

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

MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL HELD ON TUESDAY 22nd MARCH 2022

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

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

FC22/18 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

No members of the public were present.

FC22/19 DORSET COUNCIL ISSUES

Cllr Daryl Turner had submitted a written report to the Clerk which had been previously circulated to councillors.

FC22/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Peter Noel who was unwell. Cllr Hinxman was also absent but no apologies had been received. The Vice Chair, Judith Sheppard, chaired the meeting.

FC22/21 DISPENSATIONS

All Councillors have a dispensation to enable discussion about the precept. The Clerk had not received any further written requests for dispensation from Councillors.

FC22/22 DECLARATIONS OF INTEREST

There were none.

FC22/23 MINUTES OF PREVIOUS MEETINGS

RESOLVED that the minutes of the Meeting held on the 11th January 2022, be signed by the Chair as a correct record.

FC22/24 MATTERS ARISING FROM THE MINUTES

There were none.

FC22/25 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON
22 FEBRUARY 2022

a) FS07.22 a. Foreshore Assent Document

The Deputy Clerk reported that the draft document had been circulated to the members. It had been advertised again and she had received comments from Charmouth Heritage Coast Centre, Jurassic Coast Trust and Cllrs Sayers and Leah. The suggested amendments had been considered and actioned where necessary. Cllr Sheppard proposed to accept the revised document, Cllr Bremner seconded and it was

RESOLVED that the revised document was accepted and sent to Natural England for approval.

b) NCI request for flagpole

The application from the NCI had previously been circulated to members. It stated that Mr Colin Horlock (Station Manager) had met with the Facilities Manager and they agreed that a suitable place for the flag pole would be over the wall to the East of the Look Out. It would be out of sight and not be visible but still easy to hoist the flag. The base would be a concrete inverted bucket sized lump on the already concreted area with the flag pole base in the middle. The NCI or Union Flag would be flown as appropriate when the Lookout is open. Cllr Sheppard proposed, Cllr Leah seconded and it was

RESOLVED that permission be given for the NCI to erect a flag pole as stated in their application.

c) Car Parking Permits

It was proposed that the current parking permits for the unit holders be renewed for 2022/23. This is one permit for Café, Fossil Shop, Sea Lily and NCI; two warden permits for CHCC plus three permits for the overflow car park up to 12noon. East Beach Concession currently have one permit for overflow car park in lieu of WIFI receiver which is no longer live. It was proposed by Cllr Sheppard, seconded by Cllr Sayers and it was

RESOLVED that the current parking permits would be renewed for 2022/2023 including a permit for the East Beach Concession for the overflow car park only.

FC22/26 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND
STREET MANAGEMENT COMMITTEE HELD ON 22 FEBRUARY 2022

a) Planters, Lower Sea Lane

Cllr Lightfoot explained that the planters on Lower Sea Lane had been tended over the winter by a local resident who had planted them for up but now wished the Council to take back their upkeep. The Environment Working Group had suggested the following changes: moving them a few inches nearer the kerb; paint them Forest Green; adding water retaining gel to the compost; plant

perennials such as rosemary, lavender, small trees and colourful bedding plants such as alyssum and osteospermum; plant spring flowering bulbs in late autumn. There was some discussion about whether paint or a stain would be used and it was agreed to refer the colour of the planters back to the Playing Field Committee for further consideration. Cllr Lightfoot proposed, Cllr Moore seconded and it was

RESOLVED that the planters be moved nearer the kerb, replanted with perennials, and compost improvements be made.

b) New 3-year agreements

The Clerk explained that the three-year agreements for the Bowls Club, Football Club, Scout Group and Events Committee were due to expire. She recommended no changes to the existing agreements. It was proposed by Cllr Sheppard, seconded by Cllr Bremner and it was

RESOLVED that the three-year agreements for organisations at the Playing Field be offered for renewal with no changes.

FC22/27 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE HELD ON 8 MARCH 2022

a) PL22/13(b) Proposal to support Dorset CAN Local Plan Campaign

The strategy update was previously circulated to all councillors. The Vice Chair explained that the Environment Working Group had recommended that the Council support the Dorset CAN Local Plan Campaign. As Dorset CAN, through support of Town and Parish Councils, represents approx. 25% of the community, the argument that the housing proposals do not meet local need or allow people to move into the area, this strengthens the argument with Central Government. Some strategies being worked on have been proven to work, specifically Community Land Trusts. Cllr Sheppard proposed, Cllr Lightfoot seconded and it was

RESOLVED that the Parish Council support the Dorset CAN Local Plan Campaign.

