

Charmouth Parish Council

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MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL HELD AT THE ELMS ON TUESDAY 22nd JANUARY 2019

PRESENT: Cllrs. Peter Noel (Chair), Paul Oatway (Vice Chair), Gerry Bearpark, David Clifford, Judy Fellingham, Martin Sayers, Judith Sheppard, Kay Solomon.

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

1.19 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

There were no members of the public present.

2.19 DORSET COUNTY COUNCIL ISSUES

- a) Cllr Daryl Turner reported that the Tier 2 Officers are now in place. Only one Dorset County Council officer has a role. The new draft constitution, including the committee structures, went to the Shadow Executive Committee on 14th January and will go to the Shadow Dorset Council for ratification on the 24th January. Convergence work has started dealing with the duplication of services across the authorities. Letters to staff have been recently issued telling them they are at risk. It seems likely that there will be approximately two hundred redundancies. This is something that has to be done to get the savings that are necessary. The transformation will start after the elections.
- b) Cllr Turner asked the members to please report any defects, as there is £6.2 million to spend on road repairs across Dorset. For the next financial year, Wesley Close is going to be resurfaced. He is still working on Bridge Road. Cllr Fellingham raised the problems with Barrs Lane.
- c) Cllr Turner also wanted to mention the beach clean on Sunday which had over 70 people helping.

3.19 WEST DORSET DISTRICT COUNCIL ISSUES

Cllr Turner had nothing to report on WDDC. Almost all of their work is going towards the new council.

4.19 APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Graham Bender, personal.

5.19 DISPENSATIONS

The members were reminded of the ongoing dispensations held for all Councillors related to discussing the precept.

6.19 DECLARATIONS OF INTEREST

There were none.

7.19 MINUTES

RESOLVED that the minutes of the meeting held on the 27th November 2018, circulated to members, were agreed as a correct record, and signed by the Chair.

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

There were none.

9.19 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE ON 18TH DECEMBER 2018

- a) Due to some benches having lots of dead flowers left on them and trinkets made of glass etc. which would pose a possible risk, the memorial bench policy had been amended for approval.

RESOLVED to accept the amended Memorial Bench Policy, as attached to the Foreshore Committee Minutes.

- b) Dorset County Council had asked if the Parish Council would agree to a small diversion of Footpath 12 from a resident's garden to Parish Council land. This would make the route already taken by walkers match the definitive map.

RESOLVED to agree to the diversion of Footpath 12 onto Parish Council Land as previously circulated.

10.19 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 18TH DECEMBER 2018

- a) The draft Cemetery Rules and Regulations document had been circulated to members for consideration. Cllr Oatway brought the members' attention to a recent judgement that involved a dispute regarding another burial authority's rules. A person thought that some aspects of the rules contravened his human rights. The judge had found in favour of the burial authority due to the formation of the document and the authority's wide consultation of the rules before implementation. The Deputy Clerk was asked to double check that the necessary steps had been taken regarding the Cemetery Rules and Regulations. It was

RESOLVED to accept the Cemetery Rules and Regulations, Appendix C.

11.19 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE MEETINGS ON 11TH DECEMBER 2018 AND 15TH JANUARY 2019

Cllr Clifford reported that there was nothing further to add to the minutes of the Planning Committee already circulated.

12.19 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 15TH JANUARY 2018

- a) PA2.3 Accounts for Approval to note – December, approved by Payment Authorisation Sub-Committee.

HMRC (PAYE)	£1,861.84
Water 2 Business	£231.49
Grieg & Allen	£130.86
Joe Turner Plumbing	£60.00
SLCC	£156.00
C B Potts	£3,152.33
Bridget C Bowen	£375.00
Cartridge Save	£56.33
Nigel Clarke	£120.00
Poppies	£123.12
Bridport Building	£128.28
Lyreco	£51.76
Garry Pitcher	£10.00
SLCC	£102.00
A J Supplies	£28.80
Prospect Garage	£233.69
Doodle Computers	£72.00
Lymelight	£234.00
WDDC	£135.50
Argos	£51.98
	£7,314.98

- b) FG5.19 Accounts for Approval – January additions

There were two additions totalling £70.50 to the accounts approved at the Finance Committee,

RESOLVED that the additions to the Accounts for Approval for January totalling £4676.76 be accepted and approved.

