

Charmouth Parish Council

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MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL HELD AT THE ELMS ON TUESDAY 27TH MARCH 2018

PRESENT: Cllrs. Peter Noel (Chair), Graham Bender, Judy Fellingham, Paul Oatway, Martin Sayers, Judith Sheppard.

IN ATTENDANCE: Lisa Tuck, Parish Clerk; Daryl Turner, County Councillor; Mr Gerry Bearpark and Mrs Kay Soloman, councillor applicants; Mr Roger Dauncey, resident; Mr John Forsey, resident; Mr Jeff Prosser, resident.

40.18 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

Cllr Peter Noel welcomed the members of the public and explained that, in line with Standing Orders, the Council would not give immediate answers that evening to any questions raised, but that a written reply would be sent.

Mr Dauncey asked whether the new works assistant had a tractor licence. As he thought that should have been a question asked at interview, to save the Council spending money on training when the employee might leave quickly. He also wanted to know where the foreshore winch was and has any effort been made to sell it, as he understood it was worth a reasonable amount of money. (Response attached).

Mr Forsey asked whether the Council planning application for the foreshore walkway included the groyne being broken up, as he believed the groyne protected the fossil forest. (Response attached).

Cllr Peter Noel invited the applicants for co-option to the Council to speak. Mrs Kay Soloman said that she had been involved for many years with the Borough Council in Watford and she hopes her experience will enable her to help the village. Mr Gerry Bearpark spoke to say that within his trade he gets to hear lots in the village and he hopes that he will be able to be a voice for the younger generation and the older generation.

41.18 DORSET COUNTY COUNCIL ISSUES

County Councillor Daryl Turner gave a presentation on the local government review plans to create two unitary authorities in Dorset in May 2019. Following the recent go ahead by Local Government Minister Sajid Javid, all District and Borough Councils in Dorset, and the County Council, are set to be replaced by two unitary authorities – one covering Christchurch and Bournemouth and the other covering the rest of the County, including Lyme Regis. The new

unitary authority for this area will be called Dorset Council and will have 82 councillors – a reduction from 206 existing County Councillors – with two in each division. Elections will be held to select Councillors. Existing division boundaries are not expected to change, but they will be called wards. The new Council will serve for two five-year terms before returning to the current election cycle, and Town Councils are expected to follow suit. Councillor Turner said it had not yet been decided what services, assets and associated funding would be devolved to Town and Parish Councils, and he expected very little to be devolved before May 2019 as there was not enough time to do all the necessary work. As things change he does put information on his website which is www.marshwoodvale.yourcldr.com.

Cllr Paul Oatway asked about letters that the Council sent to WDDC regarding the transfer of toilets and car park. Is that transfer likely to happen or will it get caught up in the referral to the Shadow Authority? Cllr Daryl Turner replied that he thought that WDDC would continue with that for now, as those assets would be well under the £100,000 limit.

42.18 WEST DORSET DISTRICT COUNCIL ISSUES

Cllr Daryl Turner said there was nothing to report on WDDC.

43.18 APOLOGIES FOR ABSENCE

Apologies were received from Cllr David Clifford, away. Cllr Cheryl Reynolds had sent her apologies as she had a previous engagement.

RESOLVED to agree the apologies for absence and the reasons given.

44.18 DISPENSATIONS

None received.

45.18 DECLARATIONS OF INTEREST

None declared.

46.18 MINUTES

RESOLVED that the minutes of the meeting held on the 23rd January 2018, circulated to members, be agreed as a correct record and were signed by the Chair.

47.18 TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

The Clerk, Mrs Lisa Tuck, raised a matter in relation to Minute Number 34.18 regarding the short term running of the Council. This decision was not correct as the Council couldn't suspend Standing Orders in that instance. Subsequently Cllr Judy Fellingham had attended a Planning Committee meeting. That Committee meeting was quorate without her attendance and no decisions were made which were affected by her presence. It is noted that Minute 34.18 is now rescinded.

48.18 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 27TH FEBRUARY 2018

a) F8.7a - Foreshore Risk Assessment.

