

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 11 OCTOBER 2022**

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

IN ATTENDANCE: Lisa Tuck, Parish Clerk; Charmouth residents x 2.

FC22/84 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

Two members of the public were in attendance and stated that they were new to the village and liked it so much had decided to settle in Charmouth.

FC22/85 DORSET COUNCIL ISSUES

Cllr Bawden was not in attendance.

FC22/86 APOLOGIES FOR ABSENCE

No apologies were received.

FC22/87 DISPENSATIONS

No dispensations were received.

FC22/88 DECLARATIONS OF INTEREST

No declarations of interest were received.

FC22/89 MINUTES

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

RESOLVED that the minutes of the meeting held on 26 July 2022, circulated to members, were a correct record and these were signed by the Chair.

FC22/90 TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES

a) Following an enquiry from Jane Bremner, the Clerk confirmed that the new beach huts would be delivered in the next couple of weeks. The old ones had been dismantled and were in the process of being sold.

FC22/91 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 30 AUGUST 2022

a) FS41/22b. Beach Office Policy – following circulation of the policy, one small amendment was noted and it was proposed by Judith Sheppard, seconded by Martin Sayers and

RESOLVED to approve the updated Beach Office Policy (as attached to the Foreshore Minutes).

b) Motorised paddle boards and boats – Judith Sheppard confirmed that if these craft are seen close to the shore, the Beach staff will report them to the Lyme Regis Harbour Master who will pass this to the Marine Police (as advised at the recent Coast Forum meeting) and speak to the offender if this is possible. The Clerk confirmed that a quote is being sought from the Harbour Master to install buoys across both beaches.

FC22/92 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 30 AUGUST 2022

a) Remembrance Day Parade/Service 2022 – The Clerk reported that arrangements are in hand for the event on Sunday 13 November. A quote had been received from Beaminster Flowers for the Church displays again and it was proposed by Martin Sayers, seconded by Peter Noel and **RESOLVED** that the quote of £295 plus VAT from Beaminster Flowers (materials only, labour given foc) be accepted from the current budget.

In addition, it was also proposed by Martin Sayers, seconded by Peter Noel and **RESOLVED** that a donation of £50 be given to the RBL for the wreath.

FC22/93 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE HELD ON 27 SEPTEMBER 2022

There were no proposals. The Clerk reported that a couple more applications had been received since the meeting which will be dealt with by delegated authority as comments are due before the next meeting on 8 November.

FC22/94 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 27 SEPTEMBER 2022

a) FGP22/42 - Supplier Payments for August and September had been approved by the F&GP Committee as follows:

Supplier Payments - August 2022:

HMRC (PAYE)	£2,665.66
Lawson Computer Repair Ltd	190.00
Garry Pitcher	6.00
Garry Pitcher	110.10
Altegra	82.80
Joe Turner	85.58
Bridport Building Supplies	84.43
Yellowbox	57.84
Martins Excavations	360.00
Greig & Allen	41.71
Shanies	60.00
Cartidge Save	101.59
Cartidge Save	95.73

Cartidge Save	-48.86	
Prospect Garage	277.27	
Just Park	54.00	
Flowbird	134.26	
Flowbird	195.38	
John Peers	521.56	
Water 2 Business	409.49	
A J Supplies	456.00	
Amazon	52.95	
Amazon	24.99	
Vale Fire Safety	702.00	
Vale Fire Safety	33.60	
Axminster Iron works ltd	960.00	
Mark Wickenden	569.06	
Sparkbrights	33.00	
Screwfix	7.96	
Screwfix	6.49	
Screwfix	111.90	
JRB Enterprise	305.16	
Mole Avon	16.73	
Buglers	81.50	
Buglers	193.30	
Amazon	20.78	
Creative Solutions	90.12	
		£9,150.08
Already paid		
Poultons	6787.20	
Buglers (2 installments paid)	46740.00	
South West in Bloom	50.00	
Photospecialist	231.95	
John Lewis PLC	499.99	
Dorset Leisure Centre Ltd	155.13	
Unity Soft	34.99	
Unity Soft	34.99	
Eventbrite	80.00	
		£54,614.25
		<hr/> £63,764.33

Supplier Payments - September 2022:

HMRC (PAYE)	£2,010.34	
First Aid for Less	18.36	
Water 2 Business	409.49	
Garry Pitcher	39.99	
Garry Pitcher	5.00	
Lyreco	79.62	
Bemrose Booth Paragon Ltd	797.52	
Joe Turner	327.09	
PKF Littlejohn LLP	960.00	
Screwfix	35.09	
Amazon	31.45	
Charmouth Central Ltd	120.00	
Greig & Allen	54.00	
Amazon	33.99	
Peter Grinter	22.00	
AGM	109.75	
		£5,053.69
Already paid		
Dave Humphrey	49.54	
The Flag Shop	7.99	
		£57.53
		<hr/>
		£5,111.22

b) FGP22/43 Bank Reconciliation – It was proposed by Peter Noel, seconded by Judith Sheppard and

RESOLVED to approve the Bank Reconciliation up to the end of July 2022.

c) FGP22/44 Income and Expenditure against Budget - It was proposed by Peter Noel, seconded by Judith Sheppard and

RESOLVED to approve the Income and Expenditure against Budget for April and July 2022.

d) FGP22/46 Clerk's Report - It was proposed by Peter Noel, seconded by Judith Sheppard and

RESOLVED to approve the Clerk's Report.

Jane Bremner asked that Dave Humphrey and Alan Tootill be thanked for coming in early over the summer to ensure the bins are available for emptying. Katie Moore confirmed that this had been done at the recent inaugural between between Committee Chairs and staff.

e) FGP22/47 Acceptance of Auditor's Report – There were no matters arising from the External Auditor's Report and it was proposed by Peter Noel, seconded by Martin Sayers and

RESOLVED that the report from PKF Littlejohn for the 2021/22 accounts be accepted.

f) FGP22/51(b) Lone Working Policy/RA – It was proposed by Peter Noel, seconded by Jane Bremner and

RESOLVED that the Lone Working Policy be accepted and added to the Staff Handbook in line with other HR policies.

g) FGP22/52(d) Ukranian Flag - As it was generally felt that as no flag is usually flown through the winter at the Elms due to it getting damaged, it is proposed by the F&GP Committee that the Ukranian flag should be taken down the next time the Union flag is flown (Remembrance Sunday). Andrew Lightfoot offered a counter proposal that as the flag is relatively cheap and the Ukranian crisis has ramifications for everybody through the cost of living crisis, it seems more important than ever to show support for Ukraine by continuing to fly the flag. The counter proposal was seconded by Judith Sheppard and

RESOLVED (7:1 in favour – 1 abstention) to continue to fly the Ukranian flag.

h) FGP22/53 Financial Regulations – It was proposed by Peter Noel, seconded by Judith Sheppard and

RESOLVED that the updated Financial Regulations be accepted.

i) FGP22/54(c) 2030 Vision Project - It was proposed by Andrew Lightfoot, seconded by Jane Bremner and

RESOLVED that the recommendation from the Environment WG not to actively engage with this project at the current time be approved.

j) FGP22/54(d) Bank Signatory addition - It was proposed by Judith Sheppard, seconded by Peter Noel and

RESOLVED that Jane Bremner, as Vice Chair of the F&GP Committee, be added as a signatory to all bank accounts. There are currently only three other signatories and the Clerk.

k) Street Lamp Poppies Donation – In line with recent fund raising notices, it was proposed by Peter Noel, seconded by Judith Sheppard and

RESOLVED that a donation of £150 be made towards the street lamp poppies for 2022. This would be taken from the remainder of the non-youth Charity Fund Reserve which wasn't used for the Ring and Ride Service last year.

l) As a post meeting note to FGP22/54a), a response has now been received from LRTC regarding the hedgehog doors. They have agreed to purchase 50 and are happy to sell 10 to Charmouth PC at cost price (between £30 and £50 as the cost has to be clarified) as per the previous approval by the F&GP Committee.

FC22/95 HR COMMITTEE ISSUES

a) Emergency-Dependant's Leave Policy – following approval by all members of the HR Committee it was proposed by Martin Sayers, seconded by Jane Bremner and

RESOLVED that the Emergency-Dependant's Leave Policy be approved and added to the staff handbook.

FC22/96 EMERGENCY PLAN WG – Judith Sheppard stated that Nigel Osborne from DC Emergency Planning Dept was coming tomorrow afternoon to meet with herself, Katie and Melanie to talk through the draft Emergency Plan which had been adapted from another local Council's plan. She also confirmed that there is a meeting with the identified volunteers next week which Nigel will also attend. The Flood Plan is being looked at and will be added as a sub-section of the Emergency Plan. In the meantime, Dave Humphrey and Katie Moore are attending training next week as flood is considered the most likely risk.

