

# Charmouth Parish Council

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## MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL HELD AT THE ELMS ON TUESDAY 24<sup>th</sup> JULY 2018

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

**IN ATTENDANCE:** Lisa Tuck, Parish Clerk; Melissa Kirkby, Deputy Clerk; Daryl Turner, County Councillor; Cheryl Reynolds, District Councillor. Mr Philip Evans, Lyme Online.

### 88.18 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

There were none.

### 89.18 DORSET COUNTY COUNCIL ISSUES

#### **Dorset Unitary:**

County Councillor Daryl Turner reported that The Local Government Boundary Commission for England (LGBCE) has opened a public consultation on its draft recommendations for new electoral arrangements for Dorset Council. The consultation opens 3rd July 2018 and closes on 27th August 2018. Daryl reported that it is proposed that Symondsburry may be taken into Bridport area rather than Marshwood Vale.

The public can comment on the consultation and contribute to the design of the new wards. They are encouraged to read the full report and look at the accompanying map before responding to the LGBCE. If they agree with the recommendations, or if they think the recommendations are not right for Dorset, they are welcome to submit alternative proposals for a different pattern of wards.

All information relating to the draft recommendations is available on the LGBCE website at [www.lgbce.org.uk](http://www.lgbce.org.uk) or via <https://dorsetareacouncils.wordpress.com/publications/>. Interactive maps of the proposals are also posted on the Commission's consultation portal at: <https://consultation.lgbce.org.uk>

Submissions can also be made by emailing [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk) or by writing to:

Review Officer (Dorset)  
The Local Government Boundary Commission for England  
1st Floor, Windsor House  
50 Victoria Street  
London SW1H 0TL

### **Shadow Executive:**

The Shadow Executive met on Thursday 10th July for an Organisation Design Workshop looking at the "Look" of the New Council, its constitution, Vision & Portfolios. Cllr Turner has the Environment Portfolio similar to his County Council role.

Shadow Council - <https://dorsetareacouncils.wordpress.com/>

### **Organisation Transformation Board:**

The Organisation Transformation Board are continuing to look at their processes and policy to find any 'quick wins' before the Unitary Council takes over. The Environment Directorate is looking closely at staff structures.

#### 90.18 WEST DORSET DISTRICT COUNCIL ISSUES

Cheryl Reynolds firstly apologised for not sending her apologies for the last meeting. She had nothing further to add to what Daryl had said, as everything is revolving around the new unitary authority. With so much to do in such a short time it is taking priority. The Boundary Commission consultation is taking place, which she did not want to give an opinion on.

#### 91.18 APOLOGIES FOR ABSENCE

There were none.

#### 92.18 DISPENSATIONS

None received.

#### 93.18 DECLARATIONS OF INTEREST

None declared.

#### 94.18 MINUTES

**RESOLVED that the minutes of the meeting held on the 22<sup>nd</sup> May 2018, circulated to members, be agreed as a correct record and were signed by the Chair.**

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

Cllr Oatway raised a point that the previous minute 62.18(7) elected a representative to the Community Hall, to which they have replied that they do not need one. Cllr Oatway pointed out that their constitution states that a Council representative is required. The Clerk will check on the situation.

#### 96.18 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE ON 26TH JUNE 2018

In addition to the Committee Minutes which had been circulated, Cllr Sheppard reported that there had been improvement in the cleanliness of the foreshore toilets and that a deep clean arranged and paid for by the Parish Council was no longer necessary. The Clerk will inform WDDC of the decision. Cllr Oatway reported that a number of emails of praise had been received regarding the BBC4 broadcast. These will be reported in full at the next Foreshore Committee

meeting. He also reported that BBC1 Breakfast News had broadcast numerous times from the beach on the morning of Tuesday 17<sup>th</sup> July.

97.18 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 26TH JUNE 2018

The Minutes of the meeting had been circulated and there was nothing further to add.

98.18 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE ON 12TH JUNE AND 10TH JULY 2018

The Minutes of the meeting had been circulated and there was nothing further to add.

