

MINUTES OF A MEETING OF CHARMOUTH PARISH COUNCIL
HELD AT THE ELMS ON TUESDAY 24TH JANUARY 2017

1664

PRESENT: Graham Bender, David Clifford, Judy Fellingham, Paul Oatway (Acting Chairman), Richard Salisbury, Martin Sayers, Chris Shirley-Smith.

County/District Councillor -Daryl Turner
District Councillor - George Symonds

Cllr Oatway welcomed new Cllr Judy Fellingham to the Council. He also welcomed Cllr Salisbury back after a period of ill health.

183/17 **APOLOGIES**

Apologies were received from Cllr Peter Noel, due to work commitments and Cllr Judith Sheppard, due to travel out of the area.

184/17 **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 – Cllr Fellingham noted a non-pecuniary interest in Item 10 and Item 11 on the agenda.
- b) On gifts greater than £50 in value – there were no declarations.

185/17 **PUBLIC PARTICIPATION**

No members of the public were present.

186/17 **DORSET COUNTY COUNCIL ISSUES**

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

- 1. The Local Government Review Update - Consultaion Report and Financial Report had been considered by all local authorities Overview and Scrutiny Committees, Executive Committees and Full Councils during January. It said there had been a powerful public response and a compelling case for change. The recommendation is for the restructuring of local government in Dorset through the formation of two new unitary councils to replace the existing nine councils in Dorset. Unitary A will be Bournemouth and Poole and Unitary B the rest. It is due before WDDC and Dorset County Council on 26th January 2017 and the final area meeting will be Purbeck Council on 31st January 2017. If there is a consensus then a submission will start to be formed in early February to go to the Secretary of State for Communities and Local Government.

187/17 **WEST DORSET DISTRICT COUNCIL ISSUES**

- 1. The Overview and Scrutiny Committee met on 10th January and their recommendation was for option 2b of the Local Government Review Report.

188/17 MINUTES OF THE MEETING HELD ON 20TH DECEMBER 2016

Following circulation, it was proposed by Cllr Bender, seconded by Cllr Sayers and

RESOLVED that the minutes of the meeting held on 20th December 2016 be approved with no corrections.

189/17 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

190/17 FORESHORE COMMITTEE (Meeting held on 10th January 2017)

1. Item 6a, Charmouth Heritage Coast Centre Roof Windows - The Foreshore Committee forwarded a motion to consent to the request from the CHCC that the windows be covered over. The additional cost over and above the lowest quotation received would be paid for by the tenants as they are responsible for the internal decorations.

Cllr Sayers asked if the CHCC had been told about it. Cllr Oatway said that he wanted to have agreement from the Committee before speaking to CHCC. There had been a Trustees meeting on the 23rd January that he had attended and outlined that this option was being discussed. If agreed, the Council will write to the Trustees with the proposal. It was proposed by Cllr Oatway, seconded by Cllr Clifford and

RESOLVED that the Council approve the covering over of the roof windows at the CHCC subject to the conditions listed in the January 2017 Foreshore Minutes.

2. Item 6b Policy Statements - Following the meeting with Zurich, the Facilities Manager has been writing contingency plans for the staff. The Council has previously made policy statements regarding unmanned aerial platforms (ie drones) and metal detectors. Cllr Shirley-Smith queried the depth of 1 metre allowed on the Metal Detector Policy. An amendment to state "No digging beyond a half a metre (500mm) depth and to reinstate afterwards" was made which the councillors were happy with.

It was proposed by Cllr Oatway, seconded by Cllr Clifford and

RESOLVED that for the duration of this Council the Policy Statements at Appendix A(i) and Appendix A(ii) respectively of the January Foreshore Minutes be approved and reviewed at the start of the new Council in 2019.

3. Item 6c - Battle's Over – A Nation's Tribute and WW1 Beacons of Light

It was proposed by Cllr Oatway, seconded by Cllr Bender and

RESOLVED that the Council participate in this event to light beacons at 7pm on Sunday 11th November 2018.

4. Item 6d - CHCC Signage.

It was proposed by Cllr Oatway, seconded by Cllr Shirley-Smith and

RESOLVED that the Council accept the signage proposed by the CHCC subject to the long term maintenance of the decoration not being a responsibility of the Parish Council and that the decoration is repainted at regular intervals.

5. Item 6e - Fireworks approval. Following advice from Zurich the Clerk has become concerned regarding the way events are managed on Council land. As such a Policy Statement has been produced giving clear instruction as to documents required for authorisation. Charmouth Fayre Committee request an ongoing permission for fireworks. Cllr Clifford questioned the insurance for the events. Cllr Oatway pointed out that the Clerk would make sure that all the paperwork is correct.

