

Charmouth Parish Council

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MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL HELD VIRTUALLY ON TUESDAY 26th JANUARY 2021 at 7.30pm

PRESENT: Cllrs. Jane Bremner, Maralyn Hinxman, Andrew Lightfoot, Katie Moore, Martin Sayers, Judith Sheppard (Chair).

IN ATTENDANCE: Dorset Councillor, Daryl Turner; Lisa Tuck, Parish Clerk; Melissa Kirkby, Deputy Clerk

01.21 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

There were no members of the public in attendance and therefore no public questions.

02.21 DORSET COUNCIL ISSUES – Cllr Daryl Turner reported on the following issues from Dorset Council:

- The consultation on the Local Plan which runs from 18 January-15 March 2021;
- Postcards have been sent to all households from Dorset Council with information for those not on line;
- The Climate Change Consultation ends on 20 January – a report will follow but funding packages of £19m have been secured.
- As a marshal at Bridport Medical Centre last Saturday, Daryl had seen first hand the efficient system resulting in the vaccination of 1730 people. Daryl confirmed that they have enough volunteers.

Andrew Lightfoot mentioned that he had tuned into one of the webinars on the Local Plan which was very helpful.

Daryl left the meeting.

03.21 APOLOGIES FOR ABSENCE

Apologies were received from Peter Noel (work commitments) and Paul Oatway (unwell and hospitalised).

04.21 DISPENSATIONS

The Clerk confirmed that the ongoing dispensations held for all Councillors relating to Precept Setting apply to this meeting.

05.21 DECLARATIONS OF INTEREST

None received.

06.21 MINUTES OF MEETING HELD ON 24 NOVEMBER 2020

The minutes had been circulated and it was

RESOLVED that the minutes be approved as correct.

07.21 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the November minutes but Judith Sheppard asked that members note an item which Paul Oatway has raised from the October minutes, Minute 71.2 e) "Old Cement Factory Pointing Project – As previously reported the start date is 9 November. Paul Oatway continues as Project Manager with the Facilities Manager and Deputy Clerk as backup." It should be noted that the term "Old Cement Factory Pointing Project" includes the "Beach Shop Repairs Project which incorporates the exterior cladding works".

08.21 FORESHORE ISSUES

- a) Foreshore amenities – confirmation of ongoing reviews
 - (i) Beach Huts – remain open to winter hirers but only to be used as storage or for exercise purposes (sitting and picnicking are both not allowed under the current regulations);
 - (ii) Boats – boat/kayak owners advised not to use boats as the lockdown restrictions preclude use of boats for leisure purposes.
- b) Public Space Protection Order (Dogs) – Update – The Order is now in place and staff have been trained to issue penalty notices;
- c) Renewal of Beach Stepped Ramp Application – Update – The planning application has been submitted and is being validated;
- d) Old Cement Factory Pointing Project – Judith Sheppard advised that at a recent site meeting, the surveyor advised that the beam over the Fossil Shop door is rotten and needs replacement – a contract variation at additional cost of £895 plus VAT was agreed by the Chair and Vice Chair. Also previous contract variations of £250 for close down of the site in June and £215 for erection of bird boxes should be noted;
- e) Grass amenity area between the green and upper platform beach huts – CLHS enquiry – an interim response was sent by the Clerk confirming that this area is classed as an amenity area and the management is covered by the Foreshore Management Plan, overseen by Natural England. Any change in status would require various permissions from different agencies and would probably be subject to objection by the parishioners as custodians of the publicly owned green space. After a discussion it was

RESOLVED that, in the Council's opinion, this particular land is not suitable for a Local History Museum.

09.21 PLAYING FIELD AND CEMETERY ISSUES

- a) Playing Field amenities – confirmation of ongoing reviews
 - (i) Pavilion – remains closed to the public as no groups are active currently;
 - (ii) Playground/outdoor gym – playground remains open with outdoor gym closed in line with lockdown restrictions.

10.21 FINANCE AND GENERAL PURPOSES ISSUES

- a) Supplier payments (December and January) - the documents circulated had been approved through delegated authority by the Chair and Vice Chair and it was

RESOLVED that these be accepted retrospectively.

