

# Charmouth Parish Council

Council Office The Elms St Andrew's Drive Charmouth Bridport Dorset DT6 6LN

---

Telephone (01297) 560826 E-mail [clerk@charmouthparishcouncil.gov.uk](mailto:clerk@charmouthparishcouncil.gov.uk)



## MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL HELD ON TUESDAY 27<sup>TH</sup> JULY 2021

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

IN ATTENDANCE: Lisa Tuck, Parish Clerk; Melissa Kirkby, Deputy Clerk.

### FC21/37 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

No members of the general public were present.

### FC21/38 DORSET COUNCIL ISSUES

Dorset Councillor Daryl Turner had sent a report which the Clerk read to the meeting. "Little to note which adds anything to the many releases from DC & PHE. Dorset Council, because of the rising number of cases in Dorset have returned to Virtual meetings after a very short period of "Face to Face". This will be until the end of September & be reviewed during September. Dorset Council to reinstate virtual informal cabinet and committee meetings over the summer.

**Public Health update on COVID-19 in Dorset** - Cases of COVID-19 continue to rise across the county and case rates in both the Dorset Council and BCP Council areas are below the average rates for the South West and England. We are seeing cases increase across all age groups, but the majority of infections continue to be amongst younger people. The number of people in hospital with COVID-19 in Dorset has been slowly but steadily rising over the past few weeks, although numbers currently remain low compared to previous waves.

**Summer Visitor Campaign** - Promise to Love Dorset – launched 22<sup>nd</sup> July."

### FC21/39 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Julie Leah.

### FC21/40 DISPENSATIONS

None received.

### FC21/41 DECLARATIONS OF INTEREST

None declared.

FC21/42 MINUTES OF THE ANNUAL MEETING HELD ON 4<sup>th</sup> MAY 2021 AND THE SPECIAL MEETING HELD ON 25<sup>th</sup> MAY 2021

Cllr Sayers pointed out that there was an error on FC21/3h in the naming of the BLAP. It was written as Bridport Area Partnership Committee and it should be Bridport Local Area Partnership. It was

**RESOLVED that the minutes of the Annual Meeting held on the 4 May 2021 and the Special Meeting held on the 25 May 2021, be signed by the Chair as a correct record with the suggested amendment.**

FC21/43 TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

Cllr Bremner raised the matter of resignation of Mr Paul Oatway as the minutes stated that he had volunteered to take on various duties. This would be covered later in the meeting. There were no other matters arising.

FC21/44 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 29<sup>th</sup> JUNE 2021

a) FS29.21d. Committee Terms of Reference – Propose approval with the removal of the line stating the minimum number of meetings per year. It was

**RESOLVED that the Foreshore Committee Terms of Reference be approved with the amendment.**

b) FS29.21e. Review of Fireworks Display Policy

The Committee propose approval with no changes. It was

**RESOLVED that the Fireworks Display Policy be approved with no changes.**

c) FS29.21f. Proposals from Environment Group –

(i) To accept the planting proposals from the Environment Group

Cllr Sheppard explained that the planting proposals that apply to the foreshore area was the hedging that went around the reed bed and the western grass area backing onto properties on Higher Sea Lane.

A report is awaited from Natural England about the reed bed. Cllr Sheppard was in favour of hedging at the reed bed as the fencing looks quite poor. The Clerk confirmed that the item was being raised at this meeting to agree in principle and that it would have to come back to the Foreshore Committee and Finance Committee for final approval once the detail and costs were known.

Cllr Lightfoot then raised the idea of meadow planting at the western grass area. It was agreed to take this part of the item back to Foreshore Committee for further discussion as the current proposal was for hedging only. It was

**RESOLVED that the planting proposal for the reed bed area from the Environment Group be approved in principle.**

(ii) To accept the proposed new Environment Group Terms of Reference.

To remove the line from the terms stating that “A person cannot be appointed to the Group if he/she would be disqualified from being elected or becoming a councillor”. It was

**RESOLVED that the Terms of Reference for the Environment Group be approved with the amendment.**

d) Toilet issues at the Foreshore.

Cllr Daryl Turner had raised the issue at Dorset Council. Judith reported she had been stopped by a member of the public about the foreshore toilets. However, she thought they had improved and were acceptable for beachside public toilets. She had investigated portable loos but they were refilled and cleaned once a week which would be totally unacceptable. Cllr Moore suggested advertising that there are more toilets at the Lower Sea Lane car park. It was

**RESOLVED that additional signage be placed at the toilets saying additional toilets available.**

FC21/45 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 29<sup>TH</sup> JUNE 2021

a) PCS26.21 b. Bio-diversity - Environmental Group

(i) To accept the planting proposals from the Environment Group

A list of planting proposals had been circulated and discussed at the Playing Field Committee meeting which they had agreed to propose for approval. It was

**RESOLVED that the planting proposals from the Environment Group that are relevant to the Playing Field be approved in principle.**

(ii) To accept the proposed new Environment Group Terms of Reference.

