

Charmouth Parish Council

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MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL HELD AT THE ELMS ON TUESDAY 28TH JANUARY 2020 at 7.30pm

PRESENT: Cllrs. Jane Bremner, Maralyn Hinxman, Paul Oatway (Vice Chair), Martin Sayers, Judith Sheppard, Kay Solomon.

IN ATTENDANCE: Lisa Tuck, Parish Clerk; Melissa Kirkby, Deputy Clerk; Cllr Daryl Turner; Katie Moore

1.20 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

Katie Moore spoke about her wish to be co-opted as a councillor. She has recently purchased The White House in Charmouth as her residential home. She has now retired after thirty years working as a Consultant Anaesthetist in Lancashire. She would like to be of use to the community in which she lives.

2.20 DORSET COUNCIL ISSUES

Councillor Daryl Turner reported on the latest Dorset Council issues.

- a) Climate Emergency – Dorset Council continues to operate in relative isolation. His belief is the Council should be showing leadership, creating many partners across the Council area and beyond to drive the agenda and increase the impact for Dorset as a whole; reducing our Carbon Footprint and increasing mitigation measures. They are beginning to understand what they produce & measure it
- b) Budget - Dorset Council has submitted proposals for its 2020-21 budget, which was endorsed by Cabinet on 28th January 2020, including an additional £22M funding for Adult Social Care and Children's Services to cover the growing demand. Dorset Council is required to set a balanced revenue budget. To achieve this requires an increase in general council tax of 1.995% and a Levy of 2% as the social care precept. This delivers a band D council tax figure for Dorset Council of £1,694.79.

The Council is required to set a balanced budget each year - but not to balance its overall Medium Term Financial Plan (MTFP). There are expected budget gaps of £24M by 2024/25. The Council continues to work to close this gap through transformation, improved efficiency and cost reductions and it should be noted that this gap is a pre-transformation analysis. Financial benefits flowing from transformation will reduce the budget gap.

- c) Reserves, Balances, Contingency and Resilience - The balance of the general funds of predecessor councils at 31 March 2019 was £30.2m. The disaggregation of the County Council

portion of this resulted in £2.1m passing to BCP Council, meaning that £28.1m is available to Dorset Council. In 2020/21, Dorset Council is planning capital expenditure of £66m.

- d) Dorset Council Plan adoption - Cabinet recommends that the Council adopts the Dorset Council Plan at its next meeting on 18 February 2020. This is the Dorset Council plan which sets out their ambitions for the next four years. It incorporates the political vision of the new councillors. Their ambition is to put Dorset Council at the heart of the community. Details can be found at <https://www.dorsetcouncil.gov.uk/your-council/about-your-council/dorset-council-draft-plan/dorset-council-plan.aspx>

Cllr Bremner told Cllr Turner that she had completed a Carbon Footprint Analysis sent by Dorset Council. Did Cllr Turner know how to interpret the findings? He suggested contacting Dorset Council's Low Carbon Dorset Programme Manager, Antony Littlechild.

3.20 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Peter Noel, work commitments.

4.20 DISPENSATIONS

None received.

5.20 DECLARATIONS OF INTEREST

Cllr Bremner declared an interest relating to the report in the Planning Minutes of 14th January 2020, as she owns holiday lets.

6.20 MINUTES

RESOLVED that the minutes of the meeting held on the 14th November 2019 and the special meeting on 10th December 2019 circulated to members, were a correct record and were signed by the Chair.

7.20 TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

Cllr Bremner asked whether there had been any progress on the Interactive Map. The Clerk replied she had emailed Lyme Regis Town Council twice with a request for information but had received no reply. She has a meeting arranged for early February with the Town Clerk and will raise the matter with him then.

8.20 TO RECEIVE THE REPORT OF THE FORESHORE COMMITTEE HELD ON 17th DECEMBER 2019

There was nothing further to report.

9.20 TO RECEIVE THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 17th DECEMBER 2019

There was nothing further to report.

10.20 TO RECEIVE THE REPORTS OF THE PLANNING COMMITTEE HELD ON 10th DECEMBER 2019 AND 14th JANUARY 2020

There was nothing further to report.

11.20 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 14th JANUARY 2020

a) FG05.20 Supplier Payments (January) – the majority had been approved by the Finance and General Purposes Committee and it was now proposed and

RESOLVED that the addition (in italics) be approved.