Supplier Payments - December 2020:

HMRC (PAYE)	£2,255.12	Bacs
Flowbird	232.65	

Water 2 Business	44.64	
Water 2 Business	14.54	
DAPTC	30.00	
Scribe	345.60	
SLCC	208.00	
Water 2 Business	31.25	
Mole Avon	27.89	
MNR Mowers	144.52	
Joe the Plumber	192.00	
Shanies	60.00	
British Gas	12.23	
Water 2 Business	44.84	
Amazon	10.97	
		1399.13
		3654.25

Other payments made

British Gas - Gas	8.31	Bacs 30/11
ZOOM	11.99	Paypal
Jo Seaman	46.00	Bacs 16/12
Screwfix	39.99	Card 2/12
Onecom	186.29	DD
Morgans	71.38	Bacs 17/11
	£4,018.21	

Direct Debits (October/November):

Santander charges	£188.12
Onecom - Elms lines (inc broadband)	£193.20
Onecom - Fsh lines (inc broadband)	£178.44
Water2Business (Foresore)	£140.00
WDDC - Foresore/Cemetery Rates	£2,550.00
WDDC - Elms Rates	£648.00
DCC - Foresore/Cemetery Bins	£1,006.40
EDF Gas - Elms	£126.00
EDF Energy - Foresore	£270.00
EDF Energy - Elms	£142.00
EDF Energy - Playing Field Pavilion	£16.00
EDF Energy - Depot	£20.00
EDF Energy - Cemetery Chapel	£52.00
Wages/Pension (inc employers)	£22,247.11
HMRC (VAT)	£1,278.38
	£25,170.74

Supplier Payments - January 2021:

HMRC (PAYE)	£1,936.51	Bacs
British Gas	14.34	
British Gas	62.57	

MNR Mowers	160.25	
Joe Turner	177.45	
Lymelight	254.00	
Peter Grinter	10.00	
MAC Building	18379.99	
Martin Diplock	1800.00	
DAPTC	39.00	
Flowbird	860.24	
SLCC	166.00	
Charmouth Central Ltd	120.00	
Prospect Garage	169.21	
Shanie's	60.00	
Melissa Kirkby	58.98	
Paul Baker	250.00	
Kitson & Trotman	1926.00	
Simon Scott Electrical	4133.15	30577.69

Other payments made

Dorset Council	384.00	DD
Dorset Council	256.00	Card 22/12
ZOOM	11.99	Paypal
Onecom	185.82	14/11
HMRC VAT	3360.64	DD
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	£34,776.14	

b) Bank Reconciliations (November and December) It was

RESOLVED that the bank reconciliations for November and December as circulated be approved.

c) Income/Expenditure against budget (April-December) – It was

RESOLVED that the income/expenditure against budget for April-December be approved.

d) Reserves Schedule (December 2020) – noted.

e) Budgets 2021/22

(i) Proposed budgets – it was

RESOLVED that the budgets for 2021/22 as circulated be approved.

(ii) Proposed charges – it was

RESOLVED that the charges for 2021/22 as circulated remain the same as for 2020/21 in view of the lack of services able to be used during that year.

(iii) Proposed precept requirement – it was

RESOLVED that the precept requirement of £91150 (an increase of 2.5%) be approved for 2021/22.

- f) Weekly Chair/Vice Chair Checkpoint Reports – in line with delegated authority agreed by email in March 2020, the reports, as previously circulated/published from 22 November 2020- 17 January 2021, were noted.
- g) Elms working/letting review – Elms building remains closed in line with lockdown restrictions with staff working from home where possible.
- h) Elms lift pressure switches – quote from Orona following query raised by insurance inspector – it was

RESOLVED that as it is considered essential that the lift continues to operate, the quote from Orona of £1060.12 plus VAT be accepted and taken from General Reserve GEN4.

- g) Services
 - (i) Foreshore water - it was noted that the monthly payment is to decrease from £70 to £34.

11.21 PLANNING

All applications/comments and decisions are documented in the weekly Check Point reports which are circulated to all Councillors and displayed on the Council website.

- a) Dorset Council Local Plan Consultation – 18/1/2021-15/3/2021 – information had been circulated and this was noted. Andrew Lightfoot agreed to be the Council representative from the Planning committee and bring recommendations to the next planning meeting on 9/03/21 so that a response can be sent by 15/03/21.

