

**MINUTES OF A MEETING OF CHARMOUTH PARISH COUNCIL**  
**HELD AT THE ELMS ON TUESDAY 20 DECEMBER 2016**

1656

**PRESENT:** Graham Bender, Peter Noel, Paul Oatway, Martin Sayers, Judith Sheppard, Chris Shirley-Smith

County/District Councillor Daryl Turner

163/16 APOLOGIES

Apologies were received from Richard Salisbury (ill health) and David Clifford (previous engagement). Apologies has also been received from District Councillor George Symonds.

164/16 DECLARATION OF INTEREST

The Chairman reminded the Council of the need for individuals to declare an interest on either of the two types of interest as set out below.

- a) In items on the agenda – there were no declarations in items on the agenda
- b) On gifts greater than £50 in value – there were no declarations.

165/16 PUBLIC PARTICIPATION

No members of the public were present.

166/16 DORSET COUNTY COUNCIL ISSUES

Daryl Turner updated the Council on issues relating to the County Council:

1. The consultation on Local Government re-shaping had finished and the reports are available to view on line. The majority are in favour of reducing from 9 to 2 Councils. Phase II has started which is consultation with 10 Councils which have already gone through the devolution process.
2. The Economic Growth Scrutiny Committee are looking at Superfast Broadband “not” spots particularly north of the marshwood vale.
3. The CCG consultation which is now running for 12 weeks.

167/16 WEST DORSET DISTRICT COUNCIL ISSUES

Daryl Turner also updated the Council on current issues from the District Council:

1. The continued extremely poor service of planning with 65% of major applications not meeting the 12 week target. The biggest problems are still with land searches which are taking 82 days currently. The reputational risk is still very high. Graham Bender asked what was the cause of the problem and Daryl confirmed that it is very hard to recruit qualified staff due to the cost of moving to Dorset.
2. There was a discussion about the CCG Consultation and the various open meetings regarding this.

## 168/16 MINUTES OF THE MEETING HELD ON 22 NOVEMBER 2016

Following circulation, it was proposed by Graham Bender, seconded by Judith Sheppard and

**RESOLVED that the minutes of the meeting held on 22 November 2016 be approved with no corrections.**

## 169/16 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

## 170/16 FORESHORE COMMITTEE (Meeting held on 6 December 2016)

1. Following details of the long term maintenance requirements as set out in the Foreshore Minutes, to the proposed stone cairn on Evans Cliff, it was proposed by Paul Oatway, seconded by Martin Sayers and

**RESOLVED that the Council agree to the Jurassic Coast World Heritage Team's request to assume the long term maintenance of the stone cairn once constructed.**

2. Paul Oatway reported that following quotes received to repair the roof windows at the Factory Building, CHCC has now undertaken a consultation with Trustees and written to say they wish to have the windows removed and the area slated over. This will be taken to the Foreshore Committee in January following a meeting which Paul Oatway is to have with CHCC.

## 171/16 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE (Meeting held on 13 December 2016)

There were no proposals and no items to report.

## 172/16 PLANNING COMMITTEE (Meeting held on 13 December 2016)

The minutes of the meeting had been circulated and the following applications had been received and commented on:

1. Application No. WD/D/16/002429  
The Orangery, Langmoor Manor, Fernhill  
Alterations to upgrade existing conservatory to habitable accommodation.  
**No Objections**
2. Application No. WD/D/16/002540  
2 Downside Close  
Single storey side extension  
**No objections**
3. The Clerk reported that since the last planning meeting, A tree application WD/TP/16/00513 for Nas Dum, Higher Sea Lane had been received. This involved raising the canopy of two trees (an ash and a maple) to 4m over the driveway. Mike Whatmore (Tree Warden) had visited the site and could not see any reason for the Council to object. As comments are due at WDDC by 1 January, a response of "no objection" was agreed.

173/16 FINANCE COMMITTEE (Meeting held on 13 December 2016)

1. It was proposed by Judith Sheppard, seconded by Graham Bender and

**RESOLVED that the Report of Accounts for November, together with the Clerk's Report for December be accepted and approved.**

	£	£	£
		Current Ac	Deposit Ac
Cash Book Balance at 31 October 2016		46,862.69	146,061.52
<b>Income:</b>			
Transfer to Deposit Account			0.00
Foreshore - Rents/Car Park/Beach Huts etc	3,303.27		
Elms Rent/MH Room	884.10		
Interest	_____		18.61
		4,187.37	
<b>Expenditure:</b>			
Accounts paid in Nov (inc PAYE)	3,753.02		
James Loveridge Photography	30.00		
Charity Fund Donations	1,100.00		
Transfer from Current Account	0.00		
		4,883.02	
<b>Direct Debits:</b>			
Santander charges	33.52		
BT - Main Office Phone	26.14		
BT - Fsh Office	23.33		
BT - Fsh Emergency Phone	35.76		
BT - Autodialler	0.00		
Wessex Water Authority (Foreshore)	75.50		
WDDC - Foreshore/Cemetery Rates	1,103.00		
WDDC - Elms Rates	240.00		
DCC - Foreshore/Cemetery Bins	372.14		
British Gas - Elms	81.00		
EDF Energy - Foreshore	0.00		
EDF Energy - Elms	69.00		
EDF Energy - Playing Field Pavilion	0.00		
EDF Energy - Depot	6.00		
EDF Energy - Cemetery Chapel	0.00		
Public Works Loan Board	0.00		
Wages - Net	6,502.72		
HMRC (VAT)	_____		
		13,518.71	
Cash Book Balance at 30 November 2016		32,648.33	146,080.13

