

Charmouth Parish Council

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MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL **HELD ON TUESDAY 22 NOVEMBER 2022**

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

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

FC22/101 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

There were no members of the public present.

FC22/102 DORSET COUNCIL ISSUES

Cllr Bawden gave her report updating the members on issues Dorset Council had been working on which included:

The Budget setting process
Dorset Council Plan 2020 to 2024
Climate & Ecological Emergency Strategy & Action Plan update
New 20mph policy for towns and parishes
Culture and Community Project Fund grants
Parking machines to be updated
Free parking on small business Saturday 3 and on Wednesday 21 Dec
Grant to support rough sleepers
Current public consultations
Meetings & training attended – Dorset Council, LGA & NALC
Meetings & activities – general
Planned activities – November 22 to January 24
Issues they are currently working on

FC22/103 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Judith Sheppard (holiday).

FC22/104 DISPENSATIONS

No dispensations were received.

FC22/105 DECLARATIONS OF INTEREST

Jane Bremner declared an interest with the Bridport Citizens Advice Bureau item.

FC22/106 MINUTES

It was proposed by Peter Noel, seconded by Martin Sayers and

RESOLVED that the minutes of the meeting held on 11 October 2022, circulated to members, were a correct record and these were signed by the Chair.

FC22/107 TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES

- a) The Chair reported that a third Ukrainian Flag has been purchased as the one taken down for the Union flag to be flown for Remembrance/King's birthday had been shredded by the wind and rain.
- b) Hedgehog doors had been collected from LRTC (cost £30 plus £7.50 admin fee) – and were to be advertised (free of charge) as previously agreed.

FC22/108 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 25 OCTOBER 2022

Katie Moore reported on the Foreshore items in the absence of the Committee Chair, Judith Sheppard.

Andrew Lightfoot queried the cutting of the reed bed at the foreshore which had taken place recently when the plan says to be cut in January or February. The Clerk explained that the staff wanted to cut it now to stop it getting too wet. They are working within the Assent Document.

- a) Fireworks Display – Has been advertised as now taking place on New Year's Eve. They need a Councillor to open/close beach office to enable permission to be given. Peter Noel offered to do this. The Council gave permission for this display to take place if required documentation received.
- b) Christmas Day Swim – following the cancellation of the Christmas Day Swim, Judith Sheppard would like the Council to display a notice on the main notice board and Council's website, saying that there is no official Christmas Day Swim this year and anyone deciding to swim will be doing so at their own risk. It was proposed by Katie Moore, seconded by Jane Bremner and

RESOLVED that information that the swim had been cancelled be circulated in advance and that notices are placed at the foreshore for Christmas Day.

- c) Bridge repairs – Katie Moore reported that repairs to the wooden bridge would mean it would be closed from 9th January to 3rd February 2023.

(i) Response to DC drafted by Cllr Sheppard and circulated to the members

(ii) DC temporary compound and welfare facilities (9 Jan-3 Feb 2023) – The Facilities Manager suggested this could be adjacent to where the blue huts are stored or in the overflow car park as it will be very quiet in January.

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

RESOLVED that the response drafted by Judith Shepperd would be sent to Dorset Council with an additional comment about the Council's concerns regarding the work creeping into the school half term; and that a temporary compound would be arranged where suggested.

FC22/109 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 25 OCTOBER 2022

- a) Speed watch – A request had been received from Mr & Mrs Polley, asking for support and a venue to enable a Speed Watch presentation.

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

RESOLVED that the Parish Council would support the project in principle, but could not take an active/administrative role The Council will offer use of the Mallory Hayter Room for the presentation.

- b) New 20mph application system for Town and Parish Councils – Information was received from Cllr Belinda Bawden. This topic was referred for discussion at the next Playing Field, Cemetery and Street Management Committee meeting in February 2023.

FC22/110 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE HELD ON 8 NOVEMBER 2022

Andrew Lightfoot reported that the Planning Committee Minutes had been circulated and there was nothing further to add.