To remove the line from the terms stating that “A person cannot be appointed to the Group if he/she would be disqualified from being elected or becoming a councillor”. To remove the line stating a minimum number of meetings to be held each year. It was

**RESOLVED that the new Environment Group Terms of Reference be approved with the amendments.**

b) PCS28.21 a. Verge Cutting Agreement

A new verge cutting agreement had been negotiated with Dorset Council for cutting of various grass verges around the village. It was

**RESOLVED that the Verge Cutting Agreement from Dorset Council with the errors amended (spelling of Principal changed incorrectly to Principle in 12.2 and 12.4.) be approved.**

c) PCS28.21 d. Playing Field, Cemetery & Street Management Committee Terms of Reference

It was agreed to remove the line stating a minimum number of meetings to be held each year. It was

**RESOLVED that the new Playing Field Committee Terms of Reference be approved with the amendment.**

d) PCS28.21 e. Bulb Planting

Cllr Noel reported that the Rotary Club had offered a few thousand bulbs for planting around the village. It was

**RESOLVED to accept a donation of a 1000 to 2000 purple crocus bulbs for a mass display.**

FC21/46 TO RECEIVE THE REPORTS OF THE PLANNING COMMITTEE HELD ON 13 JULY 2021

a) PL21/9 (a) Terms of Reference

It was agreed that the line stating a minimum number of meetings to be held each year should be removed. It was also agreed to insert a line stating "Non-councillor members of the Committee may be appointed from time to time if this is considered appropriate. These members will not have voting rights unless this is expressly approved." It was

**RESOLVED that the new Planning Committee Terms of Reference be approved with the amendments.**

FC21/47 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 13<sup>TH</sup> JULY 2021

a) FGP21/6 Supplier Payments for May, June and July 2021 approved by the Finance Committee were noted. The additional payments for July totalling £1146.29 (highlighted in bold italics) were considered and it was

**RESOLVED that the July additions be approved.**

## Supplier Payments - May 2021:

HMRC (PAYE)	£1,956.52	BACS
Arthur Fordham	27.49	
Groves	30.97	
Garry Pitcher	7.50	
Bridport Building Supplies	57.58	
Flowbird	44.83	
John Peers Ltd	671.08	
Sparkbrights Ltd	151.06	
Shanie's	60.00	
Lyreco	110.46	
Prospect Garage	167.74	
Axminster Tools	43.34	
Mole Avon	20.47	
Martin Diplock	600.00	
Peter Grinter	10.00	
Grieg & Allen	127.20	
Axminster Garden Machinery	1919.00	
Mark Wickenden	548.76	
Dorset Cleaning Supplies	91.30	
Bridget C Bowen	420.00	
		7065.30
Other payments made		
SLCC	174.90	Card 16/4
MAC Building	27286.16	BACS 29/4
J R Seaman	75.00	Bacs 14/5 Bacs 12/5, 14/5
Torque GT Ltd	6126.40	
Dorset Council	21.10	DD
Sum UP	29.10	Taken at source
Zoom	11.99	Paypal 11/5
	£40,789.95	

## Supplier Payments - June 2021:

HMRC (PAYE)	£2,444.06	BACS
Amazon	17.90	
Cartridge Save	132.46	
Lyme Online	35.00	
Bridport Building Supplies	163.26	

C B Potts	587.58	
C B Potts	32.50	
Precision Waterjet	48.00	
Travis Perkins	24.29	
The Doodle Cloud	143.28	
Shanies	60.00	
Flowbird	141.82	
Zurich	4617.36	
Amazon	25.99	
DAPTC	511.12	
Mole Avon	28.98	
Axminster Printing Co Ltd	85.00	
Water 2 Business	216.73	
Water 2 Business	435.52	
		9750.85

Lorna Durance	111.00	<i>BACS</i>
Bloom & Wild	30.00	<i>Card</i>
Onecom	194.17	<i>DD</i>
Bridport Glass and Tile	91.50	<i>BACS</i>
Water 2 Business	204.88	<i>Card</i>
Water 2 Business	45.51	<i>Card</i>
Water 2 Business	40.60	<i>Card</i>
Water 2 Business	35.88	<i>Card</i>
Highwoods	71.50	<i>BACS</i>

