

# Charmouth Parish Council

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## MINUTES OF THE ANNUAL MEETING OF CHARMOUTH PARISH COUNCIL HELD AT THE ELMS ON TUESDAY 23<sup>rd</sup> JULY 2019

PRESENT: Cllrs. Paul Oatway (Vice Chair), Judy Fellingham, Judith Sheppard, Kay Solomon.

IN ATTENDANCE: Lisa Tuck, Parish Clerk; Daryl Turner, Dorset Council.

69.19 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS  
No members of the public were present.

70.19 DORSET COUNCIL ISSUES  
Councillor Daryl Turner reported that:

- (a) It is a difficult time for Officers at Dorset Council with the reductions in Staff Numbers. Structure charts for directorates are still waited which does make contact difficult.
- (b) The new Climate Change EAP has met and will be making recommendations to Dorset Council about what can be done to tackle this issue. Work is underway and will continue outside panel meetings. The climate change panel will work with groups and communities to put together a robust long-term strategy for council services.
- (c) Work has started on producing a new Local Plan for Dorset. There is a legal requirement to produce and adopt a new local plan by 2024. The Dorset Local Plan will eventually replace the local plans adopted by the district councils and the borough council that existed before Dorset Council was formed.
- (d) With regard to working with Town and Parish Councils, a cross-party EAP is in preparation and the first meeting will take place soon. DC is committed to working together with all town and parish councils in a positive way for the benefit of the communities served. Scrutiny will also be doing some work in this area via a working group.
- (e) Significant savings have been achieved over recent months as a result of Local Government Reorganisation. Despite this, Dorset Council is currently forecasting an overspend for this financial year of £12.6m. £7.1m on directly controlled budgets, and up to £5.5m on funding for schools and education.

71.19 APOLOGIES FOR ABSENCE  
Apologies were received from Cllrs Peter Noel and Cllr Maralyn Hinxman, away. As well as Cllr Martin Sayers, unwell.

72.19 DISPENSATIONS  
None received.

73.19 DECLARATIONS OF INTEREST  
Paul Oatway declared an interest in item 10(b) on the agenda.

74.19 MINUTES

**RESOLVED that the minutes of the meeting held on the 21<sup>st</sup> May 2019, circulated to members, were a correct record and were signed by the Chair.**

75.19 TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)  
There were no matters arising.

76.19 TO RECEIVE THE REPORT OF THE FORESHORE COMMITTEE HELD ON 25<sup>TH</sup> JUNE 2019

(a) Having looked at this further with the Facilities Manager, Judith Sheppard updated the Council on the issue of a drinking water tap at the Foreshore following the Foreshore Committee. It was therefore proposed and

**RESOLVED that funds of up to £220 be approved to make the stop cock accessible, replace the tap (with another brass one now it has been established that this is suitable for drinking water) and provide a cage around the tap.**

(b) With regard to the beach cleaning board issue, Kay Solomon is to seek further information on where this is required to be sited and who would be responsible for it. She would report back to the next Foreshore Committee in August.

77.19 TO RECEIVE THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 25<sup>TH</sup> JUNE 2019

(a) Change to Unmanned Aerial Vehicles Policy – it was proposed and

**RESOLVED that the Council policy on Unmanned Aerial Vehicles be amended to include all Council owned land.**

(b) With regard to the sale of the grass topper, it was felt that this should be properly valued along with any other equipment before disposal.

78.19 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE HELD ON 9<sup>TH</sup> JULY 2019

The following items have been received since the Committee meeting and are now for consideration. Due to the interest declared by the Chair of the meeting, this item was handed over to Mrs Kay Solomon and the Chair took no part in the discussions or voting on item (b).