FC22/111 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 8 NOVEMBER 2022

- a) FGP22/62 November Supplier Payments – additions – approval of additions (bold italics)

Supplier Payments - October 2022:

HMRC (PAYE)	£2,078.34	BACS
Cartridge Save	91.42	
Screwfix	41.36	
Protek Products - Sun-Europa	166.98	
Target Pest Control	900.00	
Water 2 Business	397.25	
Lawson Computer Repair	60.00	
Kitson and Trotman	600.00	
Scribe	345.60	
Flowbird	230.59	
Flowbird credit	-134.26	
Prospect Garage	218.52	

Vale Fire Safety	33.60	
A J Supplies	29.28	
Linda Bearpark	150.00	
Dave Humphrey	47.70	
Poultons	15836.80	

£21,093.18

ALREADY PAID

Charmouth Village Hall	20.00
Handmade Signs Ltd	84.10
Parker Bell Ltd	360.00

£464.10

£21,557.28

Supplier Payments - November 2022:

HMRC (PAYE)	£2,887.79	BACS
Garry Pitcher	43.18	
Water 2 Business	428.37	
Jurassic Coast Trust	850.00	
Screwfix	185.41	
Creative Solutions	96.88	
Buglers	593.99	
RBL	50.00	
Charmouth Central Ltd	130.00	
Bridport Building Supplies	22.72	
Harris and Harris	50.00	
Flowbird	143.98	
Amazon	95.98	
Bridget C Bowen	442.50	
First Aid for Less	62.40	
Beaminster Flowers	295.00	
Screwfix	32.77	
Amazon	35.69	

Peter Grinter	22.00
Mark Wickenden	667.16
Lyme Regis Town Council	37.50

£7,173.32

ALREADY PAID

Landmark Trading	72.84
The Flag Shop	7.99
C B Potts	471.26
DVLA	180.00

£732.09

It was proposed by Jane Bremner, seconded by Peter Noel and

RESOLVED that additional supplier payments (in bold and italics) made for November 2022 be approved.

b) FGP22/63 - Bank Reconciliation

It was proposed by Jane Bremner, seconded by Peter Noel and

RESOLVED that the Bank Reconciliation up to end of September 2022 be approved.

c) FGP22/64 - Income and Expenditure against Budget

It was proposed by Jane Bremner, seconded by Peter Noel and

RESOLVED to approve the Income and Expenditure against Budget - April to September 2022.

d) FGP22/66 - Clerk's Report

It was proposed by Jane Bremner, seconded by Peter Noel and

RESOLVED to approve the Clerk's Report.

e) FGP21/68(a) - Youth Charity Fund Donations

A report of Charity Fund Donations 2022 had been circulated but which excluded the late application received from the Explorer Scouts. They were seeking a donation of £200 (of the £402 cost) towards a pop-up shelter which can be taken to events to change and eat in during outdoor activities. A total of £700 in donations were requested.

It was proposed by Jane Bremner, seconded by Peter Noel and

RESOLVED to approve the donations from the Youth Fund of £700.

f) FGP21/68(b) - Non-Youth Charity Fund donations

A report had been circulated with the proposed donation to Citizen's Advice of £300. It was proposed by Peter Noel, seconded by Katie Moore and

RESOLVED to approve the Non-Youth Fund donation of £300.

g) FGP22/74(a) - Recycled "Chat Bench"

Jane Bremner reported about the idea of siting a bench (possibly outside the Elms). Since the Finance Committee meeting, Martin Sayers had circulated details of a different recycled bench used by Chideock PC. The Clerk has viewed both designs and as the one used at Uplyme Church is cheaper, it is proposed to purchase one of those initially (perhaps the other design could be used in future if another community bench is required).

