

MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL
HELD AT THE ELMS ON TUESDAY 27th JUNE 2017

PRESENT: Richard Acton, Graham Bender, David Clifford, Judy Fellingham, Peter Noel,
Paul Oatway, Judith Sheppard

IN ATTENDANCE: Lisa Tuck – Parish Clerk; Melissa Kirkby - Deputy Clerk;
County / District Councillor - Daryl Turner;
District Councillor - George Symonds

262/17 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS (LIMITED TO HALF AN HOUR)

There were no members of the public present.

263/17 DORSET COUNTY COUNCIL ISSUES

Cllr Daryl Turner reported:

- a) Local Government Review – Secretary of State response still awaited;
- b) Service 40 Bus – Bridport to Yeovil College will now be run by DCC;
- c) Bridport Connect – £4.7m allocated for new day centre at the old Fisherman’s Arms, Bridport.

264/17 WEST DORSET DISTRICT COUNCIL ISSUES

Cllr Daryl Turner reported that discussions with Town Councils regarding service provision as a result of LGR had slowed down until a response has been received from the Sec of State.

265/17 APOLOGIES

Martin Sayers (holiday); Chris Shirley-Smith (other commitments)

RESOLVED that the apologies and reasons for absence be approved.

266/17 DISCLOSURE 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) On items on the agenda, and
- b) On gifts greater than £50 in value – there were no declarations.

267/17 MINUTES OF THE ANNUAL MEETING HELD ON 23RD MAY 2017

RESOLVED that the minutes of the Annual Meeting held on 23rd May 2017 be approved following one correction – 240/17 4. Should read “Trustees for the Almshouse Charity” instead of “Representatives for the Almshouse Charities”.

268/17 MATTERS ARISING FROM THE MEETING MINUTES (for report only)

None.

269/17 FORESHORE COMMITTEE (Meeting held on 6th June 2017)

1. Paul Oatway referred to item F1.6f of the Foreshore Minutes that refer to the Policy Statement for Memorial Benches (circulated).

RESOLVED that the Policy Statement on Memorial Benches be approved with the Clerk being able to allocate spaces P1-4 on the promenade.

Richard Acton asked if benches could be commemorated for pets as well as humans. The Clerk confirmed that wording on the plaque is entirely up to the person donating the bench.

2. Paul Oatway referred to item F1.6g of the Foreshore Minutes that refer to the Policy Statement for Privately Arranged (Not for Profit) Fossil Walks (circulated).

RESOLVED that the Policy Statement on Privately Arranged (Not for Profit) Fossil Walks be approved.

3. Paul Oatway reported that the beach office had been broken into on Sunday night/Monday morning and the Foreshore Committee would be considering further security measures at its next meeting. In the meantime, the insurance company/police are being co-operated with.

270/17 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE (Meeting held on 6th June 2017)

There were no direct proposals.

271/17 PLANNING COMMITTEE (Meeting held on 7th June 2017)

The minutes of the meeting had been circulated and the following applications had been received and commented on:

1. WD/D/17/001159
20 Fernhill Heights, Fernhill
Use of holiday accommodation all year round.
No Objection
2. WD/D/17/000635
Foxley Dene, Old Lyme Road
Alterations to existing building including new gables and materials, single storey extension and garage.
No Objection – no impact on surrounding area
3. Comments had been sent regarding the appeal of the refused application for Cove Cottage.
4. David Clifford reported that the Neighbourhood Plan Committee had a meeting with Jo Witherden about the way forward and what is required. Limited funds are available for a good purpose and likely costs would be brought back to the Planning Committee.

5. WD/D/17/001083

Seadown Holiday Park, Bridge Road

Demolish existing laundry and build new laundry with additional storage space over

No Objection – comments sent, due to timescales, following consultation with Planning Committee Members and bearing in mind no objections had been logged on the planning portal.

272/17 HR COMMITTEE (Meeting held on 7th June 2017)

There were no direct proposals.