(a) Application No. WD/D/19/001564 – 3 Charmouth House, The Street  
Retention of 2 no. sets of shutters and one opening in a blockwork wall and form opening in an adjacent blockwork wall and insertion of steel beam. **No objections to this application as there are no significant changes to the outside of the building or the street scene.**

(b) Application No. WD/D/19/001578 – Robins, Gardenside  
Demolish conservatory and erect single storey extension; remove rear dormer window and construct new dormer window; demolish chimney stack; convert garage to habitable accommodation. **No objections to this application as there are no apparent changes to the footprint or height of the existing building.**

- (c) Application No. WD/D/19/000364 – Land south of Nutcombe Close.  
Correspondence had been received asking why the Planning Committee had not objected to this application when the parcel of land in question is outside of the development area? A draft letter had been circulated prior to the meeting and it was proposed and  
**RESOLVED that the draft letter attached (Appendix A) be sent in response to Mr Ford.**

79.19 TO RECEIVE AND CONSIDER ANY ISSUES RELATING TO FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 9<sup>TH</sup> JULY 2019

- (a) Judith Sheppard reported that further to agreement at the Finance Committee to display a sign on the Evans Green cairn advising that the defibrillator is located on the factory building, this was not possible due to the lack of space.
- (b) Judith Sheppard explained that she felt that the Finance Committee had been given the wrong information which led to a decision of the Foreshore Committee being overturned in relation to a discount for a kayak licence. It was therefore agreed that the original decision of the Foreshore Committee remain with a discount of 50% being allowed as a “one off” concession which should not set a precedent.
- (c) Supplier Payments  
June 2019 – approved by a special meeting of the F&GP Committee held on 18 June 2019

HMRC (PAYE)	£1,552.62
Francis Bugler	£235.74
Prospect Garage	£399.58
Footprints	£799.00
Delphine Jones	£1,056.00
The Doodle Cloud	£143.28
GW Machinery	£50.30
Poppies of Lyme Bay	£168.08
Lyreco	£119.03
R J Leaf	£636.00
Metric	£389.64
Sparkbrights	£272.94
Zurich	£5,934.02
John Peers	£104.77
Highwood	£6,660.00
Groves Nurseries	£180.87
Proteck Products	£18.72
MNR Mowers	£44.84
Axminster Ironwork	£240.00
Lee Windsor	£280.00
Bridport Building	£58.88
T Barker	£100.35

D Humphrey	£23.45	
		£19,468.11

Morgans	£21.19
Les Kitcher	£6.00
Water 2 Business	£30.01
Water 2 Business	£54.45
Water 2 Business	£294.30
Water 2 Business	£38.12
Travelodge	£155.50

**£20,067.68**

July 2019 – The majority had been approved by the Finance and General Purposes Committee held on 9 July 2019, however, and it was now proposed and

**RESOLVED that the additions (in italics) be approved.**

HMRC (PAYE)	£1,962.61	
Cartridge Save	£54.64	
Target Pest Control	£850.00	
Prospect Garage	£102.93	
Shanie's Domestic Services	£105.00	
Martin Diplock	£1,800.00	
Creeds	£382.80	
Garry Pitcher	£22.50	
Metric Group	£983.17	
Travis Perkins	£74.92	
A J Supplies	£43.20	
MNR Mowers	£13.28	
<i>G W Machinery</i>	<i>£50.00</i>	
<i>MAC Builders</i>	<i>£906.00</i>	
		£7,351.05

DVLA	£260.00
Dorset Council	£137.00
	<b>£7,748.05</b>

**Direct Debits (April/May):**

Santander charges	204.18
BT - Main Office Phone	95.92
BT - Fsh Office (inc broadband)	171.68
BT - Fsh Emergency Phone	76.42
BT - <b>Autodialler</b> /Bband	120.19
Water2Business (Foreshore)	150.00

WDDC - Foreshore/Cemetery Rates	2,513.05
WDDC - Elms Rates	639.50
DCC - Foreshore/Cemetery Bins	699.20
EDF Gas - Elms	146.00
EDF Energy - Foreshore	428.00
EDF Energy - Elms	138.00
EDF Energy - Playing Field Pavilion	64.00
EDF Energy - Depot	18.00
EDF Energy - Cemetery Chapel	54.00
Public Works Loan Board	603.16
Wages/Pension	20,888.15
HMRC (VAT)	5,494.32
	<b>32,503.77</b>

(d) Works Sub-Committee – it was proposed and

**RESOLVED that as it is no longer required, the Works Sub-Committee now be abolished.**

(e) Clerk's Report – it was proposed and

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

(f) Bank Reconciliations (April/May) – it was proposed and

**RESOLVED that the bank reconciliations for April and May (circulated) be approved and accepted.**

(g) Income & Expenditure against Budget (April/May) – it was proposed and

**RESOLVED that the income and expenditure against budget for April/May (circulated) be approved and accepted.**

(h) 18/19 Surplus allocation – it was proposed and

**RESOLVED that the £43450.00 surplus from 18/19 be allocated as set out in the July Finance minutes and that the remaining £1920.60 be transferred to the General Contingency account.**

