

**MINUTES OF A MEETING OF CHARMOUTH PARISH COUNCIL**  
**HELD AT THE ELMS ON TUESDAY 28<sup>TH</sup> MARCH 2017**

**PRESENT:** Graham Bender, David Clifford, Peter Noel, Paul Oatway, Martin Sayers, Richard Salisbury, Judith Sheppard, Chris Shirley-Smith

County / District Councillor – Daryl Turner  
 District Councillor – George Symonds  
 4 members of the public – Mr Forsey, Mrs L Tate, Mr & Mrs R Davis.

200/17 APOLOGIES

Apologies were received from Cllr Judy Fellingham, away.

201/17 DECLARATION 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) In items on the agenda – Cllr Sayers and Cllr Shirley-Smith declared an interest.
- b) On gifts greater than £50 in value – there were no declarations.

202/17 PUBLIC PARTICIPATION

Mr Forsey spoke to the Council asking why the precept had been raised by so much? Cllr Noel explained that the raise was to cover the expected extra work that would be passed onto the village from WDDC/DCC when the existing councils were reshaped. It was also expected that the government would stop parish councils from being able to raise the precept at all in future years and so the Council had made the increase now so that if this did happen there would be enough funds available in future. Mr Forsey also asked about the Tractor driving training that had been approved for a member of staff. Cllr Noel explained that the Council had a legal duty to ensure that the staff had adequate training.

Mr Davis spoke to say that he had googled the accounts and the Council had £146,000 in its bank account, why was this money not being spent instead of raising the precept? Cllr Noel explained that this figure was a working amount so did rise and fall month by month depending on season and works in progress etc. He also explained that a large sum was needed to be held in reserve in case of emergency. The storms of 2014 cost the Council over £80,000 which took over a year to claim back. Obviously if the Council spent the reserves in the bank and only had a small working amount they would not have been able to deal with this emergency.

Mrs Tate asked why there were three office staff. Cllr Noel explained that the office staff all worked part time to cover the office needs and that there was no additional cost in having part time staff. Mrs Tate also commented that there seemed less amenities in the village than when she first came here.

Cllr Noel explained that the decision by the Council to increase the precept had not been taken lightly and was with the best intentions for the future of the village. Councillors were volunteers and worked incredibly hard for the good of the village. All residents had received a leaflet last year that was delivered to each household. This explained what the Council was planning to do about raising the precept. Not one comment or complaint had been received by the office or any Councillor. Therefore the Council had raised the precept as it had advertised.

The public then left the meeting.

## 203/17 DORSET COUNTY COUNCIL ISSUES

Daryl Turner updated the Council on issues relating to the County Council:

1. The Local Government Review Update – Unitary submission went in and the decision is expected either this week or after 4<sup>th</sup> May.
2. Future Dorset continues. They are working with DAPTC a lot now as they want them to be the main interface between county, district and town councils. DAPTC have received additional funding to help with the changes. DCC are looking at services they will no longer provide and whether town and parish councils or voluntary organisations will take them on or whether they will cease.

## 204/17 WEST DORSET DISTRICT COUNCIL ISSUES

1. The consultation for the Local Plan Review runs until 3<sup>rd</sup> April. A few weeks ago a pre application had been refused for the first time using the Coastal Change Management Policy. This was for a property at Riverway, because it sat within a 100 year strip for what could be eroded. There are maps available showing affected areas which are part of the Shoreline Management Plan.
2. The consultation period has now ended on the 15th March regarding Public Space Protection Orders. There is a working group that will report to the Overview & Scrutiny Committee in June and they will be looking at things such as Dogs, Gulls, Anti-social disorder, and areas of enforcement.

205/17 MINUTES OF THE MEETING HELD ON 24<sup>TH</sup> JANUARY 2017

Following circulation, it was proposed by Cllr Oatway, seconded by Cllr Bender and

**RESOLVED that the minutes of the meeting held on 24<sup>th</sup> January 2017 be approved with no corrections.**

## 206/17 FORESHORE COMMITTEE (Meeting held on 13 March 2017)

1. Changes to the Guided Fossil Walks Code  
The clause '*Groups should be no more than 30 people per walk leader at any one time in the interest of both safety and value for money (with exception of school parties who have their own staff to ensure staff to pupil ratio)*' should be amended. The proposed change is based on the Heritage Centre's best practice of 20 people per walk leader. Cllr Oatway had spoken to Peter Davidson who was also of the opinion that walks should end not later than one hour before high tide. It was proposed by Cllr Oatway, seconded by Cllr Clifford and