---

£10,575.89

**Supplier Payments - July 2021:**

HMRC (PAYE)	£1,978.43	BACS
Martins Excavations	432.00	
Flowbird	135.98	
Bridport Building Supplies	32.84	
Travis Perkins	46.87	
Morgans	19.89	
Shanies	120.00	
Cartridge Save	105.85	
Lyreco	95.54	
Garry Pitcher	23.98	
Joe the Plumber	193.62	
Mole Avon	14.95	
Water 2 Business	185.05	
Arthur Fordham	61.00	
Prospect Garage	282.80	
<b>MNR</b>	<b>21.90</b>	

<b>Groves</b>	<b>16.95</b>	
<b>Buglers</b>	<b>114.11</b>	
<b>Peter Grinter</b>	<b>20.00</b>	
<b>Flowbird</b>	<b>154.88</b>	
<b>CB Potts</b>	<b>397.20</b>	
		<b>4453.84</b>
PPE Supplies	61.06	Card
Bridport Glass and Tile	180.00	BACS
Tesco	44.99	Card
Screwfix	94.96	Card
Canon Europa	71.49	Card
Onecome	194.17	DD
Photomounts	9.95	Paypal
<b>ICO</b>	<b>40.00</b>	<b>Online</b>
<b>DVLA</b>	<b>151.25</b>	<b>Online</b>
<b>Mr Morse</b>	<b>230.00</b>	<b>BACS</b>
	<hr/>	
	<b>£5,531.71</b>	

b) FGP21/7 Bank Reconciliation; it was

**RESOLVED that the bank reconciliations for May 2021 be approved and accepted.**

c) FGP21/8 Income and Expenditure against Budget; – it was

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

d) FGP21/9(a) Release of GEN7 to St Andrews PCC;

Following a request from St Andrews PCC together with a quote for the restoration of the clock at a cost of £4830 it was agreed that the power to make this payment is Section 137. It is felt that the church clock is of benefit to most parishioners and this has been checked with the internal auditor.

**RESOLVED that the proposal to release the £2000 held in reserve GEN7 to the PCC be approved.**

e) FGP21/11 End of Year 2020/21 Surplus Allocation;

**a) RESOLVED that the £34,000 surplus from 19/20 and 20/21 be allocated as set out in the report Appendix G attached to the July Finance minutes.**

**b) RESOLVED that the amendments to reserves as set out in the report Appendix G attached to the July Finance minutes.**

f) FGP21/13(a) Foreshore Wi-fi;

It was agreed that the public wi-fi at the foreshore should not be renewed in the Autumn. The cost of over £2000 a year is considered too high for the benefit now that most people have mobile data. It was

**RESOLVED that the proposal to not renew the wi-fi contract was approved.**

g) FCP21/16 The Elms office reconfiguration expenditure;

Quotes for redecorating and fitting out the old Pavey room for use by the Council office staff have now been received for electrics, alarm, furniture and wi-fi wiring which amount to £6282 plus VAT so far. It was

**RESOLVED that the expenditure of £6282 for the re-development of the room to office space was approved.**

h) FGP21/17(a) Terms of Reference.

It was agreed to approve the Terms of Reference but with no mention of a minimum number of meetings per year in case of exceptional circumstances. It was

**RESOLVED that the proposal to accept the draft Finance Committee Terms of Reference with the amendments was approved.**

FC21/48 TO REPORT ON ITEMS RELATING TO THE H.R. COMMITTEE

a) Successful completion of probationary period

It was reported that a probationary period had been successfully completed by a new member of staff.

b) Appointment of Seasonal Beach Assistant

It was reported that a seasonal evening beach assistant had been employed. He is getting on very well and the increase in rubbish is evident on the mornings after he has not been working.

FC21/49 COUNCILLOR RESIGNATION

It was reported that Cllr Paul Oatway had resigned and Dorset Council had been notified to enable co-option to take place.

FC21/50 REPORTS FROM REPRESENTATIVES OF ORGANISATIONS

a) Replacement representatives to external organisations following the recent resignation of Paul Oatway:



i) DAPTC Western Area Committee (1 of 2 reps) - Cllr Bremner suggested as the number of councillors is low that one representative would be sufficient. This was agreed.

ii) Almshouse Charities (1 of 2 reps) - Cllr Moore is happy to remain as the sole representative to the Almshouse Charity.

iii) Lyme Regis Area Partnership (LymeForward) including the Coastal Communities Team - Cllr Noel is happy to continue as the official representative

iv) St Andrews Community Hall Management Committee - It was agreed that the position would remain vacant.