99.18 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 12<sup>TH</sup> JUNE AND 10<sup>TH</sup> JULY 2018

a) FG9.5 Accounts for approval - July additions

**RESOLVED that the additions to the Accounts for Approval for July be accepted and approved.**

**Accounts For Approval - June:**

HMRC (PAYE)	£2,122.58	
Abode	£595.00	
MAC Building Contractors	£19,352.40	
A J Supplies	£38.40	
Lyreco	£35.72	
Axminster Ironwork Ltd	£9,360.00	
Prospect Garage	£245.19	
Garry Pitcher Locksmith	£23.50	
Water 2 Business	£40.04	depot
Water 2 Business	£53.78	kiosk
Water 2 Business	£53.42	PF
Water 2 Business	£112.32	Elms
Woodberry	£96.00	
Lyme Online	£36.00	
Kitson and Trotman	£660.00	
Zurich Municipal	£5,796.98	
Doodle Computers	£144.00	
Morgans of Charmouth	£13.50	
Amazon	£24.48	
DAPTC	£471.85	
Creative Solutions	£125.78	
Western Power	£492.53	
Blooming Baskets	£234.00	
	<b>£40,127.47</b>	

**Accounts For Approval - July:**

HMRC (PAYE)	£1,546.80
Cartridge Save	£122.32
Francis Bugler Ltd	£142.46
Prospect Garage	£229.38
Woodberry	£723.90
Lyreco	£86.20
Jurassic Coast Trust	£800.00
Mark Wickenden	£1,103.92
OpenDoorInternet	£24.00
MAC Building Contractors Ltd	£12,486.00
Mole Avon	£222.00
DVLA	£250.00
The Doodle Cloud	£143.28
<i>Groves</i>	<i>£83.97</i>
<i>Martin Diplock</i>	<i>£600.00</i>
<i>I Clean</i>	<i>£127.50</i>
<i>Phil Tuffnell</i>	<i>£10.00</i>
	<b>£18701.73</b>

b) FG9.6 Clerk's Report for July

**RESOLVED that the Clerk's Report for July be accepted and approved.**

c) FG9.7 Report of Accounts April / May 2018

	£	£	£
		Current Ac	Deposit Ac
Cash Book Balance at 31 March 2018		9,886.33	201,553.39
<b>Income:</b>			
Transfer to Current Account	15,000.00		0.00
PF rents/mower/services	158.50		
Football Foundation Grant	2,000.00		
Foreshore - Rents/Car Park/Beach Huts etc	51,088.25		
Elms Rent/MH Room	1,957.59		
Precept	41,200.00		
Interest/VAT Recovered	280.83		127.36
		111,685.17	
<b>Expenditure:</b>			
Transfer from Deposit Account	0.00		15,000.00
Accounts paid in April (inc PAYE)	10,059.30		
Accounts paid in May (inc PAYE)	16,579.32		
B&CE Holdings Ltd (Pensions)	1,023.44		
Petty Cash	82.31		

Travel Expenses	22.50	
		27,766.87
<b>Direct Debits:</b>		
Santander charges	182.06	
BT - Main Office Phone	80.17	
BT - Fsh Office	66.08	
BT - Fsh Emergency Phone	55.11	
BT - Autodialler	91.63	
Water2Business (Foreshore)	297.00	
WDDC - Foreshore/Cemetery Rates	2,440.75	
WDDC - Elms Rates	569.09	
DCC - Foreshore/Cemetery Bins	649.60	
EDF Gas - Elms	176.00	
EDF Energy - Foreshore	374.00	
EDF Energy - Elms	86.00	
EDF Energy - Playing Field Pavilion	110.00	
EDF Energy - Depot	26.00	
EDF Energy - Cemetery Chapel	14.00	
Public Works Loan Board	615.27	
Wages - Net	17,238.63	
HMRC (VAT)	0.00	
		23,071.39
Cash Book Balance at 31 May 2018		70,733.24 186,680.75
Represented by:		
Santander Current Ac		70,733.24
Santander Deposit Ac	Working	11,654.30
	Contingency	1,542.28
	Earmarked Reserves	<u>173,484.17</u> 186,680.75
Nat West Account		1,000.00
Nat West Savers Account		2,407.65

**RESOLVED that the Report of Accounts April / May be accepted and approved.**

d. FG9.8 Monthly Accounts

**RESOLVED that the Monthly Accounts for April / May be accepted and approved.**

e. FG9.10(a) Lyme Forward Expenditure

It is proposed that the following, having been identified by Lyme Forward, should be approved for payment when requested by Lyme Forward, from the budget of £10000 for

18/19 (remainder of 17/18 £7414.30 carried forward plus £2000 budgeted for 18/19) as follows:

- preparation, bid writing and reporting – 12 days at £240 per day = £2880
- project management of CPC, agencies and third parties to prepare for the bid submission (CCF) or if agreed an alternative funding source – 14 days at £240 per day = £3360
- if CPC choose to request the activities identified in the action plan Simon drew up to be completed outside of the CCF bid, or independently, then there is approximately 10 days of work in total at £240 per day = £2400