FC22/28 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 8 MARCH 2022

a) FGP22/05 Supplier Payments March additions

Supplier Payments for February and March 2022 approved by the Finance Committee were noted.

Supplier Payments - February 2022:

HMRC (PAYE)	£2,517.16	BACS
Shanie's	120.00	
Garry Pitcher	11.00	
The Cumbria Clock Company	222.00	

K Besant	35.00	
Axminster Garden Machinery	65.97	
Amazon	40.17	
Amazon	13.99	
Amazon	10.99	
Axminster Tools	22.02	
Mole Avon	104.45	
Scribe	681.60	
Nigel J Clarke	150.00	
Flowbird	833.48	
Flowbird	79.28	
Mystic Signs	72.00	
Charmouth Central Ltd	130.00	
CB Potts	185.14	
Water 2 Business	352.31	
		£5,646.56
Already paid		
Protek	175.38	
<i>Direct Debit</i>		
<i>Onecom</i>	194.51	
		<u>£369.89</u>
		£6,016.45
Supplier Payments - March 2022:		BACS
HMRC (PAYE)	£1,958.20	
Dave Humphrey	35.00	
Cartridge Save	101.86	
Lyreco	125.06	
Amazon	24.45	
Amazon	4.98	
Morgans	103.91	
CPRE	36.00	
Martin Diplock	600.00	
Orona	144.74	
Water 2 Business	320.79	
Mole Avon	54.97	
Shanies	120.00	
Bridport Building Supplies	252.43	
<i>Prospect Garage</i>	£121.52	
<i>MAC Building Contractors</i>	352.50	
		£4,356.41
Already paid		
Office Furniture Online	81.54	
Screwfix	152.98	

Power Tools Direct	66.53
Moneysoft	90.00
<i>Autotrader</i>	36.95

£428.00

£4,784.41

RESOLVED that the additional Supplier Payments for March 2022 (shown in italics) be approved and accepted.

- b) FGP22/06 Bank Reconciliation

RESOLVED that the bank reconciliation up to the end of January 2022 be approved and accepted.

- c) FGP22/07 Income and Expenditure against Budget

RESOLVED that the income and expenditure against budget up to the end of January 2022 be accepted and approved.

- d) FGP22/09(a) Chapel Roof tender process

Following increasing slipped slates at the Chapel, advice had been sought from the in house surveyor at Bridport Town Council, Daryl Chambers, as to the way forward. He visited with the Facilities Manager and the Clerk and has advised that the building requires re-roofing. He has subsequently provided a quote to undertake the writing of a specification and the whole tender process including overseeing the contract for £480 plus VAT. There is no budgeted figure for re-roofing the chapel at the moment. A rough idea of cost for the re-roofing is £10,000. The Clerk expects there to be a surplus at the end of year and some of that could be used. She advised that if the surveyor's quote was accepted now then if funds are available, he could proceed without it having to come back to Council and lose time. The cost of the surveyor fees would be taken from General Reserve CEM1 currently standing at £1659. Cllr Sheppard proposed, seconded by Cllr Bremner.

RESOLVED that the quote from Daryl Chambers of £480 be accepted.

- e) FGP22/10(d) Bowling green fence repairs

The winter storms had caused damage to the fence at the Bowling Green. Repairs will be done in house and the cost for materials will be £410, to be taken from General Reserve PF1. Cllr Sheppard proposed, seconded by Cllr Moore and

RESOLVED that the cost of £410 for materials for fence repair be taken from PF1 fund.

- f) FGP22/13 H&S Contract/Insurance HEALTH AND SAFETY REVIEW/CONTRACT – WORKNEST

Following concern expressed at the recent staff appraisals, it is proposed to accept a 5-year fixed deal for Health and Safety Support with Worknest, at £1975 per annum. Worknest will become the responsible individual which is a huge undertaking as well as providing a bespoke service commencing with a complete “on site” review of existing systems. They have been used by a nearby town council for 10 years and many other town and parishes in the region. Access to free training is available for the first 12 months. This would be taken from this year’s surplus and budgeted thereafter. Currently, it isn’t considered necessary for Charmouth PC to have the HR support. There is an optional extra of insurance against the risk associated with regulatory enforcement at a cost of £155 per year. With regard to legal expenses, the Council don’t have specific legal expenses cover for health and safety claims but if there was a Health and Safety prosecution which Zurich would defend, this would be covered under the Public Liability side of the insurance cover. Cllr Sheppard proposed, Cllr Bremner seconded and it was

