee:
 - Minutes from meeting held on 16 March 2022
 - Agenda for meeting 3 May 2022
- Cllr Belinda Bawden – Lyme 2030 Vision Update – circulated to all Councillors
- Bridport Business Chamber - Proposal to expand Bridport remit to cover Lyme Regis and Charmouth – passed to Charmouth Traders
- Peter Wild re overnight camping and BBQ's in the Field Car Park
- Wessex Water regarding ownership of Barrs Lane
- Enquiry about kayak and paddleboard hire licenses at Charmouth Beach – standard covenant reply sent
- Enquiry about problems with school traffic parking at Hammonds Mead and asking about a chain being erected across the parking area. Advice given to speak to the school and liaise with Dorset Council regarding ownership of land
- Complaint about the brown “Wood Farm” sign at the Charmouth Roundabout and the fact that it is faded. Referred to Wood Farm/National Highways

FC22/63 EXCHANGE OF INFORMATION

Cllr Bremner said that people she had spoken to were very excited about the Park & Ride scheme and she wondered if any other councillors had been spoken to about it. Cllr Noel had received lots of positive comments.

Cllr Sayers said that there is a Jubilee Party in Charmouth village hall and wondered who had organised that. It is a Village People event.

FC22/64 IN COMMITTEE

RESOLVED to go In Committee

- a) FS21.22 Rent Reviews
 - i) Lease 3
 - iv) Lease 2
 - v) Lease 6