Total estimate £8,640

Contingency should be 10% @ £864 leaving £496 for expenses. It was

**RESOLVED to approve the budget for Lyme Forward work carried out in relation to the regeneration of the foreshore in accordance with item FG9(10) of the Finance Minutes.**

f. FG9.10(b) Factory Building Damp

Following a meeting of a working party from the Foreshore Committee with the Surveyor, it was

**RESOLVED that up to £1000 be spent from FSH1 Earmarked Reserve, on exploratory work to gain a better idea of what the problems are and how they can be resolved.**

g. FG9.10(c) Kayak Storage

Following discussion at the Foreshore Committee regarding the uncovenanted land where the old river bed was, new designs and quotes had been sought for building a kayak storage rack to be positioned at the rear of the bin compound. It was

**RESOLVED that up to £700 be approved from FSH1 Earmarked Reserve for the materials for this project.**

h. FG9.10(f) Tractor Training

**RESOLVED that a total of £480 plus VAT be spent from FSH2 Earmarked Reserve (car park maintenance) to send an additional member of staff on a tractor training course at Bicton College.**

i. FG9.11(a) Playground Equipment Procurement

The procurement process for the playground equipment to be installed within the Parish Council's Playing Fields off Barrs Lane was conducted by quotation and not by tender. This course of procurement action was taken because each supplier had different offerings and it would have been difficult to procure by a common tender. It was therefore proposed that the Parish Council approve by resolution the procurement on the basis of the quotations. The Parish Council therefore de-facto suspended its Financial Regulation 11.1(c). It was

**RESOLVED that the resolution confirms the suspension of Financial Regulation 11.1(c) for the requirement for tender action for the procurement of playground equipment to**

**allow a negotiation process by quotation because of the difficulty in specifying the requirement in a common fashion required by the tender process.**

J. FG0.12(b) Write Off Equipment

**RESOLVED that the Flymo mower and Blower be scrapped; Flat Bed trailer – decking to be removed and recycled where appropriate and rest to be cut up and taken away by a scrap metal dealer at no charge to the Council or residual income; and Climbing frame to be cut up and taken away.**

k. FG9.13(c) Elms Pointing

Following receipt of the Surveyor's report it was

**RESOLVED that the Surveyor, as part of the original quoted cost, be instructed to pursue to tender stage, with a view to the work being undertaken at an appropriate time.**

l. Boundary Commission

Cllr Oatway had circulated a discussion paper – Local Government Reorganisation – Electoral Ward for Charmouth. It explained that The Local Government Boundary Commission for England (LGBCfE) issued a consultation paper setting out their draft recommendation for the council ward boundaries across the new Dorset Council area. Their draft recommendations are largely based on a submission from Dorset Area Joint Committee (the predecessor to the Shadow Dorset Council).

Option 1 is the option submitted by Dorset Area Joint Committee and in the absence of any other submissions is LGBCfE's draft recommendation for Charmouth. This option is for a Ward comprising of Charmouth and Lyme Regis with one Councillor and separate ward comprising the Marshwood Vale with one Councillor.

Option 2 is for a Ward comprising of Charmouth, Lyme Regis & Marshwood Vale with two Councillors. This option is based on the existing Dorset County Council electoral division of Marshwood Vale.

After discussion among the members, Cllr Noel asked Daryl Turner what his opinion was. Daryl's personal opinion is that it should be a one area ward with two Councillors. The percentage difference against the average would be improved. The operation of a Unitary Authority with the potential for "Area Boards" based on Principle Towns is increasing in popularity & working with the more rural areas from the principle Town makes complete sense. In this case Lyme Regis would become the "Hub" for a large proportion of the Vale offering trained and equipped staff to the smaller Parish Councils. He feels this would be a better "fit" for the future operations and engagement with Communities, which would offer a more Local connection.

**RESOLVED that the Parish Council's response to the consultation would be to favour Option 2.**

100.18 TO RECEIVE AND CONSIDER THE REPORT OF THE H.R. COMMITTEE HELD ON 10TH JULY 2018

The minutes had been previously circulated and there was nothing further to add.

101.18 COMMITTEE MEMBERSHIP

Standing Orders dictate that the Finance and General Purposes Committee should consist of the Chair and Vice Chair of Council, the Chairs of the Foreshore Committee and the Playing Field, Cemetery and Street Management Committee and one other Councillor. Now that the Chair of Committees are known an additional member is required and it was

**RESOLVED that Kay Solomon be the additional member of the Finance and General Purposes Committee for the coming year.**

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

Cllr Sayers reported that he had attended the recent BLAP meeting.

Cllr Fellingham reported that as the representative for the Older People Project, she had been trying to arrange a meeting with local groups to discover the gaps in services.