RESOLVED to accept the Foreshore Risk Assessment.

b) Request from CHCC to install an additional internal CCTV camera at the centre.

RESOLVED to approve the application from CHCC to install one extra camera within the building on the understanding it doesn't look out of the building in any way.

c) Lyme Forward CCF Submission in relation to Charmouth Foreshore

Cllr Oatway expressed concern over the wording 'matching funding'. The Council members supported the project but there was some confusion over what Lyme Forward were actually asking for. Cllr Noel said as far as he was aware they were just asking for support in principle and that the Council were happy with Lyme Forwards proposals for going forward as stated in their latest email. Cllr Oatway had concerns over what the Council were committing to.

RESOLVED to agree in principle with the draft Coastal Community Fund for Round 5 submission.

RESOLVED to make provision for £10,000 in the 2019/2020 and £10,000 in 2020/2021.

49.18 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 27TH FEBRUARY 2018

Cllr Sayers updated on item from the Playing Field Minutes regarding a large crack in the playing field wall that was already being actioned. There is also a new area of damage where the wall is slipping and the owners have been written to.

a) PCS8.b - Draft Memorial Policy

RESOLVED to accept the draft Cemetery Memorial Policy.

b) PCS8.c - Playing Field & Cemetery Risk Assessment

RESOLVED to accept the Playing Field and Cemetery Risk Assessment.

50.18 TO RECEIVE AND CONSIDER THE REPORT OF THE H.R. COMMITTEE HELD ON 13TH MARCH 2018
Noted.

51.18 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE HELD ON 13TH FEBRUARY AND 13TH MARCH 2018

Cllr Oatway reported in Cllr Clifford's absence.

- a) Application No. WD/D/18/000374
Stonehayes, 4 Westcliff Road

At the Committee meeting held on 13th March it was decided to postpone any decision regarding this application due to the short period between receiving the application and the meeting. Also, to allow time for any objectors or supporters to list their comments on the WDDC planning website. Cllr Oatway reported that he had checked the website early in the evening and there were no comments listed. Therefore it was

RESOLVED to offer no objection as, although this is not a small development, it is on a large plot and the overall height of the building does not increase significantly.

52.18 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 13TH MARCH 2018

- a) FG6.4 Accounts for approval - March additions

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

Accounts For Approval - March:

HMRC (PAYE)	£1,173.57
C B Potts	£316.14
Lyreco UK	£103.92
HBC Professional Building Services	£60.00
MNR Mowers Ltd	£240.52
Creative Solutions	£132.67
Lyme Online	£67.50
Mole Avon	£47.12
Crewkerne Horticulture	£256.48
Joe Turner	£4,800.00
<i>Doodle Computers</i>	<i>£72.00</i>
<i>Morgans</i>	<i>£10.00</i>
<i>Highgarden Nurseries</i>	<i>£36.00</i>
<i>Scribe Accounts</i>	<i>£291.48</i>
<i>Moneysoft</i>	<i>£78.00</i>
<i>Fortnam Smith & Banwell</i>	<i>£777.35</i>

Total £8823.95

Accounts For Approval - February:

HMRC (PAYE)	£1,153.96
Prepared Media Ltd	£96.00
CB Potts	£2,083.83

Blamphayne Saw Mill	£33.81
Vodafone	£13.50
Bridport Glass and Tile	£26.40
Lyreco Ltd	£305.41
Garry Pitcher	£65.94
Prospect Garage	£95.05
Opendoor Internet	£464.40
Western Power Distribution	£915.29
CPRE	£36.00
SGN Connections Ltd	£723.60
Joe Turner	£136.56
Newsquest	£161.28
Amberol Ltd	£39.00
Kitson & Trotman	£360.00
SLCC	£174.00
Morgans	£40.92
	<hr/>
	£6,924.95

b) FG6.5 Report of Accounts –

RESOLVED that the Report of Accounts for January and February 2018 be accepted and approved.