**RESOLVED that the Fossil Code be changed to mirror the CHCC policy, and should be amended to read 'Groups should be of no more than 20 people per walk leader at any one time in the interest of both safety and value for money (with exception of school parties who have their own staff to ensure staff to pupil ratio).'**  
**Also that walks should finish no later than one hour before high tide.**

## 2. Foreshore Risk Management

Due to lack of time and numbers at the Foreshore Committee meeting the Risk Management documents were not read and accepted. Cllr Sheppard queried who was responsible for items in the Boat Owners Risk Assessment. The Clerk explained that this risk assessment was a template for boat owners to use and change if necessary, and for them to sign and return to the Council. It was proposed by Cllr Oatway, seconded by Cllr Bender and

**RESOLVED that the report of the Review of Risk Management; Foreshore Public Area Risk Assessment; Boat Launching Risk Assessment; Boat Owners Risk Assessment; and Fire Risk Assessment be approved.**

## 3. Charmouth Challenge

Cllr Oatway had spoken to the beneficiary of the covenant and they were uncomfortable with the race finishing on Evans Cliff as a precedent would be set. It was therefore proposed by Cllr Oatway, seconded by Cllr Noel and

**RESOLVED that the application to finish the Charmouth Challenge Race 2017 on Evans Cliff be refused.**

## 4. Parking Ticket

This request was refused by the Foreshore Committee as they believe the requirement to pay is clear with the current signage. It was proposed by Cllr Oatway, seconded by Cllr Bender and

**RESOLVED that a parking ticket waiver request be refused.**

207/17 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE (Meeting held on 7<sup>th</sup> March 2017)

## 1. Weeding

The Clerk has contacted DCC about any recompense and responsibilities about the weeding of pavements in the village. It was proposed by Cllr Sayers, seconded by Cllr Bender and

**RESOLVED that Charmouth Parish Council assumes in principle the responsibility from Dorset County Council for the weeding of pavements in Charmouth, subject to a satisfactory response.**

## 2. Risk Management

The Committee had read and agreed the risk documents supplied. Therefore it was proposed by Cllr Sayers, seconded by Cllr Bender and

**RESOLVED that the report of the Review of Risk Management; and the main risk assessments for the cemetery and the playing field be approved.**

## 208/17 PLANNING COMMITTEE (no meeting held)

A list of planning issues had been circulated and the following applications had been received:

- (1) Application No. WD/D/17/000052 and 53 (Listed Building)  
1 Manor House, The Street  
Renovate and rebuild shed, demolish block wall and create an open fronted storage area – **Extension granted to allow comments but Approval notice received before meeting was due to take place anyway.**
- (2) Application No. WD/D/17/000101  
Oakside, Meadow Way  
Proposed Extension (Re-submission of scheme approved under WD/D/16/002222) – **Due to timescales, comments of “No Objections” were returned by deadline after consultation with Committee members and waiting to make sure there were no objections from neighbours. Subsequently, “Approval of Planning Permission” notice has been received from WDDC.**
- (3) Tree Applications  
  
Application No. WD/CA/17/00071  
Bay Trees, Higher Sea Lane  
Fell 1 No. Judas – **Due to timescales and following inspection by Mike Whatmore, Tree Warden, the Committee were consulted and comments of “No Objections” were returned by the deadline.**

Cllr Clifford commented that Mrs Alison Dudgeon had not responded to the Council’s reply regarding Cove Cottage and it was therefore assumed that she was satisfied with the response.

209/17 FINANCE AND GENERAL PURPOSES COMMITTEE (held on 14<sup>th</sup> March 2017)

## 1. Accounts for Approval

HMRC (PAYE)	1,139.32
Dyson	24.50
WT Consultancy	306.00
Francis Bugler Ltd	2,006.40
Doodle Computers	54.00
Morgans of Charmouth Ltd	45.29
CPRE	36.00
Zurich Management Services Ltd	36.00
Viking	47.98
HP Inc UK Ltd	86.90
Prospect Garage	186.05
Mole Avon Trading Ltd	252.50
Travis Perkins	33.12
C B Potts	767.34
UK Office Direct	134.36
Sun Europa Ltd	513.46
Axminster Printing Co Ltd	512.00

Garry Pitcher Locksmith	10.00
Open Door Internet	118.80
Len Kitcher	23.00
MC Carpentry	50.00
Landscape Direct	826.80
Forest & Tree Care	300.00
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	7509.82
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It was proposed by Cllr Noel, seconded by Cllr Oatway and