HMRC (PAYE)	£1,998.84
Hardy Tree Surgeons	£396.00
Travis Perkins	£65.02
Griffin Development	£500.00
SLCC	£156.00

Francis Bugler Ltd	£48.89
Axminster Printing Co Ltd	£76.52
Greig & Allen (Bridport) Ltd	£393.54
Poppies of Lyme Bay	£164.16
Dorset Leisure Centre	£14.99
Woodberry of Leamington Spa	£792.30
Towergate Insurance	£238.70
Morgans	£3.70
Amazon	£14.00
Stamps Direct	£84.56
Amazon	£10.95
<i>Mole Avon</i>	<i>£22.50</i>
<i>Keely Windows</i>	<i>£48.00</i>
	£4,676.76

- c) FG6.19 Clerk's Report / Delegated Financial Approval for January

RESOLVED that the Clerk's Report for January 2019 be accepted and approved.

- d) FG7.19 Report of Accounts for October / November 2018

RESOLVED that the Report of Accounts for October / November be accepted and approved.

	£	£	£
		Current Ac	Deposit Ac
Cash Book Balance at 30 September 2018		68,942.50	176,951.26
Income:			
Transfer to Current Account	0.00		0.00
PF rents/services/recovered	1,833.19		
Cemetery Fees	630.00		
Foreshore - Rents/Car Park/Beach Huts etc	19,922.52		
Elms Rent/MH Room/recovered	2,698.03		
VAT Refund	842.05		
Interest	4.11		192.28
		25,929.90	
Expenditure:			
Transfer from Deposit Account	0.00		0.00
Accounts paid in October (inc PAYE)	24,666.87		
Accounts paid in November (inc PAYE)	6,729.42		
B&CE Holdings Ltd (Pensions)	882.71		
Refund (Beach Hut)	30.00		
Elms Flat letting expenses	183.00		
Planning App Fee	116.00		
		32,608.00	
Direct Debits:			
Santander charges	208.52		

BT - Main Office Phone	82.50	
BT - Fsh Office (inc broadband)	161.14	
BT - Fsh Emergency Phone	58.65	
BT - Autodialler	91.34	
Water2Business (Foreshore)	297.00	
WDDC - Foreshore/Cemetery Rates	2,442.00	
WDDC - Elms Rates	568.00	
DCC - Foreshore/Cemetery Bins	660.80	
EDF Gas - Elms	136.00	
EDF Energy - Foreshore	374.00	
EDF Energy - Elms	138.00	
EDF Energy - Playing Field Pavilion	98.00	
EDF Energy - Depot	16.00	
EDF Energy - Cemetery Chapel	14.00	
Public Works Loan Board	609.22	
Wages - Net	17,073.67	
HMRC (VAT)	0.00	
	<u>23,028.84</u>	
Cash Book Balance at 30 November 2018	<u>39,235.56</u>	<u>177,143.54</u>
Represented by:		
Santander Current Ac		39,235.56
Santander Deposit Ac	Working	
	Contingency	55,048.12
	Reserves	1,542.28
		<u>120,553.14</u>
		177,143.54
Nat West Account		1,000.00
Nat West Savers Account		2,408.86

e) FG8.19 Monthly Accounts for October / November 2018

RESOLVED that the Monthly Accounts circulated for October / November 2018 be accepted and approved.

f) FG10.19(b) Budgets 2019/20

RESOLVED that the Budgets for 2019/20 were approved as set out in the attachment (H) of the Finance Minutes.

g) FG10.19(c) Charges 2019/20

RESOLVED that the charges for all Council services were approved as set out in the attachment (I) of the Finance Minutes

- h) FG10.19(e) Precept Requirement 2019/20

RESOLVED that, in line with the approved budgets, a precept of £84900 (an increase of 3%) be requested for 2019/20.

- i) FG12.19(a) Interim Internal Audit Report –
The Council agreed and noted that the summary of recommendations has mostly been completed. It was noted that it was a very positive report.

RESOLVED that the interim internal audit report, attachment (K) to the Finance Minutes, was accepted.

- j) FG12.19(c)(i) Overall Council Risk Assessment

RESOLVED that the Overall Council Risk Assessment were accepted as set out in attachment (L) of the Finance Minutes.

- k) FG12.19(c)(ii) Financial Risk Assessment

RESOLVED that the Financial Risk Assessment was accepted as set out in attachment (M) of the Finance Minutes.

- l) FG12.19(c)(iii) Reserves Policy

RESOLVED that the Reserves Policy was accepted as set out in attachment (N) of the Finance Minutes.

- m) FG12.19(c)(iv) Investment Strategy 2018/19

RESOLVED that the Investment Strategy 2018/19 was accepted as set out in attachment (O) of the Finance Minutes.

