

# Charmouth Parish Council

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## MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL HELD AT THE ELMS ON TUESDAY 26<sup>th</sup> MARCH 2019

PRESENT: Cllrs. Peter Noel (Chair), Paul Oatway (Vice Chair), Martin Sayers, Judith Sheppard, Kay Solomon.

IN ATTENDANCE: Lisa Tuck, Parish Clerk; Daryl Turner, County Councillor; Cheryl Reynolds, District Councillor

### 18.19 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

Mr Steve Pile, Postmaster, updated the Council on the latest position with regard to the future of the Post Office in Charmouth.

### 19.19 DORSET COUNTY COUNCIL ISSUES

- a) Cllr Daryl Turner reported on the fact that the CCT Round 5 submission had not been successful. However, all is not lost as other funding streams are being looked into.
- b) Cllr Turner reported on the progress of the shadow cabinet of the new authority and the fact that Dorset County Council will finish on 31/3/19.

### 20.19 WEST DORSET DISTRICT COUNCIL ISSUES

- a) Cllr Cheryl Reynolds reported that she had been asked to help set up the new Youth Club in Charmouth and, amongst other things, they need to employ two youth workers at a cost of £5150 per year. They hope that the Parish Council can help with the costs. Peter Noel asked Cheryl to write in so that the Council can consider the request through the appropriate Committee.

### 21.19 APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs David Clifford (holiday) and Judy Fellingham (unwell).

### 22.19 DISPENSATIONS

There were no dispensations.

### 23.19 DECLARATIONS OF INTEREST

There were none.

### 24.19 MINUTES

**RESOLVED that the minutes of the meeting held on the 22 January 2019, circulated to members, were agreed as a correct record, and signed by the Chair.**

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

There were none.

26.19 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE ON 26<sup>th</sup> FEBRUARY 2019

a) FS7.19 c. The current dog policy had been circulated with the Foreshore minutes and it was

**RESOLVED to accept the policy without change for 2019/20.**

b) FS7.19 d. The current Metal Detecting policies had been circulated with the Foreshore minutes and it was

**RESOLVED to accept the policies without change for 2019/20.**

c) FS7.19 e. The current Guided Fossil Walks Code of Practice had been circulated with the Foreshore minutes and it was

**RESOLVED to accept the code of practice without change for 2019/20.**

d) FS7.19 f. The current Privately Arranged (Not for Profit) Fossil Walks Policy had been circulated with the Foreshore minutes and it was

**RESOLVED to accept the policy without change for 2019/20.**

27.19 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 26<sup>th</sup> FEBRUARY 2019

Martin Sayers reported that there were no proposals and the minutes were noted.

28.19 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE MEETINGS ON 12<sup>th</sup> FEBRUARY and 12<sup>th</sup> MARCH 2019

Paul Oatway reported that there was nothing further to add to the minutes of the Planning Committee already circulated.

29.19 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 19<sup>th</sup> MARCH 2019

a) PA2.19 Accounts for Approval to note – February, approved by Payment Authorisation Sub-Committee.

HMRC (PAYE)	£1,590.76
EDF	£16.84

Sleeman & Hawken	£16.18
Joe Turner	£36.00
Cartridge Save	£129.02
Griffin Development	£500.00
Bridport Building	£58.98
Garry Pitcher	£22.50
Lyreco	£45.96
Prospect Garage	£161.80
H C Lewis & Co	£1,280.40
Mole Avon	£27.97
Mac Building	£23,413.20
Nina Flint	£95.00
Blooming Baskets	£210.60
Open Door Internet	£488.40
Highwood	£10.65
Woodberry	£792.30
Poppies	£287.28
CPRE	£36.00
Scribe	£416.40
Townsend Engineering	£1,788.00
Francis Bugler	£1,055.41
A J Supplies	£83.90
	<b>£32563.55</b>

b) FG26.19 Accounts for Approval – March additions

There were four additions totalling £562.80 to the accounts approved at the Finance Committee,