It was proposed by Jane Bremner, seconded by Martin Sayers and

RESOLVED to approve the purchase of a 3-seater Winawood Sandwick bench in stone grey, with the plaque wording as set out in the Finance Committee meeting minutes. The total cost £350 plus VAT, including a free plaque and free delivery (to be taken from the £800 remaining in the Jubilee allowance).

h) FGP22/74(b) Warm Hub logistics/funding

Jane Bremner asked permission to present new information. She reported that the initial idea from the Finance Committee was to offer a warm hub at The Elms during December, to judge the take up. They were hoping to ask for funding of £200 from the remainder of the non-youth charity fund. They had decided that the Safeguarding Policy needed to be updated and to avoid DBS checking two "volunteers" would be available at each session (either two Councillors or a Councillor and a member of staff). An extensive Risk Assessment was being written based on a model from Martin Lewis (Money Saving Expert) specifically for Warm Hubs. However, the new owners of the Old Bank Café run a Chit Chat Tuesday mornings. To encourage people who are perhaps on their own, to go in and socialise. Jane Bremner thought it would be wrong to be providing something that would be in direct competition with a local business. The idea then came up of sponsoring the Chit Chat morning. The Clerk checked with the DAPTC and funds could be spent under Section 137 to enable some kind of donation. Jane wanted to ask the other members if they were in agreement in principle before speaking to the Old Bank Café. It was proposed by Jane Bremner, seconded by Peter Noel and

RESOLVED that Jane Bremner would approach the Old Bank Café about the principle of the Council sponsoring a Tuesday morning Warm Space at the Café. A councillor would try to be there for each session. It would initially be for December for a practice run. There would be a total of £200 taken from the Non-Youth budget, initially offering £50 to the Café until Christmas.

i) FGP22/75 - Kubota annual service

Jane Bremner spoke to the members about the Kubota lawn mower servicing needs. A change of supplier is recommended, at a slightly increased price than previous. However, they are less vague and more reliable with an on-site service. It was proposed by Jane Bremner, seconded by Peter Noel and

RESOLVED that a change of supplier for Kubota machinery servicing be approved.

FC22/112 HR COMMITTEE ISSUES

- a) Jane Bremner reported to the members that a need for Customer Service training had been identified and that some members of staff would benefit. There is training available with the DAPTC at £14 per session. Initially Jane, Katie Moore and Dave Humphrey would do the training and then Jane would deliver the training onwards with Katie's help. It was proposed by Jane Bremner, seconded by Peter Noel and

RESOLVED that DAPTC Customer Service Training for Jane Bremner, Katie Moore and Dave Humphrey, at £14 a session was approved.

- b) HR22/17 c) - GDPR and Freedom of Information training

Jane Bremner reported that the HR Committee would like to spend total of £28 (£14x2) from training budget, GDPR and FIO training for staff. It was proposed by Jane Bremner, seconded by Peter Noel and

RESOLVED that a total spend of £28 (£14x2) from training budget, for GDPR and FIO training for staff was approved.

- c) Re RoSPA training

Jane Bremner reported that as the playground is reasonably small, the current inspection sheet used by the Facilities Manager seemed sufficient. She asked approval for the Facilities Manager/Clerk to discuss with the Zurich Inspector on their next visit, if the inspection sheet was adequate, rather than having to attend a RoSPA training course.

FC22/113 DECEMBER COMMITTEE MEETINGS

Peter Noel reported that it had been proposed to not hold the December Committee meetings (Foreshore and Playing Field) but as the Deputy Clerk had returned to work, he asked the Councillors how they felt about continuing with these? It was agreed to hold the December meetings.

FC22/114 EMERGENCY PLAN WG

Katie Moore reported that the Emergency Plan was coming along. The Working Group is trying to obtain other organisation's emergency plans so that we are all working together. The Emergency Working Group currently consists of Lisa, Dave, Katie, Judith and Melanie and they have a WhatsApp group. They would like to have permission to include all the Councillors on a separate Parish Council Emergency Alert WhatsApp group. This would be used to communicate in the event of the Emergency Plan being activated. The Working Group have had a few meetings with Nigel Osborne, Emergency Management Officer at Dorset County Council, about resilience training. Katie and Dave Humphrey went to flood training at West Bay which was very useful. It was proposed by Katie Moor, seconded by Peter Noel and

RESOLVED that all the Councillors have agreed to be on a separate Parish Council Emergency Alert WhatsApp group.

FC22/115 NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

Jane Bremner reported that she had been to a meeting of the Almshouse Charity. They are getting a list together of who is to receive a £60 shopping voucher which can be spent at a local store.

Katie Moore went to the meeting at St Andrews Hall.