**RESOLVED that the Accounts for Approval for March be accepted and approved.**

## 2. Report of Accounts

	£	£ Current Ac	£ Deposit Ac
Cash Book Balance at 31 January 2017		18,892.89	146,116.75
<b>Income:</b>			
Transfer to Deposit Account			0.00
Pavilion Elec and water/Cem Fees	422.55		
Foreshore - Rents/Car Park/Beach Huts etc	18,117.34		
Elms Rent/MH Room/Services	733.12		
Interest			18.61
		<hr/> 19,273.01	
<b>Expenditure:</b>			
Accounts paid in Feb (inc PAYE but not Vistaprint)	8,468.97		
B&CE Holdings Ltd (Pensions)	26.57		
M A Kirkby (Travel Expenses)	46.96		
Petty Cash	85.91		
Transfer from Current Account	0.00		
			8,628.41
<b>Direct Debits:</b>			
Santander charges	20.75		
BT - Main Office Phone	44.03		
BT - Fsh Office	17.58		
BT - Fsh Emergency Phone	30.96		
BT - Autodialler	0.00		
Bristol Wessex (Foreshore)	20.50		

WDDC - Foreshore/Cemetery Rates	0.00		
WDDC - Elms Rates	0.00		
DCC - Foreshore/Cemetery Bins	234.28		
British Gas - Elms	0.00		
EDF Energy - Foreshore	0.00		
EDF Energy - Elms	69.00		
EDF Energy - Playing Field Pavilion	0.00		
EDF Energy - Depot	13.00		
EDF Energy - Cemetery Chapel	0.00		
Public Works Loan Board	0.00		
Wages - Net	5,856.43		
HMRC (VAT)	1,531.43		
		7,837.96	
Cash Book Balance at 28 February 2017		21,699.53	146,135.36
Represented by:			
Bank Santander		21,699.53	
Working	48,085.99		
Contingency	421.04		
Earmarked Reserve	97,628.33		
Business Deposit Account		146,135.36	
Nat West Account		1,000.00	
Nat West Savers Account		2,406.74	
	£	£	£
		Current Ac	Deposit Ac
Cash Book Balance at 28 February 2017		21,699.53	146,135.36
<b>Income:</b>			
Transfer to Current Account		15,000.00	
Pavilion Elec/Cem Fees	430.00		
Foreshore - Rents/Car Park/Beach Huts etc	9,765.93		
Elms Rent/MH Room/Services	2,049.36		
Interest			16.82
		12,245.29	
<b>Expenditure:</b>			
Accounts paid in March (inc PAYE)	7,509.82		
B&CE Holdings Ltd (Pensions)	186.32		
Cornwall College	370.00		

Transfer from Deposit Account	0.00	15,000.00
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	8,066.14	

**Direct Debits:**

Santander charges	21.84	
BT - Main Office Phone	36.68	
BT - Fsh Office	31.66	
BT - Fsh Emergency Phone	32.88	
BT - Broadband	90.00	
Bristol Wessex (Foreshore)	20.50	
WDDC - Foreshore/Cemetery Rates	0.00	
WDDC - Elms Rates	0.00	
DCC - Foreshore/Cemetery Bins	262.00	
British Gas - Elms	0.00	
EDF Energy - Foreshore	233.54	
EDF Energy - Elms	69.00	
EDF Energy - Playing Field Pavilion	0.00	
EDF Energy - Depot	13.00	
EDF Energy - Cemetery Chapel	0.00	
Public Works Loan Board	627.38	
Wages - Net	8,537.76	
HMRC (VAT)	0.00	
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	9,976.24	
	<hr/>	
Cash Book Balance at 31 March 2017	<u>30,902.44</u>	<u>146,152.18</u>

Represented by:

Bank Santander 30,902.44

Working Contingency 421.04

Earmarked Reserve

Business Deposit Account	<hr/>	146,152.18
Nat West		
Account		1,000.00
Nat West Savers Account		2,406.80

It was proposed by Cllr Noel, seconded by Cllr Oatway and

**RESOLVED that the Report of Accounts for February and March be accepted and approved.**

3. Clerk's Report

It was proposed by Cllr Noel, seconded by Cllr Sheppard and

**RESOLVED that the Clerk's report for March be accepted and approved.**

4. Monthly Accounts

Following circulation of the monthly spreadsheets for January/February it was proposed by Cllr Noel, seconded by Cllr Oatway and

**RESOLVED that the monthly accounts for January and February be accepted and approved.**

5. Review of Risk Management

Following circulation of the Report of the Risk Management it was proposed by Cllr Noel, seconded by Cllr Oatway and