HMRC (PAYE)	£2,009.46
Charmouth Central	£120.00
SLCC	£161.00
SLCC	£180.00
Bridport Building	£35.50
Prospect Garage	£175.46
Fortnam, Smith & Banwell	£66.00
Travis Perkins	£18.80
Joe the Plumber	£30.00
British Gas (Gas)	£15.76
British Gas (Electric)	£19.39
Mole Avon	£11.98
Shanie's	£112.50
Amazon	£24.99
Towergate	£238.70
DWP	£128.08
<i>Staff Eye Test</i>	<i>£25.00</i>
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	£3,372.62

Direct Debits (Oct/Nov):

Santander charges	£208.67
BT - Main Office Phone	£65.09
BT - Fsh Office (inc broadband)	£87.58
BT - Fsh Emergency Phone	£58.04
BT - Autodialler /Bband	£127.03
Water2Business (Foreshore)	£150.00
WDDC - Foreshore/Cemetery Rates	£2,508.00
WDDC - Elms Rates	£638.00
DCC - Foreshore/Cemetery Bins	£519.38
EDF Gas - Elms	£126.00
EDF Energy - Foreshore	£428.00
EDF Energy - Elms	£140.00
EDF Energy - Playing Field Pavilion	£64.00

EDF Energy - Depot	£22.00
EDF Energy - Cemetery Chapel	£66.00
Public Works Loan Board	£0.00
Wages/Pension	£20,720.69
HMRC (VAT)	<u>£6,124.68</u>
	<u>£32,053.16</u>

Supplier Payments - December 2019:

HMRC (PAYE)	£1,835.34
Travis Perkins	£9.82
Hardy Tree Surgeons	£1,194.00
Doodle Cloud	£78.00
Nigel Clark	£130.00
Wicksteed	£162.76
A J Supplies	£49.20
Bridport Building Supplies	£136.49
Charmouth Central Ltd	£140.00
Garry Pitcher	£20.00
Mole Avon	£41.84
JRB Enterprise	£87.96
Joe the Plumber	£2,662.08
Dorset Planning Consultant	£280.80
First Aid for Less	£25.02
British Gas	£71.08
British Gas	£39.06
Shanie's	£97.50
Staff Eye Test	£25.00
Staff Eye Test	£25.00
Morgans	£42.81
Lymelight	£250.00
Sum Up	£0.42
Ebay(Fees)	£60.00
Safe Tread	£152.70
Water 2 Business	£46.38
Water 2 Business	£42.15
Water 2 Business	£65.34
Water 2 Business	<u>£165.42</u>
	<u>£7,936.17</u>

b) FG06.20 Bank Reconciliation (Up To End November)

RESOLVED that the bank reconciliation up to the end of November (circulated) be approved and accepted.

c) FG07.20 Income & Expenditure Against Budget (Up To End November)

RESOLVED that the Income and Expenditure accounts for April-November be approved and accepted.

d) FG11.20 Budgets

(c) Budgets

RESOLVED that the Budgets for 2020/21 be approved and accepted.

(e) Charges

RESOLVED that the Charges for 2020/21 be approved and accepted.

(f) Precept Requirement

RESOLVED that the precept increase from £84900 to £88928 (1.9% increase plus half the total salary increases of £5,000 for the lower paid workers) be approved and accepted.

e) FG12.20 Policies

(a) FOI Publication Scheme

RESOLVED that the current FOI Publication Scheme, with no amendments, be approved and accepted.

(b) Equal Opportunities Policy

RESOLVED that the current Equal Opportunities Policy, with no amendments, be approved and accepted.

(c) Unexploded Ordnance Policy

RESOLVED that the Unexploded Ordnance Policy be adopted and the SOP be written by the Facilities Manager as the working document for staff.

(d) Grant Award Policy

RESOLVED that the current Grant Award Policy, with the addition of bank details requested on the application form, be approved and accepted. This will enable faster payment of grants.

(e) Overall Risk Assessment

RESOLVED that the current Overall Risk Assessment, with no amendments, be approved and accepted. The document will continue to be monitored and amended as necessary.

(f) Financial Risk Assessment

RESOLVED that the current Financial Risk Assessment, with no amendments, be approved and accepted. The document will continue to be monitored and amended as necessary.

f) FG18.20(b) Elms Ground Floor Way Forward

The Clerk read the proposal from the F&GP Committee Minutes. Cllr Bremner asked if this would mean that the current office would be more of a Reception area for the public? The Clerk confirmed that this was correct. It was

RESOLVED that the proposal to apply for Planning “change of use” back to office use (rather than the current Surgery use); detach the single room/disabled toilet (by lift lobby) from the area to rent permanently and reconfigure Council office space to allow for much needed expansion (this would include cutting of the services from the Ground floor boiler system and providing alternatives). Decline the latest enquiry for use of the single room/disabled toilet on the grounds that the whole area has now been re-evaluated and this particular space is now required for Parish Council use. As well as the proposed business not being compatible with the proposed planning change of use or the surroundings. The Parish Council establish a special sub-committee, namely ‘Office Accommodation Changes and Relocations Sub-committee’ of the Finance & General Purposes Committee with membership of any three or more members of the Finance & General Purposes Committee to make decisions and to commit funds from the Elms Specific Projects Budget, subject to Responsible Financial Officer agreement, be approved.

g) Body Camera Policy

A draft Body Camera Policy had been previously circulated to the members. Two cameras had been purchased for a trial to hopefully reduce the incidents of aggression towards Council staff. Cllr Bremner abstained and it was

RESOLVED that the draft Body Camera Policy be accepted and approved.