It was proposed by Cllr Oatway, seconded by Cllr Bender and

RESOLVED that for the duration of this Council, an ongoing permission is given for Firework displays to be carried out by Charmouth Fayre Committee subject to compliance with the relevant policy statement.

191/17 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE (Meeting held on 10th January 2017)

1. Cllr Sayers reported some updates to the minutes. They have now got a quote for the bench. There were complaints received about the benches absence.
2. A signed Scout Agreement has now been received.
3. Cllr Shirley-Smith reported that he had tried to report a missing 30mph sign. The Facilities Manager has already reported it through Dorset For You website.

192/17 PLANNING COMMITTEE (Meeting held on 17th January 2017)

The following applications had been received and commented on:

1. Application No. WD/D/16/002782
1 Barneys Close
Remove existing hipped roof and erect first floor extension.
No Objection
2. Application No. WD/D/16/002523
2 Barrs Lane
Garage extension to front of existing garage.
No Objection.

3. Application No. WD/D/16/002551
3 Charmouth House, The Street
Install new gate entrance.
No Objection.
4. Application No. WD/D/002894
Cutty Brae, Axminster Road
Proposed single storey extension, erect greenhouse and garage alterations.
No Objection.
5. Tree Applications

Application No. WD/TP/16/00535
Little Orchard, Westcliff Road
Reduce by 50% or fell, whichever is appropriate
There was no objection.
Comment from Mike Whatmore was, the trees are poor specimens and do not stand out in that area.

It was reported that since the last planning meeting another application has been received. Comments are due by 17th February so a decision is required.

6. Application No. WD/D/16/002683
Honeywood, Lower Sea Lane
Removal of a conservatory, replacement of an existing garage on the north-west side of the house with a two storey extension, infilling between that two storey extension and the main house with a single storey extension of the kitchen and providing a single storey extension of the lounge on the south-eastern side of the house following demolition of a bay window.

There had been an objection lodged on Dorset For You from 3 Orchard Close. Their concern is that the new bedroom window looks straight into their lounge. Cllr Clifford suggested sending comments so that the applicant can have the opportunity to find a solution to their neighbours' concerns.

It was proposed by Cllr Clifford, seconded by Cllr Bender. One Cllr abstained, with all others in agreement. It was therefore

RESOLVED that comments be sent to WDDC stating that although the Parish Council does not have any objections to the overall design of the development, it is sympathetic to Mrs Taylor's objection about the bedroom window on the northerly elevation which will look directly into her property. The Parish Council would therefore like to see liaison to resolve this issue and adjust the window accordingly before approval is considered.

193/17 FINANCE COMMITTEE (Meeting held on 17th January 2017)

1. It was proposed by Cllr Salisbury, seconded by Cllr Sayers and

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

	£	£	£
		Current Ac	Deposit Ac
Cash Book Balance at 30 November 2016		32,648.33	146,080.13
Income:			
Transfer to Deposit Account			0.00
Pavilion Elec/Cem Fees	131.00		
Foreshore - Rents/Car Park/Beach Huts etc	2,852.05		
Elms Rent/MH Room/Services	453.56		
Interest	_____		18.01
		3,436.61	
Expenditure:			
Accounts paid in Dec (inc PAYE)	4,381.49		
Charity Fund donation	50.00		
SLCC Subs/Travel Expenses	408.62		
Petty Cash	86.53		
Transfer from Current Account	0.00		
		4,926.64	

Direct Debits:

Santander		
charges	17.75	
BT - Main Office Phone	29.75	
BT - Fsh Office	22.22	
BT - Fsh Emergency Phone	30.96	
BT - Broadband	102.00	
Wessex Water Authority (Foreshore)	75.50	
WDDC - Foreshore/Cemetery Rates	1,103.00	
WDDC - Elms Rates	240.00	
DCC - Foreshore/Cemetery Bins	189.43	
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	7,401.17	
HMRC (VAT)	0.00	
	<hr/>	9,367.78

Cash Book Balance at 31 December 2016

<hr/>	21,790.52	146,098.14
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Represented by:

Bank Santander		21,790.52
Working	45,327.2	
g	5	
Contingency	421.04	
Earmarked	100,349.	
Reserve	85	
	<hr/>	146,098.14
Business Deposit Account		146,098.14
Nat West		
Account		1,000.00
Nat West Savers Account		2,406.74

Cllr Sayers thanked the office for arranging a new gas contract at a much cheaper rate.