**RESOLVED that the representative to outside organisation positions are filled as above.**

b) Confirm appointment of new Flood Warden;

Cllr Noel reported that Gerry Bearpark had agreed that he was over committed. It was proposed that the Facilities Manager, Dave Humphrey be appointed as the Flood Warden and be paid for any work done outside of his hours. It was

**RESOLVED that Dave Humphrey be appointed as Flood Warden.**

c) CHCC reps – response from Trustees.

The CHCC have now responded that they had agreed at their AGM 13<sup>th</sup> May that representatives from the Council are no longer trustees and may be invited to meetings in future as non-voting associate members know as visitors.

#### FC21/51 ANNUAL PARISH MEETING

The members considered the re-arrangement of the Annual Parish Meeting which was cancelled from July due to the extension of Covid restrictions. It was agreed not to hold the meeting this year. Cllr Bremner agreed to write a notice for the Council's website.

Cllr Hinxman left the meeting due to illness.

#### FC21/52 REVIEW OF FACILITIES – COVID RESTRICTIONS

a) Elms – Mallory Hayter Room;

The Clerk advised not to open the room at the moment as the staff that are using the building would be put at risk. The cleaner is only coming in once a week and only two groups have enquired about using the room. It was agreed to keep the room closed and review after the summer.

b) Elms – Office working;

The Clerk proposed that the Clerk and Deputy Clerk will come back to working in the Elms once the new office room is ready and will carry on working from home with occasional office working. The members agreed to the proposal.

c) Foreshore – social distancing at Beach Huts;

The Clerk proposed not to write and remind the tenants that the social distancing has been relaxed. The members agreed.

d) Playing Field

i) Pavilion usage – The Bowls Club and the Football Club will be using the Pavilion and will be cleaning and be respectful of each other.

ii) Pavilion toilets – It was agreed that as the Clubs are using the Pavilion and cleaning after themselves that the toilets be kept locked to the general public.

iii) Playground sanitising – The Clerk reported that the daily cleaning of the playground equipment had now stopped.

#### FC21/53 EMERGENCY PLAN

Cllr Judith Sheppard reported that Paul Oatway had been progressing the Emergency Plan but since his resignation she and the Deputy Clerk had taken over its production. A notice had gone out in the Covid Volunteers leaflet to all the village requesting volunteers to help with the Emergency Plan. The Deputy Clerk is making a draft version/template for the Emergency Plan and including the Flood Plan. This will be looked at after the summer and a period system will be worked out to deal with emergencies. There is the option of the Covid Volunteers being emailed directly to appeal for volunteers. There will be another meeting probably in September to take this forward.

#### FC21/54 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

There were none.

#### FC21/55 CORRESPONDENCE AND COMMUNICATIONS – MAY to JULY 2021

- Correspondence with resident and DC RE: Parking on the pavement - Council planters Lower Sea Lane - The Clerk reported that all the plants died so the Facilities Manger had removed the planter. This has made the parking situation worse as people are now parking on the pavement. It was agreed that the planter should go back and be replanted.
- Charmouth Primary School - Plan on a Page Consultation – circulated to all Councillors. Corporate Council response? – The members agreed that no corporate response would be sent other than thanks for being sent the consultation.
- Charmouth Local History Society - Press Release confirming lottery grant for new online facility.
- Local authority consultation on remote meetings – response by Chris Loder MP to the Ministry of Housing, Communities and Local Government