12.20 ANNUAL PARISH MEETING

Last year’s meeting had been held in March due to the elections. The meeting normally takes place later in the year and so the proposed dates of 22nd or 29th April were discussed. The Clerk would contact St Andrew’s Community Hall to check availability. The Playing Field, Cemetery and Street Management Committee had agreed to place the topic of speeding on the agenda for the Parish Meeting due to correspondence they had previously received. It was agreed that organisations to be invited to speak should include the Neighbourhood Plan Steering Group, the Police (to discuss crime and speeding), the Community Library, the National Coastwatch Institute, and the Plastic Free Group.

13.20 COUNCILLOR VACANCIES

An application had been received from Katie Moore to be co-opted to join the Council. It was

RESOLVED that Katie Moore be co-opted to the Council and should be on the Planning Committee and the Playing Field, Cemetery and Street Management Committee.

14.20 CARBON FOOTPRINT ANALYSIS

Cllr Bremner had completed a Carbon Footprint Analysis, the results of which had been previously circulated to members. The analysis showed the largest percentage of emissions was from electricity usage at 46.1% and that gas was 23.6. These would be the easiest to reduce. The Council could change to a different provider that used green energy. It was agreed that each committee would look at reducing the emissions for their own area and the topic would be put on their next agendas. It was also agreed that the Facilities Manager could check all the lighting to make sure that LED bulbs are being used across the Council buildings. It was agreed to review the subject at the full Council meeting in twelve months.

15.20 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

- a) Cllr Sheppard reported that herself and Cllr Oatway attended a Flood Awareness course. They found it very interesting and informative. They and the office are continuing to proceed with the Flood Plan and will report back to the next meeting.
- b) Cllr Oatway reported that he had been to the St Andrew's Community Hall meeting. They are performing very well.
- c) Cllr Sayers reported that he had been to the Friends of Charmouth Library meeting. They are also running well.

16.20 CORRESPONDENCE AND COMMUNICATIONS

- 27/01/2020 Steve Gillan re Security/Street issues including speed limit – circulated to all Councillors prior to meeting. This was referred to the Playing Field, Cemetery and Street Management Committee.
- 24/01/2020 Environmental Health - Dorset Council consultation on a Dog related Public Space Protection Order (PSPO) – circulated to all Councillors and to be advertised on the notice board and website as Charmouth is included in the proposals in this consultation
- 23/01/2020 DC re Bus stops - Wood Farm, Axminster Road – asking if the Council would have any objections to bus stop signs being erected at the "Wood Farm Bus Stops" at the eastern end of the village – Clerk replied to say, can't imagine the Council would have any objections. Email since received from DC asking if any funding is available for the PC! This was passed to the PFC&SM Committee.
- 23/01/2020 Philip Sankey - Welcome service for the Rev Chris Martin as Team Rector Golden Cap – invitation to the Chair of Council – Paul to attend
- 03/01/2020 DAPTC - BUCKINGHAM PALACE GARDEN PARTY MAY 2020 - NOMINATIONS DUE IN BY 24th JANUARY – as agreed last year, Peter and Teresa Noel were nominated from CPC but Charmouth wasn't successful again
- 11/12/2019 Philip Peed – Charmouth Roundabout and an idea about planting bulbs where the current vegetation has been cleared. Refer to PFC&SM Committee to seek the views of Highways England?

27/01/2020 Angela Beardwood St Andrews Hall Minutes and Draft Agenda

21/01/2020 Dorset Community Action DCA would like to wish all its' supporters a very Merry Christmas

17/01/2020 John Collingwood Agendas for WATAG AGM19 and GM113 - 23/01/20

17/01/2020 Town and Parish Councils Dorset Council News for Town and Parish Councils

17/01/2020 Angela Beardwood St Andrews Hall Agenda for Tuesday 21st

16/01/2020 DAPTC Western Area Secretary Fwd: INVITATION: WPD Annual Workshops, February & March 2020

15/01/2020 Dorset Coast Forum FW: Launch of the public consultation on the draft North East, draft North West, draft South East and draft South West Marine Plans