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

HMRC (PAYE)	1,154.83
A J Supplies	48.00
Kitson & Trotman	282.00
Bradfords Building Supplies	7.02
Morgans	39.43
Bridport Building Supplies	91.06
Photomounts	10.00
Lyreco UK Ltd	177.23
Garry Pitcher	13.75
AO.com	130.00
Towergate Insurance	271.30
Prospect Garage	186.26
Axminster Ironwork Ltd	54.00
HMRC (VAT)	1,531.43
The People's Pension	360.00
Greig and Allen	323.96
Martin Diplock	675.00
Axminster Drainage Services	650.00
Blamphayne Sawmill Ltd	50.88
	<u>6,056.15</u>

2. Following circulation of the monthly spreadsheets for December 2016 it was proposed by Cllr Oatway, seconded by Cllr Sayers and

RESOLVED that the December 2016 spreadsheet accounts be accepted and approved.

3. Machinery Service - Following recommendation to the Finance Committee from the Foreshore Committee, it was proposed by Cllr Oatway, seconded by Cllr Clifford and

RESOLVED that the additional costs of £1022.69 to bring the Foreshore and Depot machinery up to an acceptable standard be approved, which will be taken from the remainder of Machinery 1 Earmarked Reserve together with Playing Field 3 Earmarked Reserve £378.69.

4. Tractor Driving Course - It has been advised that it is good practice to have all people driving in a public place to be trained although anyone with a full driving licence can legally drive on the road. Following recommendation to the Finance Committee from the Foreshore Committee it was proposed by Cllr Oatway, seconded by Cllr Shirley-Smith and

RESOLVED that another staff member be sent on the same course at Bicton at a cost of £365 plus VAT subject to a training agreement. This cost would be taken from FSH2 Earmarked Reserve for Car Park Maintenance.

5. Tractor Tyres - The Finance Committee brought a motion to purchase new tyres for the tractor. However Richard Salisbury is of the opinion that:

1. New tyres don't represent good value for money having regard to the annual low mileage undertaken by the tractor.
2. New tyres would result in the tractor tending to 'spade' its self in to the shingle and becoming bogged in.
3. If the tractor is used up on the Playing Fields then new tyres would mark the ground more pronouncedly than part worn tyres.

Therefore an amended motion was proposed by Cllr Oatway, seconded by Cllr Salisbury and

RESOLVED that the Facilities Manager should seek to purchase partly used tyres as replacements for the Council's tractor and if this is not possible to purchase new mid-range tyres from Francis Bugler Ltd at a cost not exceeding £1,672, funds to be taken from FSH2 Earmarked Reserves.

6. Simon Williams report – The Clerk is to write to Lyme Forward with the payment and it is to be made clear that this is a “one off” payment and any future dealings will be on a fixed price basis only. It was proposed by Cllr Oatway, seconded by Cllr Clifford and

RESOLVED that a further £2000 be contributed towards the cost of this study. This amount will be taken from FSH1 Earmarked Reserve for Foreshore Enhancement.

7. Neighbourhood Plan Website – Following recommendation to the Finance Committee from the Planning Committee, and circulation of a report, it was proposed by Cllr Clifford, seconded by Cllr Bender . One Cllr abstained, with all others in agreement. It was therefore

RESOLVED that the quote from Open Door Internet amounting to approximately £838 plus VAT (inc one year maintenance contract and changes to Council's website to allow access) be approved. This would be taken from the existing Neighbourhood Plan budget.

8. Printing Costs – Following recommendation to the Finance Committee from the Planning Committee, and circulation of a report, it was proposed by Cllr Clifford, seconded by Cllr Fellingham and

RESOLVED that the quote from Axminster Printing Co Ltd amounting to £452 plus any VAT due be accepted. This would also be taken from the existing Neighbourhood Plan budget.

- 194/17 HR COMMITTEE (Meeting held on 19th January 2017)

Staff Issues – It was proposed by Cllr Clifford, seconded by Cllr Fellingham and

RESOLVED that a Training Agreement shall be signed by staff prior to an external training course being arranged. Should a staff member be trained and decide to leave within 12 months, after completing the course, then the cost of his/her training, and associated expenses, will need to be fully refunded, by them, to the council.

- 195/17 Annual Parish Meeting – As many Councillors are away the best available date seems to be the 24th May. A provisional booking has been made at St Andrews Community Hall. As discussed at December's meeting it was decided to invite Simon Williams and the National Trust to speak. Cllr Oatway and Cllr Clifford will organise a publicity leaflet.

- 196/17 Councillors

- (a) Co-optation of new Councillor - The Clerk has now received authorisation from WDDC to co-opt. A poster will go up on the Notice Board.
- (b) Press Officer vacancy - Now that Jim Greenhalgh has stepped down someone is needed to take over as press officer. There were no volunteers. Cllr Oatway and Cllr Clifford will prepare a piece for Shoreline.