(i) Investment Strategy 2019/20 – it was proposed and

**RESOLVED that the Investment Strategy for 2018/19 be accepted for the current year (2019/20) with no amendments.**

(j) Reserves Policy – further to the proposal from the Finance Committee, Paul Oatway proposed an amendment to the wording of the additional paragraph as follows, "The Council strives to maintain an amount of £45500.00 in General Reserves, in addition to the working reserve held in the Santander Deposit Account and the General Contingency held in

the Nat West Current Account. This amounts to an average, over 3 years, of 3 months of annual expenditure. The General Reserves should only be used when there is an exceptional event and the sum of monies available within the budget together with the total of funds available in specific reserves are insufficient to meet the expenditure to rectify the exceptional event.” It was therefore proposed and

**RESOLVED that the Reserves Policy be updated as set out above for 2019/20.**

(k) Fossil Warden funding – it was proposed and

**RESOLVED that an additional £800 be committed for the funding of the Fossil Warden. This is to be taken from General Reserve FSH1.**

(l) Dorset Council proposal for grass cutting/weed killing - it was proposed and

**RESOLVED that the amount offered by Dorset Council of £449.24 pa be accepted to cut the “in parish” areas of grass. With regard to the cutting of the grass at the bottom of Stonebarrow Lane, Char Valley PC should be consulted on this initially. It should be noted that the amount offered by Dorset Council does not cover the staff time/fuel but the service to the community will be much improved.**

It was also

**RESOLVED to accept the £200 pa offered to undertake interim weed killing in the Street.**

(m) Lift quotes – it was proposed and

**RESOLVED that the total amount of £3402.25 plus VAT quoted by Orona, the lift contract engineers, should be accepted to replace the RAM seals and the lift car emergency light and would be taken from General Reserve GEN4 currently standing at £5904.00.**

(n) Insurance review – it was proposed and

**RESOLVED that the report from the Clerk (circulated) on the review of insurance for 19/20 be accepted and approved.**

#### 80.19 COUNCILLOR VACANCIES

Further to advertisement of the 4 vacancies for co-option, one application had been received from Mrs Jane Bremner. It was proposed and

**RESOLVED that Mrs Jane Bremner be co-opted and welcomed with “open arms”. She would initially sit on the Playing Field, Cemetery and Street Management Committee, as well as the HR Committee as these two are the two with the lowest membership.**

## 81.19 REPRESENTATIVES TO EXTERNAL ORGANISATIONS

- (a) To appoint a Public Transport Representative – deferred due to no nominations.
- (b) To appoint a Highways Office – deferred due to no nominations.
- (c) To appoint a Flood Warden/Deputy – it was reported that Mr Gerry Bearpark had agreed to take on this role for which Judith Sheppard was thanked. A Deputy is now required and would continue to be actively sought.

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

- (a) A report from Paul Oatway regarding LymeForward Coastal Community had been circulated.
- (b) Paul Oatway reported that the Heritage Centre are in the process of creating an emergency plan and in line with this, an Emergency Committee Meeting of the Parish Council would be arranged for early September to start the ball rolling to draw up an emergency plan for the Council.