FC22/97 NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

a) Rep for Lower Char Community Project - Julie Leah was appointed as the Rep for the River Char Project in January 2022. Julie is already a member of the Lower Char Community Project in her own right and it was therefore agreed that rather than appoint a different rep for the Lower Char Community Project, Julie should report back to the Env WG as a member of the Project and then this can be reported to the Council in the notes of the Group.

FC22/98 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS

- 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
- WATAG (all info circulated to Julie Leah):
 - Minutes of General Meeting 117 held on Fri 07/10;
 - NEWS 10 - Notice of Public Meeting;
 - News special – Fix the six;
 - NEWS 9.
- DAPTC:
 - Agenda and subsequent minutes of the DAPTC Western Area Meeting held on 8 September 2022;
 - Launch of County Watch Dorset by Dorset Police;
 - Details of AGM on Sat 19 November at 10am;
 - Connectivity Improvement Survey from Dorset Council - Wessex DIA;
 - Working Together Webinar - Thu 29 September 4:30pm #Let'sTalkLibraries;
 - BSIP Stakeholder Briefing Sessions;
 - CiLCA Qualifications - Important Development Opportunity;
 - Cost of Living Crisis.
- BLAP (all info circulated to Martin Sayers/Peter Noel):
 - Bulletins: 27.09.22, 13.09.2022, 30.08.2022, 15.08.2022, 02.08.2022;
 - BLAP Steering Group agenda 08-09-22 and subsequent notes;
 - Parish Liaison agenda 21-09-22 and subsequent notes;
 - Dorset Local Resilience Forum 13/09/2022;
 - BLAP Funding Contribution request 2023/24;
 - BLAP Investment Plan meeting 04-10-22 - Zoom link;
 - Parish Liaison - Jurassic Fibre update.
- Cllr Belinda Bawden:
 - Notices re rail strike action;

- ROAD TRAFFIC REGULATION ACT 1984, TEMPORARY CLOSURE OF CHURCH STREET, LYME REGIS;
- Cost of living digital leaflets and poster – **Peter Noel mentioned whether something could be done to create warm areas, perhaps involving the library. Judith Sheppard wondered whether the Mallory Hayter Room could be used as a “warm hub” for the Charmouth community this winter. The Council would have to heat this a bit more often but is on a fixed price gas/electricity contract until 2024. Councillors could undertake a rota to man the facility and there could be tea/coffee, teacakes, games, puzzles etc. Perhaps a trial of a couple of sessions a week at different times to see what is popular. Judith asked for feedback from Councillors as to detail but it was generally agreed that it is a good idea to try and set up a “warm hub” at The Elms and perhaps encourage other spaces, including the Library, to advertise that they are warm and welcome people when they are open. Dorset Council would be asked about grant funding for this type of project.**
- NEWS release: Extra funding for families and schools;
- Revised Date and time for RSN National Rural Conference - Rural Cost of Living Crisis;
- ROAD TRAFFIC REGULATION ACT 1984, TEMPORARY CLOSURE OF MONMOUTH STREET, LYME REGIS;
- ROAD TRAFFIC REGULATION ACT 1984, EMERGENCY TEMPORARY ROAD CLOSURE, A3052 BRIDGE STREET & CHURCH STREET, LYME REGIS;
- Road works report - West, Wey, Port;
- PROPOSED TEMPORARY CLOSURE OF STONEBARROW LANE, CHARMOUTH.
- Dorset Coast Forum:
 - DCF E-news August and September 2022;
 - Annual Conference 2022 – attended by Judith Sheppard and Julie Leah.
- Dorset CAN - Dorset Deserves Better:
 - Communities and charities event in Bridport 22.09.2022.
- Char Valley PC
 - River Char Community Project - Saturday 15th October – notification of family and volunteer river walk – circulated.
- Enquiries via website contact form:
 - Regulations regarding replacement electricity poles by Western Power – **Martin Sayers also expressed concern at the work undertaken by Western Power where 4 cables had been combined into one much thicker cable.**
 - Concern about rats in the playing field and ivy on the village wall behind the pavilion;
 - What is being done in Charmouth about avian influenza;
 - Freedom of Information request via What Do They Know.com regarding parking charges and whether they have increased over the past 5 years;
 - Concern about people climbing on the cliffs and whether there should be more notices;
 - A35 sink hole roadworks;
 - Fall in the field car park;
 - Concern over neighbours’ tall trees and shrubs;