**RESOLVED that the Report of Risk Management be accepted and approved.**

6. The Elms' Risk Assessment

Following circulation of the Report of the Risk Management it was proposed by Cllr Noel, seconded by Cllr Oatway and

**RESOLVED that the Report of Risk Management be accepted and approved.**

7. NICEIC Reports

Following quotes (3 requested, 2 received) to undertake NICEIC Electrical Installation Condition Reports on all Council Buildings, it was proposed by Cllr Oatway, seconded by Cllr Bender and

**RESOLVED that the quote from C B Potts amounting to £1300 plus VAT (spread across all areas) was accepted and approved.**

8. Website Migration

Cllr Oatway had reported that a move to the [charmouthparishcouncil.gov.uk](http://charmouthparishcouncil.gov.uk) domain now needs more financial approval. A quote has been received from Open Door Internet which amounts to £550. It was proposed by Cllr Oatway, seconded by Cllr Clifford and

**RESOLVED that costs up to £600 be approved and taken from the Earmarked Reserve GEN3 Holiday Guide Reprint currently standing at £1664.58.**



## 9. River Cottage Foraging Course

Following a request from River Cottage Ltd to undertake a foraging day on Charmouth Beach in September, it was noted that this is a commercial event for which a charge of £17.50 is made per person (17 people already booked). The Foreshore Committee initially suggested £110 in line with filming fees. River Cottage have come back to the Clerk with a counter offer of £55 on this occasion as they had not budgeted for a fee. Cllr Oatway suggested that they be sent a Fossil Code Guide. It was proposed by Cllr Noel, seconded by Cllr Oatway and

**RESOLVED that a fee of £55 be accepted from River Cottage for use of the foreshore for a foraging day.**

## 10. Barrs Lane

With regard to the proposed Barrs Lane Resurfacing, it was reported that a lesser quote had been received to fill the pot holes rather than resurface completely. This amounts to £960. Concerns had been raised at the Finance Meeting about spending money on land that did not belong to the Council. It has since been confirmed that Section 137 of the Local Government Act 1972 enables local councils to spend a limited amount of money (subject to the statutory limit) for purposes for which they have no other specific statutory expenditure, for the direct benefit of its area, or part of its area, for all or some of its inhabitants. John Calder has repaired the ditch so the drainage should be better. Cllr Noel had spoken to John whose mother is the land owner, and he thought it was possible that the Council could purchase the land in the future. Cllr Oatway did have concerns about using Council funds to upgrade land belonging to someone else and that may raise the value of the land.

It was proposed by Cllr Noel, seconded by Cllr Oatway and

**RESOLVED that an amount up to £1000 be spent on repairing the potholes in Barrs Lane to improve residents' access to the playing field.**

## 210/17 Annual Parish Meeting

Cllr Noel confirmed that the Community Hall has been booked for 24<sup>th</sup> May 2017. The speakers are Simon Williams (Regeneration Project), Rob Rhodes (National Trust Golden Cap Team), Explorer Scouts/Beavers.

The publicity leaflet to be drafted by Cllr's Noel, Oatway and Clifford ready for approval at the next meeting. Cllr Noel asked what should be included in the leaflet. Cllr Sayers asked if something could be included about speeding in the village. Official notices to be posted by the end of April and sent to the local papers.

## 211/17 Meetings

1. April Foreshore Committee – due to a training course, the April meeting has been changed to Monday 3<sup>rd</sup> April 2017 at 7.30pm which has been advertised.

2. Tourism Committee Meetings - this Committee currently meets quarterly (April, July, Oct and Jan) but due to lack of Councillors' availability and lack of business, it was proposed by Cllr Oatway, seconded by Cllr Sayers and

**RESOLVED that that Standing Orders be amended to remove this Committee.**

3. Executive Committee and E-meetings should not be taking place. If there is an urgent matter an Extra-ordinary meeting should be called as advised by DAPTC Cllr Noel asked Daryl Turner to add any comments. Daryl said that he would check with the monitoring officer and let the Clerk know.
4. Works Committee Meetings – this Committee currently meets on the third Tuesday of each month at 6 p.m. It was felt that this was no longer necessary and it was a credit to the Facilities Manager that there has been no need to have a Works Committee. Cllr Bender queried how items could be raised and was advised that Councillors should discuss issues with the relevant Committee Chairmen. It was proposed by Cllr Oatway, seconded by Cllr Noel and

**RESOLVED that Standing Orders be amended to remove the Works Committee. Instead there would be an ad-hoc sub-committee of the Finance & General Purposes Committee with an independent chairman. The Facilities Manager would be requested to provide reports to the Finance & General Purposes Committee and it would be an agenda item.**

#### 212/17 CO-OPTION COUNCILLOR

An application has been received from Richard Acton in response to the existing two Councillor spaces for co-option. Following signature of his declaration, Richard would attend the April meetings. Richard is often unavailable on the first Tuesday of the month and therefore has requested to join the Planning Committee initially.