Represented by:		
Bank Santander		32,648.33
	Working	45,309.24
	Contingency	421.04
	Earmarked	
	Reserve	100,349.85
Business Deposit Account		146,080.13
Nat West		
Account		1,000.00
Nat West Savers Account		2,406.19

The following payments had been agreed by the Finance Committee and were noted. There were no additions.

HMRC (PAYE)	1,251.88
Groves Nurseries	97.98
A J Supplies	73.56
Boilerman Ltd	100.00
View From Newspaper	202.50
Water 2 Business	307.29
C B Potts	678.61
James Loveridge Photography	30.00
Bridport Building Supplies	46.80
B H Chapman	30.00
Zurich Management Services	810.00
Lyme Light	238.00
Lyreco UK Ltd	112.10
Doodle Computers	54.00
Travis Perkins	35.40
Mark Wickenden	326.37
St Andrews Community Hall	<u>17.00</u>
	4,411.49

2. Following circulation of the monthly spreadsheets for November 2016, it was proposed by Martin Sayers, seconded by Graham Bender and

**RESOLVED that the November 2016 spreadsheet accounts be accepted and approved.**

3. (a) Following circulation of the summary of proposed budgets for 2017/18 and Plan Years 1-3, as recommended by the Finance Committee, Peter Noel reported that information had been received that capping of Parish and Town Precepts for 2017/18 had been deferred. Comments from other Towns and Parish's in Dorset also showed that many were raising precept levels due to the unknown future with regard to reorganisation. It was proposed by Peter Noel, seconded by Paul Oatway and

**RESOLVED that the proposed budgets for 2017/18 be approved.**

It is intended to have a meeting with Chairs and Vice Chairs of Committees in April to agree exact distribution of certain budgets.

- (b) Following circulation of the proposed charges (across all areas) for 2017/18 as recommended by the individual committees and endorsed by the Finance Committee, it was proposed by Paul Oatway, seconded by Graham Bender and

**RESOLVED that the proposed charges for 2017/18 be approved.**

- (c) In line with the approved budgets, and the proposals outlined at the Annual Parish Meeting and in the leaflet circulated to all households earlier this year, it was proposed by Peter Noel, seconded by Paul Oatway and

**RESOLVED unanimously that the precept for 2017/18 be increased by £25,000 to £80,000.**

Paul Oatway stated that, although he knows that Charmouth is a unique case, the precept is higher than any other Parish in Dorset.

4. In line with the regulations and requirements for Charmouth Parish Council to provide a pension for employees from 1 February 2017, comparisons for the different types of pensions available, had been circulated. In line with the Finance Committee's recommendation it was proposed by Paul Oatway, seconded by Martin Sayers and

**RESOLVED that People's Pension be used for a pension scheme for staff and that the Council pay the ongoing administrative costs.**

5. Following the Charity Fund donations made last month, a further letter had been received from Life Education Wessex seeking funds to help with the drugs awareness work they undertake with Charmouth Primary School. Following recommendation by the Finance Committee, it was proposed by Peter Noel, seconded by Chris Shirley-Smith and

**RESOLVED that a donation of £50 (the remainder of the youth fund) be made to Life Education Wessex.**

6. To date no quotes for the Neighbourhood Plan website had been received so this would be considered at a later date.

#### 174/16 HR COMMITTEE (Meeting held on 8 December 2016)

The minutes outlined the events resulting in the appointment of a new Works Maintenance Assistant as well as one proposal relating to staff contracts to be dealt with "In Committee".

#### 175/16 COUNCILLORS

- (a) It was reported that the resignation from Council had been received from Jim Greenhalgh due to a recent health issue. WDDC have been notified and the statutory notices displayed. The Council should be informed shortly whether this place can also be filled by co-option.
- (b) An application has been received from Judy Fellingham in response to the two existing Councillor spaces for co-option. It was proposed by Peter Noel, seconded by Graham Bender and

**RESOLVED that Judy Fellingham be co-opted as a Councillor.**

Following signature of her declaration, Judy would attend the January meetings.

## 176/16 COMMITTEE MEMBERSHIP

- (a) In view of the lack of Councillors currently, the membership of the Playing Field, Cemetery and Street Management Committee is struggling. It was agreed that Chris Shirley-Smith become a member of this Committee bearing in mind that he is Chair of the Highways Sub-Committee which reports to it.
- (b) It was agreed that Judy Fellingham would initially serve on the Playing Field, Cemetery and Street Management Committee.