January 2018

	£	£	£
		Current Ac	Deposit Ac
Cash Book Balance at 31 December 2017		16,381.93	201,354.72
Income:			
Transfer to Current Account	0.00		0.00
Returned cancelled cheque 6665	2.50		
PF Services Recovered/Cem fees	668.71		
Foreshore - Rents/Car Park/Beach Huts etc	22,761.10		
Elms Rent/MH Room	2,899.99		
Interest/VAT Recovered	<u>7.47</u>		68.41
		26,339.77	
Expenditure:			
Transfer from Deposit Account	0.00		0.00
Accounts paid in Jan (inc PAYE)	3,530.21		
B&CE Holdings Ltd (Pensions)	141.80		
Petty Cash	0.00		
SGN Connections Ltd	723.60		
Prepared Media Ltd	96.00		
Blamphayne Saw Mill	33.81		
Vodafone	13.50		
		4,538.92	
Direct Debits:			
Santander charges	53.18		
BT - Main Office Phone	35.72		
BT - Fsh Office	30.13		
BT - Fsh Emergency Phone	27.41		
BT - Autodialler	88.74		
Water2Business Foreshore)	148.50		
WDDC - Foreshore/Cemetery Rates	1,180.00		
WDDC - Elms Rates	257.00		
DCC - Foreshore/Cemetery Bins	90.00		
EDF Gas - Elms	81.00		
EDF Energy - Foreshore	212.00		
EDF Energy - Elms	63.00		
EDF Energy - Playing Field Pavilion	1.00		
EDF Energy - Depot	13.00		
EDF Energy - Cemetery Chapel	25.00		
Public Works Loan Board	0.00		
Wages - Net	6,171.18		
HMRC (VAT)	<u>0.00</u>		
		8,476.86	
Cash Book Balance at 31 January 2018		<u>29,705.92</u>	<u>201,423.13</u>

Represented by:

Santander Current Ac			29,705.92
Santander Deposit Ac	Working	101,619.40	
	Contingency	421.04	
	Earmarked Reserves	<u>99,382.69</u>	201,423.13
Nat West Account			1,000.00
Nat West Savers Account			2,407.04

February 2018

	£	£	£
		Current Ac	Deposit Ac
Cash Book Balance at 31 January 2018		29,705.92	201,423.13
Income:			
Transfer to Current Account	0.00		0.00
Elms Gas Refund	242.43		
PF/Cem Services Recovered	65.25		
Foreshore - Rents/Car Park/Beach Huts etc	5,672.88		
Elms Rent/MH Room	86.40		
Interest/VAT Recovered	<u>0.76</u>		68.43
		6,067.72	
Expenditure:			
Transfer from Deposit Account	0.00		0.00
Accounts paid in Feb (inc PAYE)	6,459.82		
B&CE Holdings Ltd (Pensions)	111.98		
Petty Cash	81.70		
Travel expenses	58.50		
		6,712.00	
Direct Debits:			
Santander charges	91.67		
BT - Main Office Phone	0.00		
BT - Fsh Office	0.00		
BT - Fsh Emergency Phone	0.00		
BT - Autodialler	0.00		
Water2Business (Foreshore)	148.50		
WDDC - Foreshore/Cemetery Rates	0.00		
WDDC - Elms Rates	0.00		
DCC - Foreshore/Cemetery Bins	150.00		
EDF Gas - Elms	81.00		
EDF Energy - Foreshore	212.00		
EDF Energy - Elms	63.00		
EDF Energy - Playing Field Pavilion	1.00		

EDF Energy - Depot	13.00	
EDF Energy - Cemetery Chapel	25.00	
Public Works Loan Board	0.00	
Wages - Net	6,166.66	
HMRC (VAT)	0.00	
	<u>6,951.83</u>	
Cash Book Balance at 28 February 2018	<u>22,109.81</u>	<u>201,491.56</u>

Represented by:

Santander Current Ac		22,109.81
Santander Deposit Ac	Working	75,468.32
	Contingency	421.04
	Earmarked Reserves	<u>125,602.20</u>
		201,491.56
Nat West Account		1,000.00
Nat West Savers Account		2,407.34

c) FG6.6 Clerk's Report for March

RESOLVED that the Clerk's Report for March 2018 be accepted and approved.