It was proposed by Cllr Oatway, seconded by Cllr Bender and

**RESOLVED that Richard Acton be co-opted as a Councillor and join the Planning Committee.**

#### 213/17 REPORTS FROM NOMINATED REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF COUNCIL

There were none.

#### 214/17 CORRESPONDENCE AND COMMUNICATIONS FEBRUARY AND MARCH 2017

The following emails were received:-

- Ricochet TV Re: The Repair Shop - NEW BBC2 SHOW LOOKING FOR SENTIMENTAL ITEMS – sent to Shoreline
- Resident - Health Watch Dorset -Public concern prompts production of guide to Clinical Services Review
- Dorset Coast Forum and Daryl Turner - Launch of RDPE Growth Programme Calls
- Dorset County Council - 2017/18 Capital Highway Programme – Consultation
- DAPTC - FW: Local Government Reorganisation update
- Daryl Turner - FW: Holistic Transport Review - Public and Schools Transport

- Bridport TC - BLAP Steering Group Agenda 16-02-17
- DCF Enews February and March 2017
- DAPTC - Fwd: DAPTC Western Area meeting
- Dorset County Council - Local Government Reorganisation update – proposal
- DAPTC -LEADER European grants programme information
- DAPTC Winter Magazine
- Dorset County Council - Capital Highway Programme
- Lyme Forward - Final chance to respond to the Dorset NHS proposals for change to our Acute Health Services
- DAPTC - FW: VOLUNTARY SECTOR EVENTS 2017
- Dorset County Council - Waste Plan Consultation - Waste Site Options in Blandford and Purbeck (Ref B)
- Lyme Forward - Diary date and request for reports - LymeForward members meeting March 23rd 2017 in The Woodmead Halls at 2pm (also received Agenda)
- Bridport TC and Martin Sayers - FW: BLAP - Unitary Authority meeting
- Daryl Turner - Parish Signs
- Peter Noel – Positive comments received about the village
- Dorset County Partnership - RegenSW presentation: 10th March at 11am.
- POOLE MARITIME TEAM - MARCH NEWSLETTER
- Daryl Turner - FW: County Councillors Road Works Report - West Dorset, Weymouth & Portland Area
- Bridport TC - BLAP Bulletins
- Bridport TC -CSR response and the West Bay Days Awards
- Lyme Forward -FREE workshop event at the Golf Club to hear about grants and speak to a member of the Rural Payments Agency about your local project ideas
- DAPTC - Fwd: Clinical Services Review - What happens next?
- Dorset Coast Forum ENews - March 2017
- Dorset County Council - Latest enewsletter from Dorset Highways.
- DAPTC - Reminder: places available to book at the Role of the Chairman course on 4th April in Dorchester 7-9pm
- DAPTC - Information on the BT Adopt a Kiosk Scheme from BT.
- DAPTC -FW: Request To Promote DCMS Better Broadband Campaign In Your Areas, Pse.
- DAPTC - Section 137 Expenditure Limit for the year 2017/2018
- DAPTC - FW: EAFRD workshops
- DAPTC - FW: Devolution and the voluntary sector
- DAPTC - FW: Book your place today at NALC's Good Councillor Spring Conference!
- Lyme Forward - Town Council planning committee to convene a special meeting on March 14th to review our West Dorset Local Plan - currently under consultation
- Daryl Turner - Event Promotion & Ticketing
- Bridport TC - BLAP Annual Assembly Agenda 30-03-17
- DAPTC - CE Circular and Letter from NALC Chairman
- DAPTC - FW: Draft Police and Crime Plan 2017-2021
- DAPTC - FW: Dorset Local Access Forum Correspondence
- DAPTC – Residents help shape future of census (poster displayed)
- DAPTC – Dorset Best Kept Village Competition 2017

#### Letters were received from:

- NALC – Parish Precepts – circulated to all Councillors
- Future Dorset – Proposals for the future re-organisation of local government.

#### 215/17 EXCHANGE OF INFORMATION

There was none.

216/17 IN COMMITTEE

1. Report of the HR Committee meeting held on 20<sup>th</sup> March 2017
2. Proposal from Finance Committee – lease issue.
3. Proposal from Foreshore Committee – lease issue.

The meeting closed at 9.15p.m.