273/17 FINANCE AND GENERAL PURPOSES COMMITTEE (Meeting held on 20th June 2017)

1. Accounts For Approval – June

HMRC (PAYE)	1,282.40
Chris Moore Fossils	50.00
Grieg and Allen	56.40
Travis Perkins	353.35
Lyreco UK Ltd	39.48
Garry Pitcher Locksmith	5.50
Prospect Garage	214.15
A J Supplies	43.20
Ironmongery Direct	21.54
First Aid for Less	65.94
M K Richards Plumbing	96.00
Cornwall College	370.00
Groves Nurseries	79.90
Blooming Basket	234.00
Water 2 Business	315.51
Ledger Scaffold	708.00
Lyme Locks	<u>72.00</u>

4007.37

There were no additions since approval at the Committee.

2. Report of Accounts for May

	£	£	£
		Current Ac	Deposit Ac
Cash Book Balance at 30 April 2017		80,272.48	131,169.57
Income:			
Transfer to Current Account		0.00	
Precept/Support Grant	0.00		
PF Rent/Cem Fees	685.00		

Foreshore - Rents/Car Park/Beach Huts etc	11,780.84		
MH Room/Elms Rent	780.01		
Interest			16.17
		<u>13,245.85</u>	
Expenditure:			
Transfer from Deposit Account	0.00		0.00
Accounts paid in May (inc PAYE)	8,631.09		
B&CE Holdings Ltd (Pensions)	110.88		
Petty Cash	81.49		
Travelling Expenses	28.18		
Fossil Prize	50.00		
		<u>8,901.64</u>	
Direct Debits:			
Santander charges	50.09		
BT - Main Office Phone	32.94		
BT - Fsh Office	29.88		
BT - Fsh Emergency Phone	25.80		
BT - Autodialler	0.00		
Water2Business (Foreshore)	20.50		
WDDC - Foreshore/Cemetery Rates	1,180.00		
WDDC - Elms Rates	257.00		
DCC - Foreshore/Cemetery Bins	300.00		
British Gas - Elms	0.00		
EDF Energy - Foreshore	239.00		
EDF Energy - Elms	61.00		
EDF Energy - Playing Field Pavilion	102.00		
EDF Energy - Depot	13.00		
EDF Energy - Cemetery Chapel	25.00		
Public Works Loan Board	0.00		
Wages - Net	6,662.80		
HMRC (VAT)	296.11		
		<u>9,295.12</u>	
Cash Book Balance at 31 May 2017		<u>75,321.57</u>	<u>131,185.74</u>
Represented by:			
Santander Current Ac			75,321.57
Santander Deposit Ac	Working	28,476.07	
	Contingency	421.04	
	Earmarked Reserves	<u>102,288.63</u>	131,185.74
Nat West Ac			1,000.00
Nat West Savers Ac			2,406.82

RESOLVED that the report of accounts for May 2017 be accepted and approved.

3. The Clerk's report for June had been circulated to the Councillors and it was

RESOLVED that the Clerk's report for June 2017 be accepted and approved.

4. Monthly Accounts

Following circulation of the monthly spreadsheets it was

RESOLVED that the monthly accounts for May 2017 be accepted and approved.

5. Allocation of End of Year Surplus

Peter Noel and Paul Oatway had set out the proposed allocation of the £54000 surplus at the end of the financial year 2016/17 (attached as Appendix 1).

RESOLVED that the proposed expenditure be committed for spending during this financial year subject to quotes being sought/approved by the relevant Committee.

6. The 2016/17 accounts had been circulated to all Councillors prior to the meeting.

RESOLVED that the annual income/expenditure accounts and balance sheet for 2016/17 be approved and accepted.

7. A copy of the Annual return to Auditors, Annual Governance Statement had been circulated.

RESOLVED that the Annual Governance Statement be approved and accepted.

8. A copy of the Annual Return to Auditors, Accounting Statements had been circulated.

RESOLVED that the Annual Accounting Statements be approved and accepted.

9. A copy of the completed Internal Auditor's Report had been circulated which confirmed he was happy there were no breaches of internal control. The Clerk confirmed that an additional explanation had been added by the Internal Auditor regarding the Foreshore Income as a significant risk and confirming that security measures are satisfactory.

RESOLVED that the Internal Audit report be accepted and agreed.

10. The bank reconciliation for 2016/17 was circulated to all Councillors.

RESOLVED that the bank reconciliation be approved.

11. The Finance Committee had validated the contents of the insurance schedule as set out in the Committee minutes and proposed the suspension of Financial Regulations to undertake a single source procurement.