15/01/2020 Bridport TC BLAP Parish Liaison Agenda 22-01-20

13/01/2020 floodwessex@environment-agency.gov.uk Revised Wessex Flood Warden Newsletter - January 2020 (updated sandbag links)

10/01/2020 Minerals and Waste Planning Planning and Community Services, Dorset Council - Adoption of the Bournemouth, Christchurch, Poole and Dorset Mineral Sites Plan 2019 and Waste Plan 2019

10/01/2020 floodwessex@environment-agency.gov.uk Wessex Flood Warden Newsletter - January 2020

10/01/2020 Dorset Coast Forum DCF eNews January 2020

09/01/2020 Dorset Highways BSU Temporary Traffic Regulation Order for Wesley Close and Bridge Road

08/01/2020 Bridport TC BLAP Steering Group minutes 05-12-19

07/01/2020 DAPTC - NALC CHAIRMAN'S OPEN LETTER TO ALL COUNCILLORS

03/01/2020 Planning and Community Services, Dorset Council - Refresh of Dorset Heathland Framework Supplementary Planning Document, consultation closing date midday 3rd February

01/01/2020 Cllr. Daryl Turner - Fwd: Confirm Report: Road works report - West, Wey, Port

31/12/2019 Dorset Council - News release: Climate and Ecological Emergency panel December update

31/12/2019 Councillor Ian Hall Fwd: Triangular Health Care Forum Press release Dec 2019 (3)

27/12/2019 Dorset Police & Crime Commissioner - Would You Pay To Provide Extra Police Officers?

23/12/2019 Dorset CPRE Happy Christmas and news from Dorset CPRE

19/12/2019 Dorset Council - December's Travel & transport news

17/12/2019 Bridport TC BLAP Parish Liaison meeting

16/12/2019 Dorset Council News release: 'Call for Ideas' to help tackle Climate Emergency

13/12/2019 DAPTC - CE Circular - DAPTC Subscriptions 2020/2021

12/12/2019 WATAG - Minutes of General Meeting 112 (28th November 2019)

10/12/2019 DAPTC - Chief Executive - retirement & recruitment

10/12/2019 DAPTC - E-Newsletter No. 20 - December 2019

10/12/2019 DAPTC Western Area Secretary Fwd: AMENDED Minutes from DAPTC WA meeting held on 21 November 2019 - correct dates for 2020

08/12/2019 St Andrews Community Hall - Minutes and draft Agenda

02/12/2019 Cllr. Daryl Turner - FW: Confirm Report: Road works report - West, Wey, Port

28/11/2019 Lyme Forward - Steering Group Meeting 5th December

28/11/2019 Dorset Community Action - Latest sector news, opportunities and information from DCA

28/11/2019 Bridport TC - BLAP Steering Group Agenda 05-12-19

27/11/2019 Dorset Council - News release: Panel amends Climate Emergency declaration + EAP update

27/11/2019 Dorset Council - Travel & transport news

24/11/2019 Tina Ayers - Recent trip to Charmouth – Bench on Lower Sea Lane

22/11/2019 WATAG - Agenda for West Dorset Western Area Transport Action Group General Meeting 112

22/11/2019 DAPTC - LGA's Guidance on councillor intimidation.

21/11/2019 Dorset Council - Highways Working Together SharePoint Update

20/11/2019 CIVIL /BT /OPENREACH WORK -2nd OF December FOR 1 NIGHT - CHARMOUTH

20/11/2019 DAPTC - E-Newsletter - No. 19 November 2019 - Version 2

17.20 EXCHANGE OF INFORMATION

There was none.

18.20 IN COMMITTEE

RESOLVED that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

a) FG11.20(d) Salaries

RESOLVED that the Salaries budget proposed for approval, based on a 51p per hour increase for all staff (except the Clerk and Deputy Clerk) in line with the increase to the National Living Wage, was approved.

b) FG22.20

(a) Lease 1 – Solicitor’s Costs

RESOLVED that the Clerk be authorised to spend up to £3500 to cover the costs of solicitor’s fees. This is based on an estimate of £2750 from the solicitor. £1787 from EMR General 2, and Legal Fees budget £1250. The remaining costs to come from FS Reserves General 1.

(b) Cement Factory Repointing

A Report of a Bid Clarification Meeting had been circulated to the members to help understand the tender. It was

RESOLVED that the contract for repointing the Old Cement Factory be awarded to MAC Builders for £21,740. The funds coming from Factory Point Reserves and an additional £4,000 from the Elms Repointing budget. The shortfall coming from FS Reserves General 1.

(d) Lease 8 renewal

RESOLVED that Lease 8 be renewed for two years with a one year break clause, at the same rent, following advice from the commercial property agent.

Meeting closed at 8.54pm.

Signed

Dated