d) FG6.7 Monthly Accounts – January and February

RESOLVED that the Monthly Accounts for January and February 2018 be accepted and approved.

e) FG6.10(b) Wifi Project

Cllr Oatway explained that the document attached to the agenda was not the one discussed at the Foreshore Committee meeting or the Finance Committee meeting as it is a changing situation. The latest change is because the procurement needs to go through a different purchaser other than Lyme Forward so that the VAT can be reclaimed otherwise there will be a £2,000 shortfall. The project is being funded by Dorset Connections and the grant not cover the VAT. Dorset County Council can be the purchaser but have put a stipulation that email, social media access and civil web pages should be free at all times. Only video streaming etc. would be charged. Therefore, there was a revised cash flow statement circulated. It had been thought that the project would be self funding, due to this stipulation there would now be a shortfall of £800 in the first year. This is fundable out of the Coastal Connections money. Provisions have been made for electricity supply and other ancillary costs in addition to the capital spend of £10,000 which is funded.

RESOLVED to accept the system and approve the expenditure of £2049.12 running costs subject to the terms and conditions being acceptable, and that the Council acquires super fast broadband with costs not exceeding £431.88 pa plus one off installation of £60 and the provision of electrical supply not exceeding £300.

f) FG6.10(c) Lookout Power Supply

Cllr Sayers declared an interest in this item. National Coast Watch have requested an electricity supply to the Lookout for which they will pay half of the costs.

RESOLVED to spend up to £3000 providing electricity to the Lookout, subject to a contribution of 50% from the NCI, up to a maximum of £2000 (a letter of comfort has now been received from NCI confirming this). This would be taken from the remainder of FSH1 earmarked reserve.

g) FG6.15 Annual Contracts/Subscriptions 2018/19

RESOLVED to accept the annual contracts as circulated.

h) FG6.16(a) Health and Safety Policy

RESOLVED to accept the Health and Safety Policy 2018.

i) FG6.16(b) Risk Assessments (Elms and Depot)

RESOLVED to accept the Risk Assessments for the Elms and Depot.

53.18 COUNCILLOR VACANCIES

The resignation of Richard Acton had been notified to WDDC and vacancy notices circulated. Two applications have been received for the current three vacancies.

RESOLVED to co-opt Kay Soloman and Gerry Bearpark.

Cllr Noel also pointed out that new representatives were needed for CHCC, Lyme Regis Area Partnership, Charmouth Local History Society and Charmouth Twinning Association.

RESOLVED to accept that Cllr Paul Oatway be the Lyme Regis Area Partnership (Lyme Forward) representative and Cllr Judith Sheppard be the Charmouth Heritage Coast Centre representative, with immediate effect.

54.18 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF COUNCIL

a) Cllr Oatway had circulated a report of the CHCC Trustees' meeting that he attended.

b) Cllr Sheppard reported that she had been to a meeting of Lyme Regis Health and Wellbeing Group. It was about some research they had done summarising the health needs of the area and to put forward to Dorset Clinical Commissioning Group what they think is needed.

57.18 CORRESPONDENCE AND COMMUNICATIONS

23/01/2018 Email received from G Dunn - Chideock bypass - Forwarded to all Councillors and to Shoreline and Charmouth.org.

25/01/2018 Email from Daryl Turner – Green & Healthy Schools Newsletter – re: businesses using plastics in the village. Forwarded to all Councillors

30/01/2018 Email from Hogchester Farm - Community agricultural project. Cllr Oatway pointed out that it is outside the parish boundary. Cllr Noel suggested asking him to speak at the Charmouth Parish Meeting which was agreed. The Clerk said that she would send the invite and let Char Valley Parish Council know that he had been invited.

28/02/2018 An email was sent to Daryl Turner from Dr T Whillock regarding lack of parking in The Street. Cllr Tuner had replied and suggested that Dr Whillock contact the Parish Council. As of yet no communication has been received.

12/03/2018 An email has been received from Linda Bearpark regarding Poppies and Tommys. She has contacted DCC about installing these items on the Highway. The Council supported her endeavours.