- n) FG12.19(c)(v) Freedom of Information Publication Scheme

RESOLVED that the Freedom of Information Publication Scheme was accepted as set out in attachment (P) of the Finance Minutes.

- o) FG13.19(c) Car Park Machine upgrade/replacement

Cllr Noel explained the current machine's contract with WDDC expires at the end of March and the machine handed over to the Parish Council. He reported that Cllr Sheppard, the Office Assistant and himself had met with the car park machine supplier to ask questions about the future provision of a car park ticket machine and the possible upgrade to accept cards as well as cash. A report prepared by the Office Assistant had been circulated to all councillors explaining the current options. The Clerk explained that she would recommend keeping the existing machine for the time with a short contract to trial the supplier Metric and their service. It will give time to look at upgrading or other suppliers and set up card payments.

RESOLVED that the Council accept the car park machine from West Dorset District Council and open up a contract with Metric, up to £3815 paid for from Car Park General Reserves.

p) FG18.19(c) Equal Opportunities Policy

RESOLVED that the Equal Opportunities Policy be approved, as set out in attachment (T) of the Finance Minutes.

13.19 ANNUAL PARISH MEETING

The meeting will be at St Andrews Community Hall, on Wednesday 6TH March 2019. Two speakers have been invited. Inspector Darren Stanton from West Dorset Neighbourhood Policing Team, or his representative. The second is Dorset Clinical Commissioning Group. Cllr Noel also asked if any councillors would like to talk about the rewarding benefit of being a parish councillor. He would be happy to do it but if anyone would like to do it please let the office know.

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

- a) Cllr Oatway went to a meeting called by the Jurassic Coast Trust with the Charmouth Heritage Coast Centre about what the long-term future of the Centre might be. He suggested to them a strategy of what they might want for the next five years and then for the ten to twenty years.
- b) Cllr Sayers went to the BLAP meeting on 6th December and reported to them the Council's contribution to the Citizens Advice Bureau. He also mentioned to them the closure of the Post Office in general, as the Morcombelake one has recently shut. He is due to go the BLAP parish meeting on 23.01.19.
- c) Cllr Sheppard reported that herself and Cllr Oatway went to a meeting with the Jurassic Coast, and Charmouth Heritage Coast Centre about the Fossil Wardens hours. Everyone agreed that it would be good to have more hours but it comes down to money. The National Trust didn't attend. The Jurassic Coast Trust will draft a report for submission to the Foreshore Committee to see how it could be taken forward in the long term. Cllr Bearpark asked who actually funded the Fossil Warden. Cllr Oatway confirmed that it is shared between Lyme Regis Town Council, Charmouth Parish Council and the National Trust and is organised by the Jurassic Coast Trust, who also part fund it.
- d) Cllr Solomon reported the Charmouth Plastic Free group have their next meeting on the 5th February. The recent beach clean went very well. The last one in October had thirty eight people help, whereas this one had over seventy.
- e) Cllr Noel reported that the meeting about the Post Office had postponed to 1st February when it will be possible to talk to the Member of Parliament.