## 83.19 CORRESPONDENCE AND COMMUNICATIONS

28/05/19	Bridport Police - FW: Illegal encampment group - Peter Noel to attend
12/07/19	DAPTC- Polling arrangements review – agreed that current arrangements are satisfactory for Charmouth and a response would be sent along those lines
12/07/19	Phil Tritton Charmouth Events – confirmation that no party in the park in August this year and no Folk Festival events on Parish Council land in September
16/07/19	Street Naming – Dorset Council – The Old Cement Factory, Lower Sea Lane – proposals from Dorset Council agreed. Unit holders to be informed.
17/07/19	Wood Farm - Dog signage at the beach – agreed that a temporary sign should be displayed on the ticket machine stating the dog rules with a full review at the end of the season.
22/07/19	Charmouth Plastic Free – Beach Clean and promotion table request – agreed.
Thu 18/07	Dorset Highways - Travel & transport news
Wed 17/07	WATAG: Agenda for West Dorset Western Area Transport Action Group General Meeting
Wed 17/07	DAPTC - E-Newsletter No. 17 - July 2019
Mon 15/07	Bridport Town Council - BLAP Parish Liaison
08/07/2019	Weymouth Police - Weymouth Travellers
08/07/2019	Dorset Council - Dorset Council News for Town and Parish Councils
04/07/2019	Dorset Coast Forum - DCF Enews July 2019
04/07/2019	St Andrews Community Hall - Minutes (June 2019) and draft Agenda (July 2019)
03/07/2019	Dorset Highways - Highways Working Together SharePoint Update
03/07/2019	Bridport Town Council - FW: BLAP Steering Group - Consultation - update
01/07/2019	Cllr. Daryl Turner - FW: Confirm Report: Road works report - West, Wey, Port
28/06/2019	Dorset Highways SharePoint Update: Vegetation Leaflet
28/06/2019	Daptc New Councillor Induction (Bridport) on 2 September 2019
26/06/2019	LymeForward Papers for LymeForward AGM Monday 1st July 2019
26/06/2019	Dorset CPRE National Park Report with wide-ranging evidence which it provides to support the designation of a NP for rural Dorset.
25/06/2019	South Western Railway - South Western Report
24/06/2019	LymeForward Reminder - Notice of LymeForward AGM Monday 1st July 2019

24/06/2019 Bridport TC - BLAP Steering Group notes 13-06-19

24/06/2019 1<sup>st</sup> Charmouth Scouts - Scout Group Annual Report

24/06/2019 Dorset Highways - Newsletter - Travel & transport news

21/06/2019 Dorset Council - TEMPORARY CLOSURE OF VARIOUS ROADS IN CHARMOUTH FOR THE CHARMOUTH CHALLENGE

21/06/2019 POST OFFICE LIMITED – Consultation Hub

20/06/2019 Bridport TC - BLAP Parish Liaison Agenda 26-06-19

20/06/2019 Ordnance Survey - Your PSMA Newsletter June 2019

18/06/2019 DEFRA – Bathing Water (WQ) Bathing water newsletter June 2019

17/06/2019 Local Resident - RE: Village public areas and complimenting the staff

14/06/2019 LymeForward - Notice of LymeForward AGM Monday 1st July 2019

14/06/2019 Communications Team Dorset Council - Town and Parish Council Newsletter

13/06/2019 DAPTC Invitation - NHS Dorset CCG – AGM, 9.30 – 11.30 am, 10 July 2019, Hamworthy Club

13/06/2019 DAPTC Response to national story on GP surgery closures

11/06/2019 DAPTC Western Area Secretary - Minutes of the DAPTC Western Area meeting held on 23 May 2019

11/06/2019 WATAG Official Re: Circulation List

10/06/2019 Bridport TC - BLAP - Vice Chair Nomination

10/06/2019 Bridport TC - BLAP Parish Liaison Notes 22-05-19

10/06/2019 Dorset Highways - Highways SharePoint Update: Performance Documents

06/06/2019 Bridport & District Citizens Advice – Invitation to AGM

06/06/2019 Jurassic Coast Trust - Announcement from the Jurassic Coast Trust

05/06/2019 Bridport TC - New Councillor Training

04/06/2019 Dorset Highways - Road Traffic Regulation Act 1984, Temporary Road Closure, Berne Lane, Charmouth

04/06/2019 Bridport Police Station - Travellers on the move in Dorset

04/06/2019 LymeForward Steering Group - Agenda and Report

03/06/2019 Bridport TC - BLAP Steering Group Agenda 13-06-19

31/05/2019 Communications Team Dorset Council - Town and Parish Council Newsletter

30/05/2019 Environment Agency - Wessex Flood Warden Newsletter - May 2019

28/05/2019 Dorset Highways - Newsletter - Travel & transport news

24/05/2019 Dorset Highways - Highways Working Together SharePoint Update

23/05/2019 DAPTC - AGM 2019 PROPOSAL FORM ATTACHED

22/05/2019 Dorset Council – SuperFast - Digital Norm campaign - request for support

20/05/2019 Daptc - New courses available to book on DAPTC website

The Dorset Review CPRE Magazine

Dorset Council – Western Edition Summer 2019 Dorset Council News Magazine

#### 84.19 EXCHANGE OF INFORMATION

- (a) Kay Solomon raised the issue of the Tree Warden role.