## 177/16 RISK MANAGEMENT – HEALTH AND SAFETY POLICY

Following a very helpful meeting which the Clerk and Facilities Manager had with the Risk Management Advisor from Zurich, it was proposed by Paul Oatway, seconded by Graham Bender and

**RESOLVED that the updated Health and Safety Policy (circulated to all Councillors) be approved and adopted.**

It was noted that following the visit, the original system set up about 12 years ago, is still basically sound but needs overhauling and updating gradually over the next few months. This process will involve the Clerk and Facilities Manager drawing up risk assessments and procedures which will be noted by the Committees.

## 178/16 ANNUAL PARISH MEETING 2017

It was agreed that the Community Hall should be used as the venue again for the 2017 Annual Parish Meeting and due to other regular bookings, Wednesday 29 March 2017 had been provisionally reserved. Peter Noel reminded Councillors of the speakers in previous years and thought should be given to this for a decision on who to invite in January. Initial thoughts were the Regeneration Project and National Trust. The Highway Sub-Committee are to have a board to gauge public opinion on the suggested traffic calming ideas.

## 179/16 REPORTS FROM NOMINATED REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF COUNCIL

1. Paul Oatway reported that he had attended the Almshouse Charities meeting and that they have a sound handle on the finances and distribute to those in need in the Parish.
2. Martin Sayers reported that he had attended the BLAP meeting which was surviving in spite of the cuts.
3. Chris Shirley-Smith stated that he had been unable to attend the Twinning meeting recently.

## 180/16 CORRESPONDENCE AND COMMUNICATIONS

1. A letter was received from Bradpole Pre-school thanking the Council for their donation.
2. The magazine of the National Association of Local Councils was received.
3. CPRE magazine Countryside Voice was received.
4. CPRE Field Work Winter 2016 magazine was received.
5. A letter from Opinion Research Services was received about Re-Shaping your Council with a questionnaire, which has been completed and returned.

6. An email was received about Extraordinary Chief Executive's Circular - DAPTC Subscription Charges for 2017/2018.
7. An email was received from SLCC - Your News Bulletin 16th December 2016.
8. An email was received DAPTC - No extension of Council Tax referendum principles to parish and town councils in 2017/2018. This had been highlighted by the Chair during the budget proposals.
9. An email was received wishing a Merry Christmas from all the staff and Executive Committee Members of the Dorset Association of Parish and Town Councils (DAPTC) and including their holiday opening hours.
10. An email was received with the Results from Dorset Highways Councillors Survey 2016.
11. BLAP Bulletin received from Bridport Town Council 14<sup>th</sup> December 2016.
12. Seasons Greetings from the Dorset Coast Forum email.
13. An email received from DAPTC with details of the latest Clinical Services Review public consultation.
14. December Bulletin for the Local Council Online Consultation project email received from Dorset Councils Partnership.
15. Dorset Coast Forum E-news December 2016 received together with update.
16. Community Highway Officers information email received from Dorset Highways.
17. Daryl Turner forwarded an email - Rural Opportunities Bulletin.
18. An email was received from LymeForward - The Marine Management Organisation (MMO) is consulting the public on its Draft South Marine Plans - including our Dorset and East Devon coastline.
19. An email was received from LymeForward - Woodmead Halls December 13th 7pm confirmed for public meeting on proposed CCG changes to our health services.
20. BLAP Bulletin 2<sup>nd</sup> December 2016 received by email.
21. An email was received from Dorset Border Force with Poole Maritime Team Autumn Newsletter.
22. An email was received about Have Your Say on Changes to Dorset's Concessionary Pass Scheme – Consultation from Dorset Travel, DCC.
23. An email was received from the Service Director Highways & Emergency Planning about the Annual Highways Service Survey 2016.
24. An email was received from LymeForward about Dorset CCG to consult on proposal that could mean major changes to acute hospital and community care services. Also received is a notice of a non-political open meeting to be held in Lyme on 14 January where as many views as possible are welcome. All Councillors have been asked to consider this consultation and the impact it would have on Charmouth.
25. DAPTC sent an email - Hilary Trevorah sends her apologies for tonight's Western Area meeting 24.11.16.
26. An email was received about the BLAP Steering Group meeting will take place on Thursday 1st December at 2.15pm, Committee Room, Mountfield with a copy of the Agenda, last times minutes, draft BLAP Protocol and draft BLAP Action Plan.
27. An email was received from Dorset County Council - Enewsletter: Surfacing - works to watch.
28. Information has been received from Dorset Police inviting people to have their say on Police funding.
29. NALC Newsletter has been received together with a funding bulletin.

181/16 EXCHANGE OF INFORMATION

- 1. Martin Sayers mentioned comments he had heard following the Traders Christmas evening about the Marshalls not being very visible. Paul Oatway stated that this is not a Council event and is a matter for the Traders.
- 2. Chris Shirley-Smith stated that he had volunteered to undertake cover at the Foreshore on 24 December and required details. Paul Oatway confirmed that these would be circulated by e-mail tomorrow.

It was proposed by Peter Noel, seconded by Graham Bender and

**RESOLVED that the Council go “in Committee”.**

182/16 IN COMMITTEE

- 1. Staff issues (budgets).

The meeting closed at 8.20pm.

Signed .....

Dated .....