Martin Sayers will be going to the AGM of the Library and they will ask if the Council will increase funding for holding the post office by £1 per session for next year.

FC22/116 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS (TO FOLLOW G)

- Dorset Council Fostering Team – raising awareness of the need for foster carers in Dorset and wondering if they could attend Charmouth Parish meetings to discuss fostering, ideally with members of the public, or if the Council could take some information in the form of posters/leaflets to hand out/display. Peter Noel thought that it wasn't proper for them to attend a Council meeting as it would set a precedent to allow all groups, but perhaps they could be invited to the Annual Parish Meeting next year if the Council agree? They do have leaflets that could be displayed. The APM would be discussed at the January Council meeting so it could be discussed again then.
- Journalist for BBC South had emailed seeking information on any "Warm Spaces" in the area. Peter Noel suggested to delay a reply to this until it is known what is happening about the Old Bank Café.
- 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
 - Consultation on Temporary Road closure of Stonebarrow Lane – proposed between 8am and 6pm on 13 January 2023;
 - Temporary closure of the footbridge across the River Char for necessary repairs;
 - Details of cost of living Live on Facebook.
- Flood Wessex (all info circulated to Dave Humphrey, Judith Sheppard and Katie Moore)
 - Newsletter for Autumn/Winter.
- DAPTC:
 - Register of interest e-form.
- BLAP (all info circulated to Martin Sayers/Peter Noel):
 - Bulletins: 11/10/22; 25/10/22; 8/11/22;
 - Parish Liaison Meeting 10/11/22 and subsequent notes.
- Cllr Belinda Bawden:
 - Notices re rail strike action;

- Ukraine – advice and guidance;
- Heat fund for those off the gas grid;
- Surgeries to be held in the Clematis Room, Charmouth Library;
- Dorset Schools Admissions 2024/25.
- Dorset Coast Forum:
 - DCF Steering Group Membership – how to apply.
- Char Valley PC
 - River Char Community Project - Saturday 19 November – notification of family and volunteer river walk – circulated.
- Enquiries via website contact form:
 - Problem of tree on right of way – referred to Dorset Council;
 - Enquiry about Charmouth Christmas lights – passed to Charmouth Traders.
- St Andrew's Community Hall:
 - Agenda for meeting 15.11.2022 and subsequent cancellation due to resignation of a Trustee.
- Climate and Ecological Emergency Support:
 - Reminder for Councillors Climate and Ecological Emergency Support Group meeting on Wednesday 16 Nov 12.30pm and subsequent notes.
- WATAG (all info circulated to Julie Leah):
 - Details of next General Meeting to be held on 24 November.
- Jurassic Coast Trust:
 - New museum proposal;
 - Introducing a whole new Jurassic Coast experience.
- Request to use beach for an A level photography project – permission granted by delegated authority (Foreshore Chaire/Clerk);
- Dorset CPRE October Newsletter;
- Active Places November Newsletter;
- Bridport TC – Bridport Investment Plan Draft.

FC22/117 EXCHANGE OF INFORMATION

Julie Leah reported that there had been a lot of sewage outage because of the heavy rain. The Lower Char Community Project group are making progress with Wessex Water and Southwest Water in identifying and reducing different sources of pollution in the river and beach.

FC22/118 IN COMMITTEE

It was proposed by Peter Noel, seconded by Jane Bremner and
RESOLVED to go 'In Committee'

a) FGP22/77(a) Rent Review – Lease 1

It was proposed by Jane Bremner, seconded by Peter Noel and

RESOLVED that a 6% increase in the current rent for the remaining 3 years be approved.

b) FGP22/77(b) Break Clause – Lease 7

It was proposed by Jane Bremner, seconded by Peter Noel and

RESOLVED to accept notice to invoke the break clause in the lease from 31/12/22 and instruct Martin Diplock to advertise the space at the same rent as currently.

c) HR22/17(d) Staff Member 1 training and additional hours

It was proposed by Jane Bremner, seconded by Peter Noel and

RESOLVED to approve the additional hours and staff training with costs.

The meeting closed at 8.50pm.

DRAFT