RESOLVED to suspend Financial Regulations to enable a single source procurement as the time costs associated with dealing with other suppliers would far outweigh any possible saving.

RESOLVED that the policy with Zurich Municipal at a cost of £5725.79 for the coming year as part of a new three year agreement, which is within the budgeted figure of £8500, be approved.

12. Following approval to install railings between the Devonedge Development and the Playing Field in April, recommendation had been made by the Playing Field, Cemetery and Street Management Committee.

RESOLVED to accept expenditure up to £1300 towards the cost of railings from Earmarked Reserve PF1.

13. Further to quotes to replace the damaged rear window of the pavilion, recommendation had been made by the Playing Field, Cemetery and Street Management Committee.

RESOLVED to approve expenditure up to £600 from the current Pavilion Maintenance Budget.

14. As the current Microsoft office suite is coming to the end of its life and will consequently lose many current benefits, including security fixes, recommendation has been made by the Finance Committee.

RESOLVED to purchase Microsoft Office Home and Business 2016 for the 4 Council computers at a total cost of £1000 (£229.99 each) to be taken from the end of year surplus as approved above.

274/17 MEETINGS

- a) An Emergency Committee is required to not only draw up a plan for dealing with aftermath of an emergency, including flood, but to be called on to implement the plan at such a time.

RESOLVED that the Emergency Committee consist of Peter Noel (as Chair), Paul Oatway, Richard Acton, David Clifford, Judith Sheppard and Judy Fellingham.

An inaugural meeting would be arranged. When a plan has been written this would be communicated to the residents so that procedures are clear.

- b) Now that the Chairs of Committee have been appointed, a Works Sub-Committee can be formed.

RESOLVED that the Works Sub-Committee consist of Peter Noel, Paul Oatway, David Clifford, Martin Sayers and Graham Bender.

- c) Due to Paul Oatway having two "hats" on the Finance Committee (Vice Chair of Council and Chair of the Foreshore Committee) an additional member is required.

RESOLVED that David Clifford be added to the Finance Committee membership. It was also agreed that the Finance Committee would meet at 7pm (instead of 7.30pm) to tie in with the Planning Committee held at 6pm on the same night).

275/17 COUNCILLOR VACANCY

Approval had now been received from WDDC for Co-option of the second Councillor vacancy. Posters remain up around the village.

276/17 REPORTS FROM NOMINATED REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF COUNCIL

1. Judy Fellingham reported that she had attended a meeting with the Clinical Commissioning Group for health provision in the NHS at Lyme Regis. There is to be a review of provision to co-incide with the end of Virgin's 5 year contract. Phase 1 relates to the current review and background; Phase 2 to design and procurement (July onwards) and Phase 3 to mobilisation (from May 2018). Implementation is from February 2019. There is concern about the provision for Charmouth and this would be watched closely as developments proceed.
2. Paul Oatway reported that he had attended the recent Western Area DAPTC meeting and had sent Peter Noel and report outlining that exclusive talks are still on-going with Town Councils regarding the transfer of services as a result of LGR.
3. Paul Oatway reported that he and Richard Acton had attending the CHCC Trustees meeting recently and confirming that they are still financially viable and progressing well.

277/17 CORRESPONDENCE AND COMMUNICATIONS JUNE 2017

Emails were received from:

- Dorset National Park initial proposal – Paul Oatway reported that this would need to be considered should the proposal become more substantial. This could mean much tighter restrictions on many things including planning as National Parks are their own Planning Authority. It was reported that apparently the Secretary of State is minded to accept an accelerated process for implementation of this proposal.
- Dorset Coast Forum - Fw: Have Your Say West Bay July Consultations - Date Correction
- DAPTC - Healthwatch Dorset annual report.
- Pavey Group/Charmouth Library - 3 Free Exhibitions focusing on Charmouth on Friday 7th July from 6.30 until 9 pm. They are next door to each other in the main Street at the Library, Elms and Church. All three are running for the months of July, August and September.
- Dorset Coast Forum - Have Your Say West Bay July Consultations
- DAPTC – Update Legal Topics on Planning and Building Control Enforcement
- BLAP - Steering Group Minutes 01-06-17
- Daryl Turner – Forwarded Dorset County Council's Mid-Year Population Estimates 2016
- BLAP - Bulletin 23-06-17
- Lyme Forward - Agenda for our LymeForward AGM to be held July 3rd 7pm at The Woodmead Halls, followed by Coastal Community Team workshop
- Dorset Highways - Proposed Temporary Road Closure - Higher Sea Lane, Charmouth
- Flood Wessex -SSEN Resilient Communities Fund - deadline for 2017 bids is 13th August
- Lyme Forward - Coastal Community Team workshop to discuss seafront improvements in Lyme and Charmouth - The Woodmead Halls July 3rd at 7.30pm
- Daryl Turner – Forwarded from DCC: Warm weather - keeping our residents safe and healthy
- Adrian Ragbourne - Coastal Community Team Workshop July 3rd 2017 the Woodmead Halls 7.30pm
- Dorset Police - Community Road Safe morning - Saturday 8 July 2017, Lyme Regis fire station