RESOLVED that the five-year deal with Worknest be accepted at a cost of £1975 per annum excluding insurance at the current time.

g) FGP22/14(a) Redistribution of funds in bank accounts

Unity Trust bank account. In line with the background paper previously circulated showing how funds would be distributed, it is proposed that the accounts be split as set out which makes them all under the £85,000 per establishment guaranteed under the FSCS. Money needs to be accessible in order to be able to shuffle funds as and when specific reserves are used. Cllr Sheppard proposed, Cllr Bremner seconded and it was

RESOLVED TO accept the proposed splits as proposed by the Finance Committee to keep all bank accounts under £85,000.

h) FGP22/14(b)-(h) Policies/Risk Assessments

- i. COMPLAINTS PROCEDURE
- ii. EQUALITY AND DIVERSITY POLICY – remodelled to be based on NALC model although Jane Bremner stated that this has moved on to be Equity, Diversity and Inclusion now.
- iii. FREEDOM OF INFORMATION – PUBLICATION SCHEME – No changes proposed
- iv. INVESTMENT STRATEGY 2022/23 – updated to include new Unity Trust account
- v. RESERVES POLICY – updated to include redistribution of funds
- vi. OVERALL RISK ASSESSMENT – reviewed and updated to include unplanned loss of the Clerk as suggested by CiLCA examiner
- vii. FINANCIAL RISK ASSESSMENT – reviewed and updated to include online completion of register of interest forms by Councillors

The Clerk explained that she had updated all the necessary details in the Policies and they had been reviewed by the Finance Committee. Cllr Sheppard proposed, Cllr Sayers seconded and it was

RESOLVED that Complaints Procedure, Equality and Diversity Policy, Freedom of Information – Publication Scheme, Investment Strategy 2022/23, Reserves

Policy, Overall Risk Assessment and the Financial Risk Assessment be approved and accepted.

- i) FGP22/17(b) Lease 3 Rent/Revaluation

Deferred to In Committee.

- j) FGP22/17(c) Patching/relining of Foreshore Car Park

Deferred to In Committee.

- k) Annual Contracts 2022/23

The Clerk showed a list of the annual contracts. There is nothing different to previous years, no new ones have been added. A lot of them have stayed the same or there is just a very small increase. Cllr Leah asked what the subscription was for DAPTC. The Clerk explained that they were not a government institute or part of Dorset Council and that they were a membership organisation who work on behalf of their members. Cllr Sheppard proposed, Cllr Leah seconded and it was

RESOLVED that the annual contracts list be approved and the contracts be accepted.

- FC22/29 CHECKPOINT REPORTS FOR JANUARY/FEBRUARY OF DECISIONS TAKEN UNDER DELEGATED AUTHORITY (PREVIOUSLY CIRCULATED/PUBLISHED)

The Checkpoint reports had all been circulated and were noted.

- FC22/30 EMERGENCY PLAN WORKING GROUP

Cllr Sheppard explained that Cllr Moore and herself had been working with Melanie Harvey to get the plan up and running. Letters have been sent to the people that have volunteered to come to a meeting at The Elms in mid-April.

- FC22/31 ANNUAL PARISH MEETING – TUESDAY 17 MAY 2022 AT 7.30PM

- a) Venue - Charmouth Village Hall, Wesley Close

Cllr Sheppard explained that St Andrew's Hall was already booked and so this year the meeting will take place at the Village Hall. There is a legal requirement for the meeting to take place so although the hall is smaller, and there are concerns about covid, she thought that the Council should endeavour to hold the meeting.

- b) Format/speakers

Cllr Sheppard asked if the Environment Group could do a short talk (about five minutes) and maybe the Char Valley about the River Char project? The Clerk said that she would invite Char Valley. The

Chair of the Council could then give a update on local projects including the beach access ramp. It was agreed that those items would be enough. Cllr Sheppard proposed that format for the meeting, Cllr seconded and it was

RESOLVED that the format of the Annual Parish Meeting: five-minute talks from the Environment Group, the Char Valley PC, River Project and Cllr Peter Noel, be approved.