- Concern over builder's rubble dumped on the roundabout;
- Congratulations on very attractive garden planters on Lower Sea Lane! **The Clerk confirmed that compliments aren't received very often!**
- St Andrew's Community Hall:
 - Minutes of meeting 23.09.2022;
 - Agenda for meeting 06.09.2022;
 - Minutes of meeting 05.07.2022.
- Citizen's Advice:
 - Stakeholders/Partners Survey;
 - Annual Report.
- Climate and Ecological Emergency Support:
 - Notes from Sept Councillors Climate and Ecological Emergency support group and reminder for 18 Oct 7.30pm;
 - Support Group notes from July and reminder for September meeting.
- Dorset Alert;
 - Meet the team;
 - Free walk-in event for Older Drivers – publicised;
 - Air and sea restrictions announced for Bournemouth Air Festival.
- Notice from Ian Lewis, DC Animal Welfare and Dog Control Officer re impending retirement. Thanks for support over the last 15 years.
- Cerne Abbas Open Gardens notice – forwarded to Charmouth Gardeners.
- Active Places Newsletter Summer and October 2022.
- National Highways, A35 Penn Duals and Elsdon's Lane safety improvements.
- Dorset Council - Tour of Britain Stage 7 (Dorset) cycle race and subsequent cancellation due to death of the Queen.
- Many notices from Dorset Council and DAPTC regarding the death of the Queen and associated protocol etc.
- Dorset Council licensing applications received regularly.
- Wessex Flood Warden Newsletter - Summer 2022.
- Dorset CPRE August Newsletter including Press Release on response to Dorset Council Local Plan update.
- Dorset Council Community Governance Review - Final Recommendations.

FC22/99 EXCHANGE OF INFORMATION

- a) Dorset Coast Forum – Judith Sheppard and Julie Leah attended the Dorset Coast Forum Annual Conference in September at Kingston Maurward. It was very informative and included presentations on Emergency Plans/Resilience which is useful currently. Julie also stated that she spoke to the man who gave the presentation from Wessex Water afterwards, and he hadn't realised that Charmouth wasn't part of Lyme Regis works to protect the seafront and that there is no Government funding to protect Charmouth's key amenities from rising sea levels/storm damage.
- b) Andrew Lightfoot stated that he and Julie Leah, on behalf of the Environment WG, had organised a Green morning on 1 October. Amongst the very informative presentations, was one from Heather Salmon (a Trustee of CHCC) about the Shoreline Management Plan 2.

- c) Julie Leah stated that she was unable to attend the latest WATAG meeting but would look at the minutes and relay any relevant information.
- d) Martin Sayers attended the BLAP Parish Liaison meeting recently and confirmed that Charmouth had followed the guidelines in relation to the death of the Queen.

FC22/100 IN COMMITTEE

- a) From F&GP Committee - FGP22/55(a)(i) Wax Oiling of Tractor – It was proposed by Peter Noel, seconded by Judith Sheppard and

RESOLVED that the quote from Francis Bugler for wax oiling the underneath of the new tractor at a cost of £495 plus VAT be agreed. This would be taken from MC1 Reserve.

- b) From F&GP Committee - FGP22/55(b) Annual Servicing of Machinery - Further to discussions between the Clerk and the Facilities Manager it was proposed by Peter Noel, seconded by Martin Sayers and

RESOLVED that all except the Kubota mower be sent to MNR Mowers, Honiton at a cost of £1902.50 plus VAT and the Kubota be sent to Axminster Garden Machinery, as they are a recognised dealer, at an approximate cost of £240 plus VAT. Total cost of approx. £2200 plus VAT to be taken from the John Deer Mtce budget of £1000 and the remainder from the 21/22 Surplus Fund (GEN6).

It was confirmed that budgets would be adjusted for 2023/24 in line with Worknest's requirements. In addition, a previously used "one man band" servicing engineer would be re-contacted for next year and Worknest would be asked if this would be satisfactory.

- c) From F&GP Committee - FGP22/57 Lease Renewal - Following a very positive meeting between reps of CHCC, Peter Noel, Judith Sheppard and the Clerk, it was proposed by Peter Noel, seconded by Judith Sheppard and

RESOLVED that a new lease be offered to CHCC on the basis set out in the notes of the meeting – circulated with F&GP Mins.

The meeting closed at 8.25pm.