- DAPTC - FW: NHS Dorset CCG public consultation -CSR consultation headline responses published
- Lyme Forward - Invitation to our LymeForward AGM on July 3rd 2017 at 7pm in the Woodmead Halls
- Dorset Coast Forum - ENews - June 2017
- Dorset County Council - Dorset's new public and school transport contracts awarded
- BLAP - Parish Meeting Agenda 15-06-17
- DAPTC - GRANTfinder 4 Local Government Newsflash: The Trusthouse Charitable Foundation Publishes New Guidelines for 2017
- BLAP - Bulletin 02-06-17
- DAPTC - Armed Forces Day: flag flying
- DAPTC - FW: Reminder Of Response Deadlines For Two Live Policy Consultations - Request To Respond & Circulate Briefings & Links To Member Councils, Pse.
- DAPTC - Opportunities to join the new Public Engagement Group and Maternity Voices - Deadline 5th June 2017
- Dorset County Council - RE: Councillor resignation – Notices
- Dorset CPRE - News from Dorset CPRE, Events and Election Manifesto
- Dorset Highways - Highways newsletter - May 2017
- Jessica Hobday, Primary Care Team, NHS Dorset Commissioning Group Invite*Engagement Event to discuss the future provision of Primary Care and Community Services based at Lyme Regis Medical Centre.

Mail received from :

- Hazel Robinson – Thank you letter.
- The magazine of the National Association of Local Councils

278/17 EXCHANGE OF INFORMATION

1. Paul Oatway and Judith Sheppard had attending a meeting with Sally King and Tony Harris regarding the final details of the cairn for Evans Cliff including revision of the orientation in a better position. The project is to start on 10 July for two weeks, to end prior to the school holidays. Peter Noel was concerned about the length and at 11 metres Paul Oatway felt it was appropriate. Judith Sheppard is excited that all other signs would be coming down!
2. David Clifford reported that the next Party in the Park would be held on 27 August.
3. David Clifford reported that the transfer of ownership of Charmouth.com was now moving forward.
4. Paul Oatway drew attention to the Procurement document referred to in the Finance and General Purposes Committee minutes for governing expenditure which had been circulated to all Councillors.

The meeting closed at 8.28pm

Signed

Dated

APPENDIX 1

Charmouth Parish Council – Finance & General Purposes Committee

Allocation of Surplus Funds from 2016-17 Account

Ref	Description	Comments	Funding	Responsible Committee
P1	Surveyor for 2 nd Floor Heating & Pointing		£1,000	F&GP
P2	The Elms 2nd Floor Heating	Additional funding added in case the boiler needs to be upgraded for the additional load	£4,000	F&GP
P3	Surveyor for Elms Ground Floor Flat		£4,000	F&GP
P4	Additional Funding for Ground Floor Flat Conversion	Additional funding for contractor labour	£10,000	F&GP
P2	Surveyor for Pointing		£1,000	F&GP
P4	Repointing of The Elms	Work is required to keep water penetration out	£10,000	F&GP
P5	Web Site enhancements		£2,000	F&GP
P6	Bus Shelter Refurbishment (4 in quantity)	This item must be a tender procurement Includes 20% risk and contingency	£10,000	PFCSM
P7	Japanese Knotweed eradication (control)	Addition of risk factor for the unknown of 20%	£2,800	FS
P8	Repointing of Factory Building	Work originally let in 2013/4, but contractor defaulted	£10,000	FS
			£54,800.00	