08/03/2018 Dorset AONB sent an email about local forums where local people including Councils could give their views. The information was sent to all Councillors for them to comment.

23/03/2018 Letter received from Stillwaters Therapy Centre – Lease matters (IN COMMITTEE)

Thu 22/03 Daptc Latest news from the Dorset Area Joint Committee from the DAPTC Chairman John Parker.
Wed 21/03 Jim Rose CHCC Annual Report 2017
Wed 21/03 Dorset Highways BSU Temporary Traffic Regulations Notice - A3052, Lyme Regis
Tue 20/03 Claire Peters-Way (Bridport TC) Bridport Local Area Partnership Annual Assembly 12-04-18
17/03/2018 Adrian @ LymeForward Local Government Review presentation
16/03/2018 Adrian @ LymeForward Coastal Community Fund bid round 5
16/03/2018 Electoral Registration Recharge for Parish and Town Council Elections
15/03/2018 Daptc "Working with Community Partners" Task & Finish Group - Invitation to an initial meeting
15/03/2018 Dorset Coast Forum Dorset Coast Forum ENews - March 2018
15/03/2018 Denise Stubbs 2045/1/22 The Street, Charmouth
15/03/2018 Claire Peters-Way Bridport Local Area Partnership Bulletin 15-03-18
14/03/2018 Daryl Turner FW: Ranger areas NEW
13/03/2018 LymeForward Lyme Regis CLT Report for LymeForward LAP Meeting, Thursday 15th March
09/03/2018 alert@neighbourhoodalert.co.uk Dorset Road Safe Launches New Road Safety Website
09/03/2018 Heather Prior LAP Meeting - Thursday 15th March, 2pm, Woodmead Hall
08/03/2018 Claire Peters-Way (Bridport TC) BLAP Parish Liaison Meeting
06/03/2018 Daryl Turner Grit Bins & much more..
05/03/2018 Claire Peters-Way Bridport Local Area Partnership Bulletin 05-03-18
02/03/2018 Chris Boothroyd Draft minutes of LymeForward Steering Group 22.2.18
01/03/2018 Bob Gillis (Bridport TC) BLAP Parish Liaison Meeting
28/02/2018 Daryl Turner FW: ❄️ Snow is coming ❄️
28/02/2018 Daptc FW: Briefing - Severe weather planning
27/02/2018 Daptc DAPTC Chief Executive's extraordinary circular - LGR plans update
26/02/2018 Email received from Lyme Regis Town Council – Health and care provision event.
26/02/2018 Dorset Community Action Dorset Best Village Competition 2018 now open!
26/02/2018 Paul R. Oatway Local Government Re-organisation
26/02/2018 Dorset Coast Forum Coastal Communities Fund - Round 5 Launched
21/02/2018 Paul R. Oatway Pop-up Cinema
21/02/2018 Chris Boothroyd LymeForward Steering Group Report
21/02/2018 Coastal Towns' Hub Workspace Notifications for Coastal Towns' Hub