- Helpful response from Newlands Holiday Park of mitigation measures to reduce the light pollution.
  - Details of the forthcoming Community Governance Review Consultation have been received and circulated. The F&GP Committee appointed a small WG to look at proposals for Full Council to discuss in September.
- Cllr Bremner said that she had been approached by someone who lives in the cottages near the Cemetery, who had told her that they had tried to make comment at the Council meetings and they would like to be in Charmouth parish.**
- As usual weekly newsletters from DAPTC, DC and NALC are received and circulated.
  - Notice of DAPTC AGM to be held by Zoom on Saturday 13 November 2021 at 10am. Circulated.
  - Enquiry about disabled access to the beach and why the Parish Council isn't doing more with its surplus car park funds. Explanation sent including details of the possible ramp project.
  - Dorset Council - Help us Bus Back Better - Invitation to Town and Parish Councils. Circulated as appropriate.
  - Notification of BLAP Parish Liaison date of next meeting – 29 September at 4pm.
  - Dorset Coast Forum eNews May, June and July 2021. Circulated.
  - Notification of cancellation of St Andrew's Community Hall AGM Tuesday 13 July 2021 until 14 September.
  - Many reminders for climate and ecological emergency support group. Circulated.
  - Message from DC re asset transfer policy. To bear in mind.
  - Notification of missing sign Heritage Mews/St Andrews Drive – resolved.
  - Complaint about radar key not working at Foreshore toilets.
  - Charmouth Coastwatch – notification of Weekend Double Watches.
  - DAPTC - Town and Parish Council Members Allowances Review – Survey. Circulated.
  - Wessex Flood Warden Newsletter – Summer 2021. Circulated as appropriate.
  - Information about Cerne Abbas Open Gardens – circulated to Charmouth Gardeners.
  - Road works reports received from DC and Daryl Turner. Circulated.
  - Dorset CPRE May and June Newsletters including latest in the Planning Campaign. Circulated.
  - Notification of BLAP Parish Liaison meeting 23 June and minutes subsequently received. Circulated as appropriate.
  - Enquiry from an individual about plastic litter picks at Charmouth. Information supplied.
  - Dorset National Park Dorset National Park - Summer Newsletter. Circulated.
  - Modification request to the water tap cage at Charmouth Foreshore – resolved.
  - Notification from DC - Council works with communities to transform parking charges and permits.
  - Notification of DAPTC Western Area Meeting – 1 July at 7pm via Zoom.
  - Notification of meetings and subsequent minutes of St Andrews Community Hall from 11 May and 8 June 2021.
  - BLAP Review survey – completed by Martin Sayers.
  - CPRE - various campaigns. Circulated.
  - DAPTC - Code of Conduct, Register of Interests & Complaints Training – attended by most Councillors, Clerk and Deputy Clerk. Still dates available which were circulated last week.
  - Notification from Jurassic Coast Trust of advertisement for a part time seasonal fossil warden to increase the service to 7 days a week.
  - Active Places Newsletter June 2021.
  - Information from St Andrew's Community Hall re Trustees Roles and Responsibilities.
  - Dorset Coast Forum Annual Meeting Agenda & Booking Details – 17 June 2021. Circulated.
  - Scouts - latest newsletter. Circulated.

- Dorset Council - update on streamlining of Planning at Dorset Council. Circulated. (No mention of abolishing neighbour consultation.)
- Neighbourhood Alert Summer Campaign to Increase Online Reporting. Circulated.
- Neighbourhood Alert Partner Agencies Working Together To Keep People Safe In Dorset This Spring and Summer. Circulated.
- Working Together Protocol: Dorset Council and Town & Parish Councils. Circulated.
- WATAG NEWS FOUR. Circulated as appropriate.
- BLAP – notification of Steering Group agenda for 17 June and nominations for Chair and Vice Chair.
- Flood Wessex SSEN Funding Available – doesn't cover Charmouth.
- DAPTC Annual Subscription 2021/2022 notification.
- Keep Britain Tidy - Great British Spring Clean.
- BLAP – Notification of date of Parish Liaison meeting and subsequent minutes from 13 May 2021.
- DAPTC - Joint Campaign for Keeping Dorset Safe - No BBQs or Fires Campaign. Circulated.
- DAPTC - Connecting Rural Dorset - Dorset Council Engagement Events. Circulated.
- Lyme Forward - April Newsletter. Circulated as appropriate.
- Enquiry about scattering of ashes on the coast. Response sent.
- DAPTC Training e-news May 2021. Circulated.
- Enquiry about running a business at Charmouth Foreshore. Response sent.
- **Cllr Lightfoot said that he had read some correspondence about the Code of Conduct training he did and asked if he had to do anything about that. The Clerk reported that she will be bringing that to a Full Council meeting later in the year. The Register of Interest will be moving online which the Clerk is waiting for correspondence from Dorset Council on which she will circulate once received.**

FC21/56 EXCHANGE OF INFORMATION

Any other issues Councillors wish to report which cannot be dealt with by speaking to Clerk.

Cllr Noel spoke about a light that was coming from the Lower Sea Lane area. The other members did not know what it was. Cllr Noel said he would try and find out where it was originating.

FC21/57 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 Cllr transacted.**

- FGP21/21(a) Lease 6 – It was agreed to continue with the agreement on the same terms.
- FGP21/21(b) Lease 5 – It was agreed that the Clerk will correspond with the tenant's representative.
- FGP21/21(c) Lease 17 – Noted.

Meeting closed at 9.20pm.

Signed ..... Dated .....