12.21 PARISH EMERGENCY PLAN

Judith Sheppard reported that due to the fact that Paul Oatway had been unwell leading up to Christmas and since, this issue had not moved forward as yet. A report would be made to the March meeting.

13.21 STRATEGIC PLAN

Andrew Lightfoot talked Councillors through the discussion document and how he envisaged this being taken forward. It was

RESOLVED that a special Full Council meeting would be held to discuss the format of the Plan. This would then be discussed by individual Committees with Andrew Lightfoot then co-ordinating the Plan for approval.

14.21 COMMITTEE MEMBERSHIP

Judith Sheppard reported that the current Committee membership is too low to realistically start holding Committee meetings again so volunteers are required to increase the numbers slightly. The following additional members were appointed:

Foreshore – Mrs K Moore

Finance and General Purposes – Mrs J Bremner

HR – Mr A Lightfoot, Mrs J Sheppard (although ex officio, Judith is prepared to take an active role on this committee).

15.21 REPORTS FROM REPRESENTATIVES OF ORGANISATIONS – there were no reports.

16.21 CORRESPONDENCE

- Dorset Council Free Parking Policy – it was noted that Parish Councils are entitled to 6 free parking days each year in DC car parks for events. This would be communicated to the Traders, Events Committee and School suggesting that they apply through the Parish Council if free parking in St Andrew/Lower Se Lane car park would be useful for a particular event.
- An email has been received from a resident about boat and car park use during Lockdown 3 – the response sent was circulated.
- An email has been received from a parent at Charmouth Primary School as well as support from the School Administration for parking permits to enable parents to drop off and pick up children safely – DC can't offer any help and permits have been withdrawn from the gravel car park following persistent abuse by parents. Judith Sheppard stated that for safety reasons and to help residents who constantly have their driveway blocked by vehicles at the start and end of the school day, it would be nice to try and help. An annual charge of £20 was discussed for a permit which enabled parents to park for 30 mins (15 mins either side of drop off/pick up times) in the morning and afternoon. It would have to be made clear, however, that if the times are exceeded, excess charges will be issued. It was agreed that a trial for a term would be the best way forward and this would be discussed with the school.
- Several emails have been received from residents about the new dog restrictions and Judith Sheppard re-iterated that it was a Council decision to be part of the Dorset Council Dog related Public Space Protection Order and this cannot be re-debated. The Parish Council is part of it for the next three years and during this time it is important that the position is monitored and all issues recorded to enable an informed decision regarding whether to be included in its renewal. Until then it is a "fait accompli" and all Councillors need to get behind the decision. It was agreed that a standard response would be drafted to try and stop the "toing and froing" of emails on the same issue. Maralyn Hinxman asked about more dog bins on East Beach and it was agreed that this would be discussed at the next Foreshore Committee. The Council's website would be updated to include details of the restrictions in clear language and the signage (standard for the Order), when complete, would be monitored for effectiveness.
- One of the letters also mentioned the poor quality of light from the street lights which seems to be a recurring theme. Martin Sayers reported that the Playing Field, Cemetery and Street Management Committee had written to Dorset Council last year asking if anything could be done and the response stated that the lights comply with regulations and it would be physically impossible to change the level of light emitted.
- As usual weekly newsletters from DAPTC, DC and NALC are received and circulated
- Claire Peters-Way (Bridport TC) - BLAP Parish Liaison notes 13-01-21
- Western Area Transport Action Group (WATAG) - Invitation to our 20th Annual General Meeting
- Latest news and information from Dorset Council - COVID vaccination stakeholder update
- Dorset Council – Alignment of charges for parking permits – seeking contact information for stakeholders (Judith Sheppard to represent PC, Traders and private car park owners)
- Scouts - latest Newsletter
- Dorset Coast Forum eNews December 2020 and January 2021
- Dorset National Park Dorset National Park - Your Questions Answered
- Various correspondence from DC regarding the consultation on the Local Plan – circulated and advertised widely