**RESOLVED that the additions to the Accounts for Approval for March totalling £14706.60 be accepted and approved.**

HMRC (PAYE)	£1,834.44
MNR Mowers	£20.94
A J Supplies	£41.95
Travis Perkins	£19.51
DAPTC	£65.00
Fortnam, Smith & Banwell	£121.98
Lyme Forward	£2,000.00
Lyreco	£129.86
MAC Building	£6,078.90
Sparkbrights	£1,829.19
Mole Avon	£52.75
Michael Jones	£1,826.16
Poppies	£123.12

<i>Protek</i>	<i>£148.80</i>
<i>High Garden</i>	<i>£105.00</i>
<i>Paul Baker</i>	<i>£150.00</i>
<i>Safescan</i>	<i>£159.00</i>
	<b>£14706.60</b>

- c) FG27.19 Clerk's Report / Delegated Financial Approval for March

**RESOLVED that the Clerk's Report for March 2019 be accepted and approved.**

- d) FG28.19 Report of Accounts for December 2018/January 2019

**RESOLVED that the Report of Accounts for December 2018/January 2019 be accepted and approved.**

	£	£	£
		Current Ac	Deposit Ac
Cash Book Balance at 30 November 2018		39,235.56	177,143.54
<b>Income:</b>			
Transfer to Current Account	0.00		0.00
PF rents/services/recovered	190.87		
Cemetery Fees	330.00		
Foreshore - Rents/Car Park/Beach Huts etc	27,771.28		
Elms Rent/MH Room/recovered	4,619.69		
HMRC (VAT recovered)	2,026.31		
Interest	<u>3.44</u>		192.49
		34,941.59	
<b>Expenditure:</b>			
Transfer from Deposit Account	0.00		0.00
Accounts paid in December (inc PAYE)	7,314.98		
Accounts paid in January (inc PAYE)	5,028.67		
B&CE Holdings Ltd (Pensions)	854.95		
Reissue Joe Turner payment	60.00		
Travel Expenses	63.45		
Planning Enq Fee	85.00		
Sec 137 donations	1,010.00		
CAB donation	100.00		

Elms Flat letting fee	108.00	
Petty Cash	87.27	
		14,712.32

**Direct Debits:**

Santander	115.43	
BT - Main Office Phone	65.73	
BT - Fsh Office (inc broadband)	163.90	
BT - Fsh Emergency Phone	58.32	
BT - Autodialler/Bband	159.85	
Water2Business (Fsh)	223.50	
WDDC - Foreshore/Cemetery Rates	2,442.00	
WDDC - Elms Rates	568.00	
DCC - Foreshore/Cemetery Bins	665.00	
EDF Gas - Elms	136.00	
EDF Energy - Foreshore	374.00	
EDF Energy - Elms	138.00	
EDF Energy - Playing Field Pavilion	98.00	
EDF Energy - Depot	17.00	
EDF Energy - Cemetery Chapel	14.00	
Public Works Loan Board	0.00	
Wages - Net	14,814.18	
HMRC (VAT)	0.00	
		20,052.91

Cash Book Balance at 31 January 2019		<u>39,411.92</u>	<u>177,336.03</u>
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Represented by:

Santander Current Ac			39,411.92
Santander Deposit Ac	Working	56,212.91	
	Contingency	1,542.28	
	Reserves	<u>119,580.84</u>	177,336.03
Nat West Account			1,000.00
Nat West Savers Account			2,408.86

e) FG29.19 Monthly Accounts for December 2018/January 2019

**RESOLVED that the Monthly Accounts circulated for December 2018/January 2019 be accepted and approved.**

f) FG33.19 Review of Standing Orders and Financial Regulations

**(i) RESOLVED that the analysis circulated be approved to update and adopt the Standing Orders to Issue 5.**

**(ii) RESOLVED that the analysis circulated be approved to update and adopt the Financial Regulations, with one change:**

**FR 2.2 deletion of the requirement for a councillor to check cheque stubs against the bank statements in line with advice from the Internal Auditor.**

g) FG38.19(c) Annual Contracts

**RESOLVED that, the list circulated with the Finance Minutes be approved for 2019/20.**

### 30.19 APRIL/MAY 2019 MEETINGS

The Chair, Peter Noel, reported that due to the elections, changes were required to the meetings for April and May as follows:

- No Foreshore and Playing Field meetings on 30<sup>th</sup> April;
- No Finance and Planning meetings on 14<sup>th</sup> May;
- Annual Meeting of the new Council must be within 14 days of new Council officially forming on 7 May 2019 – therefore the **Annual Meeting will be held on Tuesday 21 May at 7.30pm** rather than the 4<sup>th</sup> Tuesday (this will include the formation of new Committees, any Planning required to be considered and basic Finance);
- A Special Meeting will be required to be held in April to agree the Annual Return to Auditor – it is proposed that this be held on **Monday 29 April at 7.00pm**;
- A Special Planning Meeting will also be required in April to discuss the application already received and any others – it is proposed that this be held on **Tuesday 9 April at 6.00pm**.

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

- a) Martin Sayers reported that he will be attending the BLAP Parishes meeting this coming Thursday.
- b) Paul Oatway reported that sadly the CCT Round 5 submission had not been successful.
- c) Judith Sheppard reported that she had attended the Lyme Forward meeting but there was nothing to report relevant to Charmouth.

### 32.19 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS

- Resignation from Graham Bender as a Councillor – noted. This vacancy will be held until the elections in May.
- Resignation from Gerry Bearpark as a Councillor – noted. This vacancy will be held until the elections in May.

- Parking ticket official complaint – investigated by Cllr Sheppard who reported on the findings and it was agreed that to avoid any confusion signs should be erected at the entrance to the overflow car park and on the tank traps between the Parish Council land and Mr Vincent’s car park. In addition the complainant would have the £10 paid, refunded. However, it should be pointed out that the Beach Attendants do carry out many other tasks other than car park duties.
- Letter from parishioner re war memorabilia. The Councillors were disappointed at the comments regarding the war commemorations, which were fully supported by the Council. However, it was felt that there had been some confusion over the recently erected history posters and it should be explained that these are an attempt to encourage both locals and visitors to explore the history of the village and had been thought up by the Charmouth History Society and funded by the Traders Association. Although the ideas in the letter were good, it is very difficult for the Parish Council to effect significant change.
- Confirmation from Charmouth Events Committee re dates of events in 2019. It was pointed out that the blanket permission for these events only runs for the Council term according to Standing Orders and therefore these would be brought back to the Annual Meeting in May.

Mon 18:08 LymeForward LymeForward Monthly Funding Bulletin March 2019

Mon 16:50 LGRDorset The latest Shaping Dorset Council newsletter

Mon 10:28 manager@lymeforward.com Coastal Communities Round 5

Sat 23/03 Kevin Payne Latest issue of Scout-Look

Fri 22/03 Daptc DAPTC E-Newsletter No. 15 - March 2019

Thu 21/03 janetai31@talktalk.net Minutes 26th February 2019

Thu 21/03 Claire Peters-Way (Bridport TC) BLAP Parish Liaison Working Group meeting

Thu 21/03 Daptc FW: Newsletter item: Armed Forces Community Careers and Lifestyle Event 24 April 2019 at Kingston Maurward College.

Wed 20/03 Fiona Finding Speed-restriction stickers

15/03/2019 Claire Peters-Way (Bridport TC) BLAP Annual Assembly

12/03/2019 LymeForward LymeForward weekly update w/c 11th March 2019

12/03/2019 Daptc Update statement - Changes to primary medical care and community health services in Lyme Regis

11/03/2019 LymeForward Notice of Local Area Partnership Meeting Thursday 14th March 2019

09/03/2019 Roberthughes40@btinternet.com Book Sales on the Foreshore - as in previous years, it was agreed that the Library could hold book sales at the Foreshore on the Sunday dates given.