FC22/32 JUBILEE CELEBRATIONS

a) Beacon Lighting

This will take place on Thursday 2nd June at 9.45pm on the cliffs in line with the national celebrations. Cllr Hinxman has found a bugler who is willing to play the special piece of music written for the event at 9.40pm. Two staff members will be working late to facilitate the lighting. If there is bad weather the beacon will be on the corner of the foreshore car park.

b) Tree Planting for Queen's Green Canopy

The tree planting at the Playing Field was a success. There was discussion about the watering of the whips and the Clerk said that she would liaise with the Facilities Manager about this.

c) Street Party

Cllr Sheppard suggested a Working Group be set up to facilitate a street party for the Jubilee that she would be happy to be part of. It would not be a Council group but would receive support from the Council. She has spoken to people in the street and they would seem to want an actual street party at the top end of Lower Sea Lane. She thought that the Group should ask the Council for an allowance for things such as tablecloths, paper plates, cups etc. She hoped that volunteers would spread out across the village and inform the people in their area what time of food to bring etc. The Clerk said that the Office could deal with things such as the road closures. Access to the beach would be via Wesley Close. Cllr Moore and Cllr Leah were also happy to be part of the Working Group. An article would be in Shoreline about holding a street party and seeking volunteers. Cllr Bremner asked that that any items used for the street party were environmentally friendly as possible.

The Clerk said there is a general contingency budget which stands at £1000. It was proposed by Cllr Sayers that a fund of up to £1000 be made available for the street party, which was seconded by Cllr Moore. This received votes of approval from Cllr Sayers, Cllr Moore, Cllr Sheppard and Cllr Lightfoot. There was a counter proposal by Cllr Bremner of a fund of £500 which was seconded by Cllr Leah which only those two voted in favour of. It was therefore

RESOLVED that a fund of £1000 be made available to a Working Group for items required to facilitate a street party for the Jubilee.

FC22/33 BUS SERVICE FOR LYME REGIS/CHARMOUTH

Details of a park and ride bus service incorporating Charmouth had been previously circulated to the members. It would run on a circular route between Lyme Regis and Charmouth. Cllr Sheppard pointed out that the members had to realise that there might be a cost to the Council. If nobody uses the bus and there is no income raised at all from the bus fares the cost would be £11,000. Lyme Regis Council had confirmed that in the years they having been using First to run a park and ride service, they have never been charged. The fares have always covered the cost.

The Parish Council have to understand that there could be a cost and the Clerk confirmed that Reserves would have to be used if payment is required. Cllr Bremner asked if they would stop at more places in the village. She thought it was a very good idea. The risk was laid out clearly but she thought it was worth giving it a go. Cllr Bremner proposed and Cllr Sheppard seconded and it was

RESOLVED to accept the First Bus, park and ride scheme proposal on the condition it stops at the normal bus stops.

FC22/34 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

a) BLAP

Cllr Peter Noel had sent a report explaining that he had attended the BLAP virtual meeting. It had a report from the MP, Chris Loder, on a wide range of subjects from Ukraine to Broadband and then answered questions on local topics of concern. He then left the meeting and they had members updates. He mentioned the by-election and tree planting but didn't mention the beacon lighting. There was some indication that Dorset Council are not notifying neighbours of planning applications. He then left the meeting.

FC22/35 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS FEBRUARY/MARCH 2022

- DAPTC Update including NALC Guidance on Support for Ukraine – consider whether to fly the flag of Ukraine on the Elms?

Cllr Sayers wondered whether the Parish Council should as it was a political statement. Cllr Bremner asked how much the flags were which the Clerk said was about £5. To put into context, she said that Dorset Council are flying the flag, Bridport Town Council are too. It was proposed by Cllr Sheppard and seconded by Cllr Lightfoot to fly the flag. Cllr Sayers abstained and all other members voted in favour and it was therefore

RESOLVED that a Ukrainian flag be purchased and flown at The Elms.

- Dorset Council's School Transport Consultation (open until 3 April 2022)

This had been forwarded to Cllr Leah as the Public Transport Representative. A proposed draft response had been previously circulated to the members. It was agreed that the reply should be sent.

- Daryl Turner's resignation as Dorset Councillor for Lyme and Charmouth

This was noted. The Clerk confirmed that she had received the Notice of Election which was the 7th April.

- Bus Back Better – Dorset’s draft Enhanced Partnership Plan and Scheme

This came in between meetings. This was forwarded to Cllr Leah and a response on behalf of the Council was approved by delegated authority and sent.