- Claire Peters-Way (Bridport TC) RE: BLAP Parish Liaison - Symondsburry Climate Emergency Response
- LymeForward December and January Newsletters
- Dorset Council - Managing waste if you have COVID-19
- National Association of Local Councils - OPEN LETTER TO ALL COUNCILLORS - circulated
- DAPTC Training e-news January 2021
- Dorset Council - Climate consultation deadline approaching – advertised widely
- Daptc - New Dorset Cultural Strategy - Important Date for Your Diary
- An enquiry was received requesting a concession for Summer Paddle Board Hire – a response was sent explaining the restrictions on Foreshore land
- An enquiry was received about fly tipping adjacent to the track to the allotments – this has been resolved
- Two letters were received from a resident regarding a) Street lighting and a request for the Christmas Lights to stay up for longer than usual; b) Dog Poo and a request for a designated area – responses have been sent explaining the Council’s position in conjunction with the Chair and Vice Chair
- December's Climate & Ecological Emergency Support Meeting details and notes as well as upcoming events
- Cllr. Daryl Turner - Road works report - West, Wey, Port
- Dorset Council - Latest news and information from Dorset Council - COVID vaccination stakeholder update
- Dorset National Park - December Newsletter
- Dorset CPRE December News including latest in the planning campaign
- Western Area Transport Action Group - WATAG NEWS 2
- BLAP Steering Group Minutes
- Daptc COVID19 Vaccination Message Campaign
- Wessex Flood Warden Winter Preparedness Newsletter - December 2020
- Wessex Pollution Risk Forecasts - Bathing Water Classification 2020 – confirmation of no classifications for 2020
- First Group Announcement on SWR
- Dorset Council NEWS RELEASE: Parking changes revised and approved by Cabinet
- National Association of Local Councils – launch of community business guide
- Dorset Police - Virtual Blue Light Carol Service 17th Dec 2020
- Information regarding Cob Building Course – circulated as felt appropriate
- DAPTC AGM 2020 - post event news
- DAPTC Training e-news December 2020
- DAPTC Second Phase of DAPTC Constitution Review - Area Committees Survey (Western)
- Thank you from TRIP Community Transport for the donation from the charity fund
- Claire Peters-Way (Bridport TC) - BLAP Parish Liaison notes 18-11-20

17.21 EXCHANGE OF INFORMATION

- a) Andrew Lightfoot reported that Kay Solomon had sent her regards to all at Christmas.

18.21 IN COMMITTEE

- a) Lease 7 update – lease now completed;

- b) Elms 2nd Floor update – heating and new EPC's completed – area to be marketed as a whole space or individual rooms at the current rental value;
- c) Elms Flat – notice received from current tenant, agent readvertised at an increased rate of £625 per calendar month in line with discussions last year. A new tenant has been found, agreed by the Chair and Vice Chair and the drawing up of a 6 month lease is progressing. Current tenant requesting reimbursement for water damage to sofa. Following production of a receipt, it was agreed to pay compensation of £100.
- d) Elms reconfiguration update – Notice was served on the CLHS on 1 December 2020. Memorandum of Understanding now agreed with move to be expedited as soon as restrictions allow. A request has been received from CLHS for shelving, work top and extra power points. It was

RESOLVED that the Council accommodate the requests for the sake of moving forward and the sum agreed be taken from Gen Res GEN4.

- e) Wages Budget 2021/22 – it was

RESOLVED that the wage rates for 2021/22 be agreed as set out in the budgets.

- f) Works Maintenance Assistant position – following circulation and approval of the advert and job specification, the position has been advertised. It was

RESOLVED that:

- i) **Rate of starting pay – the rate suggested, be agreed (this is within the National Minimum Wage from April 2021);**
- ii) **Selection/Interview Panel – this would comprise of Jane Bremner (Chair of HR Committee), Martin Sayers (HR Committee member) and Dave Humphrey (Facilities Manager);**
- iii) **Delegated approval be given to the Panel to appoint following scrutiny by Chair/Vice Chair of Council.**

Jane Bremner reported that, even more so than before, the plan is to ensure the flexibility of all staff by cross area working from the start, including weekend cover.

- g) Freedom of Information request – a further request was received re Evans Cliff Covenants with more in depth answers being provided. A full report would be available for the next meeting.

Meeting closed at 8.58pm.