19/02/2018 Dorset Coast Forum Dorset Coast Forum ENews - February 2018
 19/02/2018 LymeForward PRESS RELEASE - Health and care services
 19/02/2018 Claire Peters-Way (Bridport TC) BLAP Steering Group minutes 15-02-18
 19/02/2018 LymeForward Saturday 24th February, 9.30am - 12.30pm, Lyme Regis Library
 19/02/2018 Marie Tighe RE: Charmouth Post Office
 18/02/2018 LymeForward Launch of Meet & Remember - a memory café for Lyme Regis, Charmouth & Uplyme
 18/02/2018 Lucy Watkinson Re: Charmouth Challenge
 16/02/2018 Dorset Association of Parish and Town Councils DAPTC E-newsletter No. 6
 16/02/2018 Cllr Daryl Turner (WDDC) FW: Bridport Area Car Boot Fund
 16/02/2018 Bridport Local Area Partnership Bridport Local Area Partnership Bulletin 16-02-18
 15/02/2018 Philippa Cooke Annual Advert in Parish Magazine
 14/02/2018 LitterFreeCoastSea Litter Free Coast & Sea Kiosk Event
 13/02/2018 Michael N Odonovan Dorset Highways Performance: Q3 Top 12 & Satisfaction Surveys
 12/02/2018 Francesca Evans FAO Peter Noel: LymeOnline Launch
 12/02/2018 Theresa McManus Views on your Landscape - Dorset AONB Annual Forum 2018
 09/02/2018 anna dunn Highways England RIS2
 09/02/2018 Dorset Highways BSU Temporary Traffic Regulations Notice - A3052, Lyme Regis
 05/02/2018 Claire Peters-Way (Bridport TC) BLAP Parish Liaison Notes
 05/02/2018 Claire Peters-Way (Bridport TC) BLAP Steering Group Agenda 15-02-18
 02/02/2018 Bridport Local Area Partnership Bridport Local Area Partnership Bulletin 02-02-18
 01/02/2018 Samantha M Paulley PROPOSED TEMPORARY ROAD CLOSURE - OLD LYME HILL, CHARMOUTH
 01/02/2018 Kerry Hall Latest travel and transport e-newsletter
 31/01/2018 Rural Services Network Rural Vulnerability Service - Rural Transport - January 2018
 30/01/2018 Cheryl Reynolds RE: Universal Credit
 26/01/2018 Dorset Association of Parish and Town Councils- Updates on Local Council Re-organisation in Dorset and Working Together with Dorset Highways.
 25/01/2018 Claire Peters-Way (Bridport TC) RE: BLAP Parish Liaison Agenda 24-01-18
 SLCC – The Clerk magazine received.

58.18 EXCHANGE OF INFORMATION

None.

59.18 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) FG6.10(a) Beach Shop Damp

RESOLVED to accept the quotation of £1050 from the surveyor M Jones, to investigate and prepare a specification to solve the damp problem at the factory building unit.

b) FG6.10(d) Lookout Lease/Rent 18/19

RESOLVED to increase the notional rent by 3%, but that rent due would be as previous year.

c) FG6.11(a) PF Rents

RESOLVED to increase the playing field rents by 3%.

d) FG6.13 (a) (i)-(iv) Elms Flat Award of Contract

RESOLVED to accept the tender from MAC Building Contractors at £47,178.00

RESOLVED that the Surveyor be instructed to provide for Variation No. 1 to include the civil works required for the electricity supply cable and the laminate floor.

RESOLVED that the Clerk and Chair of the Parish Council be authorised to agree expenditure for Variation No. 1 up to a maximum of £3,600 plus the Surveyor's fee to a maximum of £500.

RESOLVED to approve the reallocation of £7,000 from the surplus funds 2016/17 from Re-Pointing of Factory Building fund.

e) FG6.13(b) (ii) Lease 10

RESOLVED to adjust the rental terms in line with correspondence received from the leaseholder.

Meeting closed at 9.13pm.

DRAFT

Charmouth Parish Council

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

Telephone (01297) 560826 E-Mail charmouth@dorset-aptc.gov.uk



3rd April 218

Dear Mr Dauncey

Parish Council Meeting 27th March 2018

At the recent Parish Council Meeting you raised two issues to which the Council agreed to write to you providing answers.

The Works Maintenance Assistant and Authority to Drive the Council's Tractor

The post for Works Maintenance Assistant when advertised stated that the successful applicant had to hold a full driving licence and all those who were interviewed confirmed that they held a licence with that entitlement.

A driver with a UK driving licence that includes the entitlement to drive a motor car – Manual (Category B) also has the entitlement to drive, amongst a number of categories, Category F which is for an agricultural or forestry tractor and Category K which is for a mowing machine or vehicles controlled by someone on foot.

All applicants were asked at interview to confirm that they had a full UK driving licence. The successful applicant was required to produce his driving licence when he started working for the Parish Council. This is part of the standard joining routine for new external working staff starting their Parish Council's employment. He like all the Parish Council's works maintenance staff as well as our Facilities Manager therefore have lawful authority to drive the Parish Council's tractor and grass mower.