- 197/17 REPORTS FROM NOMINATED REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF COUNCIL

1. Cllr Salisbury had attended the CHCC Trustees meeting. They had a record year and their finances were very good. Visitor numbers were up and the current team are happy. Alison Ferris has been contracted for some film work and they will pay for her time.

- 198/17 CORRESPONDENCE AND COMMUNICATIONS JANUARY 2017

- Steve Postle has informed the office that a Training Day for the defibrillator will be held at CHCC on Friday 10th February from 4pm to 6pm. It is free and open to all.
- DAPTC forwarded an email from NHS Dorset CCG Group: Dorset Clinical Services Review Public Consultation.

- An email was received from Jane Morrow about Shoreline deadline which is 5th February.
- Emails have been received from various residents regarding voting in Countryfile Best Beach competition.
- Dorset Community Action sent an email: Entries are now being accepted for the 2017 Dorset Best Village Competitions.
- A letter was received from Bridport & District Citizens Advice Bureau regarding the work being undertaken by the CAB for the residents of the Parish area.
- An email was received from Maggie Sullivan, Secretary Lyme Regis and Charmouth RNLI Guild saying thank you for Christmas Day Swim at Charmouth permission.
- An email was received from Manda Green, owner of Templewood, Old Lyme Road, Charmouth. They have noticed that there is a green house, foundations for another structure, gate and fencing as well as a number of trees planted on common land. The Clerk forwarded their query to WDDC Planning department.
- An email was received from Dorset Coast Forum passing on the news that Nick Lyness passed away on 2nd January 2017. As many of you know Nick worked for the Environment Agency and was key to Flood Risk Management across the Wessex Area.
- DAPTC sent an email - Getting ready for winter - Remember 105 in case of a power cut.
- Daryl Turner forwarded an email from WDDC advising that - Two consultations relating to anti-social behaviour will be launched 21 December 2016.
- Dorset Councils Partnership sent an email - Changes to the dog related control orders in the district. The consultation is now ready and is being launched.
- An email was received from DAPTC: Follow up from DAPTC Clerks Seminar - Royal Funeral Protocol
- Dorset Councils Partnership sent an email: Have your say on anti-social behaviour controls in West Dorset.
- An email from Dorset Highways informing that Dorset Highways Performance report for the first six months of 2016/17 has now been uploaded to Highways Working Together SharePoint Webpage.
- An email was received containing The Jurassic Coast Winter News.
- An email was forwarded by Daryl Turner from Dorset Councils: Have your say on proposed changes to concessionary travel scheme.
- Lyme Forward sent an email about - Dorset NHS consultation reminder.
- An email was received from BLAP with their Steering Group Minutes.
- DAPTC sent an email - Request To Complete & Promote Dependant Carers' Survey To Member Councils In Your Areas By 18/1/17.

- Daryl Turner forwarded an email about County Councillors Road Works Report - West Dorset, Weymouth & Portland Area.
- An email was received from DAPTC : Extraordinary Chief Executive's Circular - Royal Garden Party Nominations
- An email was received from Bridport Town Council with 06.01.17 BLAP Bulletin.
- DAPTC sent an email regarding Avian Influenza.
- An email was received by Dorset Coast Forum (DCF) ENews January 2017.
- An email was received by DCC about Superfast Broadband Dorset update.
- DAPTC sent an email attaching Minutes of the DAPTC Western Area meeting held on 24 November 2016.
- Daryl Turner forwarded an email from Dorset County Council: News release - Getting community projects off the ground.
- BLAP update and membership letter was received by email.
- Daryl Turner forwarded an email from Dorset Councils Partnership - Bridport and Dorchester voluntary organisations can apply for funding.
- DAPTC forwarded an email from Dorset County Council regarding the Dorset Community Innovation Fund.
- DAPTC forwarded an email from Dorset Councils Partnership about New Sport England facilities fund.
- A report from Stephen Hill, Dorset Councils Partnership Strategic Director was received from DAPTC by email.
- DAPTC send an email about - New and nearly new clerks training 9 Feb and save the date for the annual conference and clerks seminar.
- An email from Dorset Councils Partnership was received about - Outcomes of Review of WDWP Polling Stations and Summary of Changes for May 2017 County Elections.
- DAPTC sent an email about Appointed Auditors for Dorset.
- A letter was received from Wessex Water notifying about – Important changes to the water industry for non-household customers – what this means for you from 1 April 2017.

199/17 EXCHANGE OF INFORMATION

There was none.

The meeting closed at 8.30 pm.

Signed

Dated