15.19 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS

- 01/2019 A letter had been received from a resident about the need for more allotments. It will be passed to the Neighbourhood Plan Committee for them to look a future provision. The Clerk reminded the members of the Council's obligation to provide allotments.
- 09/01/2019 The new Inspector for West Dorset Neighbourhood Policing held a meeting with Cllr Noel and the Clerk.
- 08/01/2019 'Standing as a local councillor for the new Dorset Council in 2019' was circulated and displayed
- 04/12/2019 An email from the DAPTC about the Royal Garden Party May 2019 - Nominations due in by Wednesday 23rd Jan 2019. Cllr Noel was proposed for inclusion in the ballot.
- 01/2019 DAPTC Annual Report 2017/18 – 3 copies which can be borrowed to read.
- 21/01/2019 Notice from DCC re Temporary Road Closure, Berne Lane, Charmouth 28/1/19-1/2/19
- 17/01/2019 BLAP Parish Liaison Working Group Agenda 23-01-18 – forwarded to Martin Sayers and Peter Noel
- 17/01/2019 DCC Highways Working Together SharePoint Update: Dorset Highways Monthly Update (November 2018) – forwarded to all Councillors
- 13/01/2019 Community Hall Agenda 15th January 2019
- 11/01/2019 LGRDorset latest newsletter from Shaping Dorset Council – forwarded to all Councillors
- 11/01/2019 DAPTC Local Elections information – forwarded to all Councillors
- 11/01/2019 Dorset Coast Forum ENews - January 2019
- 10/01/2019 DAPTC Annual Conference - Due to take place Tuesday 26th March 2019 at Kingston Maurward College near Dorchester.
- 09/01/2019 Dorset Coast Forum details of the Fisheries Observer Film
- 08/01/2019 DAPTC re NALC Spring Conference
- 08/01/2019 DCC - Re Proposed Temporary Road Closure, Old Lyme Road, Charmouth
- 03/01/2019 The Jurassic Coast Trust re Join us today and pay nothing until March 2019!
- 03/01/2019 Community Hall Minutes 28th November 2018
- 02/01/2019 DCC Road works report - West, Wey, Port
- 27/12/2018 DCC Travel and transport newsletter
- 22/12/2018 Dorset CPRE - Happy Christmas and news from Dorset CPRE
- 22/12/2018 CPRE Campaigns - thank you for an amazing year!
- 21/12/2018 BLAP - Bridport Citizens Advice Bureau - Poster
- 21/12/2018 LGRDorset Shaping Dorset Council programme - Town and Parish Councils newsletter – forwarded to all Councillors
- 20/12/2018 DCC Highways Working Together SharePoint Update: Dorset Highways Monthly Update (October 2018)
- 17/12/2018 BLAP Steering Group Minutes 06-12-18 - forwarded to Martin Sayers
- 14/12/2018 Dorset Association of Parish and Town Councils E-Newsletter No. 13 - Christmas 2018
- 14/12/2018 Dorset Coast Forum December e-news
- 13/12/2018 Lyme Forward CCF Bid Round 5 stage 2
- 10/12/2018 DAPTC subscriptions 2019/20
- 10/12/2018 BLAP Parish Liaison WG - Government Structure - forwarded to Cllr Sayers and Cllr Noel
- 10/12/2018 BLAP Parish Liaison Minutes 07-11-18 – forwarded to Martin Sayers and Peter Noel
- 05/12/2018 Charmouth Scout Group - Charmouth Scout-Look – forwarded to all Councillors
- 04/12/2018 DCC Dorset Highways travel and transport newsletter
- 03/12/2018 LGRDorset - The latest newsletter from Shaping Dorset Council – circulated to all Councillors
- 03/12/2018 WDDC - Electoral Register Data

- 02/12/2018 DCC Road works report - West, Wey, Port
26/11/2018 DAPTC Western Area Secretary - Update from WDDC Planning following the DAPTC WA meeting held on 22 November 2018 – forwarded to Peter Noel and Paul Oatway
26/11/2018 DAPTC Western Area Secretary - Minutes of the DAPTC WA meeting held on 22 November 2018 – forwarded to Peter Noel and Paul Oatway

16.19 EXCHANGE OF INFORMATION

Cllr Sayers reported that there was some information in the Library from the Neighbourhood Planning team about protecting Green Spaces.

Cllr Fellingham apologised for not having completed the list of voluntary organisations in her role as 'Partnerships for Older People Projects' representative, but it will be in the Library at some point and she will copy to Council.

17.19 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) FG10.19(d) Wage Rates 2019/20

RESOLVED to approve the wage rates for 2019/20 as set out in Attachment J of the Finance Minutes.

- b) FG13.19(a) Lease 3

RESOLVED to accept the surrender of Lease 3 after 31st March 2019 in line with the break clause.

- c) FG13.19(b) Foreshore Line Marking – Due to the deterioration of the line marking at the foreshore car park quotes had been obtained to touch up the lines worst affected. The surface of the car park will need looking at soon, so total line remarking would not be financially prudent at this time.

RESOLVED that the quote for partial line marking from H C Lewis & Company Ltd, for £552 be accepted.

- d) FG16.19(b) Factory windows/facia - The maintenance of the Factory Building windows and facia board had been previously discussed at Foreshore Committee and it had been agreed to look at this work while scaffolding was up for repointing. However, as scaffolding has been erected to deal with the damp issue it was agreed that it was financially prudent to have this work done now. A quote had been obtained by the contractors on site to also keep costs down. It was

RESOLVED that the quote for £185 for the fascia board replacement and £290 to prepare and stain the west elevation second floor windows.

e) FG18.19(f) Annual Alarm Contract

Due to the closeness in price of the quotes, it was proposed to accept the quote from the existing contractor, due to the value this brings in knowledge and service.

RESOLVED that the quote for £993 for the Fire Alarm and Intruder Alarms Annual Contract from C B Potts be accepted.

Meeting closed at 8.25p.m.

Signed

Dated

DRAFT