All applicants interviewed cited previous experience of driving plant vehicles. However, none of the applicants had attended a recent tractor specific training course or held a Construction Skills Certification Scheme with the appropriate endorsements or an equivalent certificate.

The Parish Council has a policy to send staff who don't have the appropriate training to complete an awareness course, to ensure safe operations.

Training Policy

The Parish Council has a HR training policy that all staff (except the Clerk) are required to enter into an agreement that should they leave the employment of the Parish Council within twelve months of completing a training course they have to refund the costs.

Winch and Associated Equipment

The equipment purchased for the beach winch project comprised of: a winch; batteries; and charger. All of the items are detailed on the Parish Council's asset register. The items are currently in the possession of the Parish Council and in safe storage.

It is the Parish Council's intention to dispose of the winch through an auction site. The battery charger will be kept as it is used from time to time recharging starter batteries in vehicles that have discharged.

The batteries although not used are thought, because of their age and lack of use, to be of little value and the Parish Council is investigating safe method of disposal.

The special hauling rope you referred to at the Parish Council meeting was not purchased. However, cheap rope was acquired for the tests you witnessed in October 2014 for less than £10 and has been used elsewhere around the Parish.

Yours sincerely

Lisa Tuck
Clerk to the Council

Charmouth Parish Council

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



Telephone (01297) 560826 E-Mail charmouth@dorset-aptc.gov.uk

3 April 2018

Dear Mr Forsey

Beach Access Steps

At the recent Parish Council Meeting you raised an issue about the proposed Beach Access Steps and in particular the groyne, to which the Council agreed to write to you providing an answer.

In a submission to the Parish Council's planning application regarding the proposed Beach Access Steps made on your behalf by WDDC Cllr Reynolds you raised the question about the groyne's removal and the possible impact on the near-by fossilised forest.

Towards the end of the planning application's consultation period the Parish Council submitted a response to the two issues raised during the consultation period, namely: the groyne; and the remnants of fossil forest (the submission is annexed to this letter). In essence the current assessment drafted in consultation with Mr H Middleton and Mr G Armfield, of West Dorset District Council (WDDC) Assets and Infrastructure Engineers and with Mr R Edmonds, a former Jurassic Coast World Heritage Site Geologist and also a former Senior Warden at Charmouth Heritage Coast Centre, is:

Whilst removal of the remnant part would provide visual and landscape improvements and allow for natural processes, there is no absolute requirement to remove this seaward part of the groyne as part of this project and this is an issue that will be explored further and become more understandable, during the subsequent detailed design and investigation phase that is planned.

What (does) remain of the fossil forest appear fairly rarely when the beach gets significantly low in front of the stepped sea wall. It is not expected that the new ramped access will have much of an impact on this feature, as the ramp would be predominantly sited on the footprint of the existing concrete sea wall/rock armour. The detailed engineering design which would be the next stage of the project, will provide a clearer picture of the exact implications and it has been proposed by the applicants that the requirement to prepare this detailed design and submit it to the Planning Authority, should be a planning condition.

Your attention is drawn to the schedule of conditions attached to the planning permission granted by WDDC and in particular condition 3 which states:

Prior to the commencement of (the) development a site investigation to include a geotechnical and structural assessment to be carried out and detailed design and technical drawings of the ramp shall be submitted to and approved in writing by the Local Planning Authority. Thereafter unless otherwise agreed in writing the development shall proceed in strict accordance with the details as agreed.

REASON: In the interests of land stability.

Condition 5 states:

Prior to the commencement of development details and the method of construction of the access ramp including the type of machinery to be used shall be submitted to and approved in writing by the Local Planning Authority. Thereafter unless otherwise agreed in writing the development shall proceed in strict accordance with the details as agreed.

REASON: To protect any geological features.

It is hoped that the above explanation will provide you with the assurances that the Parish Council will take every reasonable precaution to safe guard the heritage of the Foreshore whilst providing improved access for the less able residents and visitors.

Yours sincerely

Lisa Tuck
Clerk to the Council

Enclosures

1. Submission paper to WDDC
2. Planning Permission letter from WDDC

DRAFT