- National Coastwatch Institute Station

Confirmation was received from Mike Seaman that Colin Horlock is to become his successor as NCI Station Manager at Charmouth Lookout

- Lyme 2030 Vision

This is a Lyme Regis Development Trust initiative with, it is hoped, funding from Lyme Regis Town Council. Belinda Bawden would like to know what the Parish Council think would be the best way to engage with Charmouth on this. She asked if the members think that running a session in Charmouth in addition to Lyme would be a way to engage the community. The Clerk will go back to her and say that a Charmouth session would be good.

- NALC Chief Executive’s Bulletin/Newsletter received and circulated
- Dorset Council latest news received and circulated
- DAPTC E-News and Training News received and circulated
- LymeForward Newsletter for March
- Dorset Coast Forum eNews for February and March 2022
- BLAP (all info circulated to Martin Sayers/Peter Noel):
 - Bulletins: 18/01/22; 01/02/22; 15/02/22; 01/03/22; 15/03/22
 - Parish Liaison agenda and subsequent notes (4/3/22 mtg)
 - Steering Group agenda and subsequent notes (26/2/2022 mtg) – next meeting 9/6/2022
- Climate and Ecological Emergency Support:
 - Details of meeting held on 16 March 2022, particularly the attendance of Cllr Ray Bryan, Portfolio Holder for Highways, Travel and Environment to provide an update on Dorset Council’s C&EE Strategy and Action Plan; progress made to date and what is happening next. Minutes subsequently received
 - Details of meeting on 15 February 2022
- Community Hall Management Cttee:
 - Agenda for meeting 16 March 2022
 - Minutes from meeting held on 18 January
- Dorset CAN -Dorset Deserves Better:
 - action evening to be held on 28 March 2022
 - Newsletter No 5
 - Meeting 22/02/22 and Strategy update
 - Newsletter No 3
 - Newsletter No 2
 - Newsletter No 1

- Open letter asking DC to re-think their Local Plan
- Information from Green Lane Association – Countryside access and setting the record straight
- Information/event notification of Jurassic Coast Challenge (14-15 May 2022) – appears not to come further west than Bridport
- Dorset Council public notice to inform of new Parking Order – advertised in car parks and in the press 24/02/2022
- DAPTC Carbon Literacy Training notification – circulated to all Councillors – Peter Noel to attend
- British Legion in Charmouth to quietly lay a wreath on behalf of the Falklands veterans locally to commemorate the Falklands war.
- Details from Dorset Council on re-opening of A3052 Bridge Street, Lyme Regis following temporary road closure 18/02/2022
- DAPTC Western Area Agenda for meeting on 24/02/2022 as well as subsequent minutes – also sent to Peter Noel as rep
- Scoutlook Newsletter received
- Dorset Council seeking whether Traders wish to continue with double car park ticket scheme for Lower Sea Lane Car Park – liaison confirmed no they do not
- Wessex Flood Warden Newsletter – Winter 2021/2022 – circulated to Flood Warden
- DAPTC - details of Buckingham Palace Royal Garden Party 2022 – only two spaces for Dorset and decided to send Michaela Ellis from Lyme Regis as she was due to attend in 2020 when Mayor and it was cancelled
- WATAG agenda and minutes of 21st Annual General Meeting – circulated to Julie Leah
- Dorset CPRE Newsletter including latest on the Planning Campaign
- DAPTC reiterating the importance in law of holding face to face meetings to discuss certain issues inc. precept setting, election of Chair, approval of the AGAR – circulated to all Councillors
- Survey from Government Cabinet Office regarding domain risk – completed by Melissa with advice from Sonder Digital

All correspondence is available to be forwarded to Councillors.

FC22/36 EXCHANGE OF INFORMATION

Any other issues Councillors wish to report, related to Council business but not requiring a response. There were none.

FC22/37 IN COMMITTEE

Cllr Sheppard proposed, Cllr Bremner seconded and it was

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. FS10.22 b. LEASE 3 – RENT/VALUATION

It is proposed that the recommendation from the Foreshore Committee be accepted.

b. FS10.22 f. CAR PARK TARMAC REPAIRS AND REMARKING – QUOTES

Both quotes were available for comparison and it is proposed to accept the cheapest quote for repairs/remarking only to be taken from General Reserve FSH2. This reserve should continue to be built up, through the transfer of 7.5% of car park takings, for complete resurfacing in approximately 10 years' time as recommended. Cllr Sheppard proposed, Cllr Bremner seconded and it was

RESOLVED to accept the quote from Dares Surfacing Somerset Ltd for 35sqm and re-lining of parking bays at a cost of £3490.

The meeting closed at 9.10pm.

DRAFT