103.18 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS

- 25/06/2018 Terry Reynolds Double yellow lines and traffic speed –  
Agreed to pass on the email to the Playing Field Committee for response.
- 20/07/2018 Janice Gale Air Quality in Charmouth  
The Clerk read the letter in full. After discussion it was agreed that the item would be passed to the Playing Field Committee for further investigation and response.
- 24/07/2018 Bridport Town Council BLAP and Local Government Reorganisation Letter
- 19/07/2018 Daryl Turner FW: All the latest business news
- 16/07/2018 DCC Dorset Highways: Annual Performance Report 2017/18
- 11/07/2018 Claire Peters-Way (Bridport TC) BLAP Parish Council Liaison Meeting Notes
- 07/07/2018 CPRE Campaigns Can affordable homes save rural communities?
- 05/07/2018 Dorset Coast Forum Dorset Coast Forum ENews- July 2018
- 05/07/2018 Bridport Town Council Bridport Local Area Partnership Bulletin
- 28/06/2018 The Jurassic Coast Team and Trust Preserve the Jurassic Coast for another 185 million years...
- 26/06/2018 Dorset Association of Parish and Town Councils DAPTC E-Newsletter 10 - June 2018
- 26/06/2018 Bridport TC BLAP Parish Liaison Meeting 04-07-18
- 26/06/2018 DCC Highways newsletter: Road maintenance across the county
- 22/06/2018 LymeForward Agenda for our LymeForward AGM to be held Monday July 2nd
- 21/06/2018 Michael N Odonovan Highways Working Together SharePoint Update
- 20/06/2018 Bridport CAB AGM agenda
- 20/06/2018 Isabelle Rowland Temporary Closure Of Various Roads In Charmouth For The Charmouth Challenge
- 16/06/2018 Dorset CPRE Summer newsletter, consultations and Forde Abbey visit
- 14/06/2018 Jo Thomson Foster In Dorset
- 14/06/2018 Daryl Turner FW: LEP Funding
- 13/06/2018 Bridport TC BLAP Steering Group Minutes 07-06-18
- 12/06/2018 Daptc LGR update - DAPTC Chairman makes statement to Shadow Dorset Council



08/06/2018 Dorset Coast Forum Dorset Coast Forum ENews - June 2018  
07/06/2018 Jane Tait Charmouth Community Hall Minutes 15th MAY 2018  
07/06/2018 Daptc Proposed warding arrangements for unitary councils – Briefing sessions 11 June  
07/06/2018 LymeForward AGM and Partnership Meeting - Monday 2nd July, 7.30pm  
06/06/2018 LymeForward Lyme Regis CAB Opening times and locations for 2018  
04/06/2018 Flood Wessex Environment Agency Flood Warden Newsletter Spring 2018  
04/06/2018 Bridport TC FW: Bridport Local Area Partnership and Local Government Reorganisation  
04/06/2018 DCC Highways Working Together SharePoint Updates  
04/06/2018 Daptc Proposed warding arrangements for unitary councils – Briefing sessions 11 June - Please register your representatives with LGR Programme Team  
04/06/2018 Lyme Forward Activity report for Steering Group meeting  
01/06/2018 Lyme Forward Steering Group meeting on Thursday  
01/06/2018 Daryl Turner FW: Confirm Report: Road works report - West, Wey, Port  
30/05/2018 Jane Tate Charmouth Community Hall Minutes AGM 31st May 2017  
30/05/2018 Daptc DAPTC AGM timetable and proposal process  
27/05/2018 DAPTC Western Area Secretary Minutes of the DAPTC Western Area meeting held on 24 May 2018  
25/05/2018 Bridport TC Bridport Local Area Partnership Bulletin 25-05-18  
25/05/2018 Daptc Proposed warding arrangements for unitary councils – Briefing sessions 11 June  
25/05/2018 DCC A35 Road Closure Axminster to Bridport  
24/05/2018 Daryl Turner FW: Parking payment changes and road maintenance update  
24/05/2018 Kerry Hall Latest news from Dorset Highways  
23/05/2018 Bridport TC BLAP Steering Group Meeting 7 June 2018  
22/05/2018 Bridget Betts Dorset Coast Forum Coordinator

104.18 EXCHANGE OF INFORMATION

There was none.

105.18 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) FG9.10(g) Lease 4 Rent Review

It was noted that the rent review for this lease was due on 1 June 2018 it was

**RESOLVED that this be implemented in line with the report circulated as attachment G to the Finance Minutes.**

b) Elms Flat

Cllr Oatway read through the update report that had been circulated to the members. It was

**RESOLVED that should the build overrun the practical completion date then, subject to any advice from the surveyor, the Council will seek to claim liquidated damages.**

Meeting closed at 8.57pm

Signed .....

Dated .....