#### 85.19 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) Lease 6 Issues - In line with the proposal from the Finance Committee, it was

**RESOLVED to renew the annual agreement on the current terms, with an additional clause which states, "should the building become beyond economic repair, the agreement will be terminated and the tenant will be compensated for the residual time at the amount of the rent paid pro rata".**

- (b) Lease 7 Issues - As proposed by the Finance Committee it was

**RESOLVED that the renewal of this lease be advertised with the Council's usual agent at a cost of £1500 plus VAT at the rental suggested in the valuation. It is also proposed that if someone makes a full price offer, the Clerk and the Chair/Vice Chair of the F&GP Committee should have authority to accept this subject to the relevant checks.**

- (c) Lease 16 – It was noted that the current tenant may give notice and it was therefore

**RESOLVED that if this is the case, the current agent should be used to re-let and the Clerk should be empowered to deal with this on behalf of the Council.**

Following scrutiny by Paul Oatway, it was also

**RESOLVED that the updated terms of business from the agent should be signed following a change in the letting laws.**

Judy Fellingham asked about the EPC as the laws around these have also changed. This would be looked into.

Meeting closed at 8.47pm.

Mr A R Ford  
3 Nutcombe Close  
Charmouth  
Dorset DT6 6RX

24 July 2019

Dear Mr Ford

**Planning Application No WD/D/19/000364 - Land South of Nutcombe Close**

I refer to your message sent through the Parish Council's web site on 19<sup>th</sup> May 2019 and your subsequent email of 20<sup>th</sup> May 2019 regarding the above planning application and asking the question as to why the Committee did not object to the application when the parcel of land is outside the development area?

I was the chair of meeting of the Parish Council's Planning Committee when it met to consider the application on the 12<sup>th</sup> March 2019.

I thought it might be useful to set out the framework in which the Parish Council has to consider all applications. HM Government's National Planning Policy Framework (NPPF) was introduced in 2012 and a revised edition published in February 2019. The NPPF changed the premise on which planning applications should be considered.

Fundamentally, the NPPF created a permissive planning environment for applications and as such objections can only be sustained if they are of a material nature and then have to be balanced against any possible sustainable benefit.

Paragraph 14 of the NPPF deals with the presumption in favour of "sustainable development", and includes the 'tilted balance' provision: that where the development plan is silent or policies out-of-date, permission should be granted unless "any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole".

When the Planning Committee considered the outline planning application for the parcel of land south of Nutcombe Close it did indeed note that the land is outside, but adjacent to the Charmouth Defined Development Boundary. However, as I reminded the Planning Committee, recent application appeals have been lost when applications have been either adjacent or very close to the edge of a defined development boundary, when considered (using the 'tilted balance' provision) against the possible benefit of additional housing unit(s) in local planning areas that currently don't meet the estimated 5 year deliverable housing sites requirements. Estimates of housing need in West Dorset indicate a shortage in the five year sites requirement.

The fundamental consideration for developments outside the defined development boundary is the 'sustainability' of the proposed development. 'Sustainability' includes a number of issues including the impact on the environment, availability to local shops, education, and public transport. It was on the availability of access to transport issue that the Parish Council drew the local planning authority's attention in its comments to the fact that the proposed development is some 152 metres from the main road and implicitly the access to public transport.

As you will know the application for planning consent is an 'outline' planning application, which reserves all decision about size, design and location within the parcel of land to a later application to the local planning authority.

I note that the local planning authority has yet to make decision about the application and the next meeting of Dorset Council - Western and Southern Area Planning Committee will be on 8<sup>th</sup> August. It might be worth keeping an eye on the web site (<https://moderngov.dorsetcouncil.gov.uk/ieListMeetings.aspx?CommitteeId=430>) for the agenda and the Officer's report if the application is to be discussed.

Yours sincerely

*P R Oatway*

Paul Oatway  
Vice Chair