09/03/2019 CPRE Campaigns A plastic-free future for the next generation

07/03/2019 Paul Oatway River Char

07/03/2019 Daptc For information - extra funding available for rural community groups

06/03/2019 DAPTC Western Area Secretary Fwd: AGENDA - Shadow Dorset Council – 14 March – Engagement with parish & town councils

06/03/2019 Councillor Services Shared Mailbox Poster: Standing as a local councillor for the new Dorset Council in 2019

06/03/2019 Michael N Odonovan Highways Working Together SharePoint Update

05/03/2019 Dorset Coast Forum Dorset Coast Forum ENews - March 2019

04/03/2019 LymeForward Notice of Local Area Partnership Meeting Thursday 14th March 2019

04/03/2019 Rita Burden FW: Dorset Best Villages Papers

04/03/2019 Claire Peters-Way (Bridport TC) BLAP Parish Liaison Notes 27-02-19

04/03/2019 Daptc Shadow Dorset Council – 14 March – Engagement with parish & town councils

02/03/2019 DAPTC Western Area Secretary Fwd: FW: Fwd: Motion before the Shadow Council for the March meeting.

01/03/2019 Claire Peters-Way (Bridport TC) BLAP Steeing Group minutes

01/03/2019 LGRDorset The latest newsletter from Shaping Dorset Council

01/03/2019 Daryl Turner FW: Confirm Report: Road works report - West, Wey, Port

28/02/2019 Kerry Hall Latest highways newsletter

28/02/2019 Daptc FW: Newquay Town Council National Parking Enforcement Survey.

27/02/2019 Paul Oatway Charmouth Beach Access Ramp - Discussion Document

26/02/2019 Julie Jarvis Re: Bench

26/02/2019 Michael N Odonovan Highways Working Together SharePoint Update

24/02/2019 DAPTC Western Area Secretary Minutes of DAPTC Western Area meeting held on 21 February 2019

24/02/2019 janetai31@talktalk.net Minutes 15th January 2019

20/02/2019 LGRDorset First budget agreed for the new Dorset Council protects services for residents

20/02/2019 Claire Peters-Way (Bridport TC) BLAP Parish Liaison Working Group Meeting 27-02-19

19/02/2019 Daptc Invitation to Town and Parish Councillors - NHS Dorset Clinical Commissioning Group - Our Dorset Supporting Stronger Voices Forum - 13th March 2019

18/02/2019 Samantha M Paulley ROAD TRAFFIC REGULATION ACT 1984, TEMPORARY ROAD CLOSURE, OLD LYME ROAD, CHARMOUTH

17/02/2019 Chris Boothroyd Steering Group papers

14/02/2019 Dorset CPRE Invite to West Dorset CPRE Group AGM, 16th March, 10:00 am at Charlton Down Village Hall, Dorchester

13/02/2019 Daryl Turner FW: Brochure for Dorset Highways & Infrastructure

13/02/2019 DAPTC Western Area Secretary DAPTC Western Area meeting 7 pm on Thursday 21 February, at Mountfield.

13/02/2019 LGRDorset The latest newsletter from Shaping Dorset Council

08/02/2019 Dorset Coast Forum Dorset Coast Forum ENews - February 2019

07/02/2019 manager@lymeforward.com Steering Group 21st February 2019 3pm - 5pm Royal Lion Hotel

05/02/2019 Jurassic Coast Trust Become a member and help us to protect heritage on the Jurassic Coast

04/02/2019 floodwessex@environment-agency.gov.uk Wessex Flood Warden Newsletter - January 2019

04/02/2019 Daptc Dorset Council campaign leaflet and poster

01/02/2019 Michael N Odonovan Highways Working Together SharePoint Update

01/02/2019 Daryl Turner FW: Confirm Report: Road works report - West, Wey, Port

31/01/2019 Daptc PARLIAMENTARY INQUIRY BACKS NALC CALL TO STRENGTHEN STANDARDS REGIME FOR 100,000 COUNCILLORS

30/01/2019 Kerry Hall Highways January newsletter

30/01/2019 Claire Peters-Way (Bridport TC) BLAP Parish Liaison Working Group Notes 23-01-19

30/01/2019 Claire Peters-Way (Bridport TC) BLAP Steering Group Meeting 14-02-19

28/01/2019 LGRDorset The latest newsletter from Shaping Dorset Council

28/01/2019 SM-Defra-bathingwater (WQ) Bathing Water newsletter

25/01/2019 Daptc 2019 Royal Garden Party – it was highlighted that Charmouth wasn't one of the Parishes drawn in the ballot this year.

23/01/2019 Dorset Association of Parish and Town Councils DAPTC E-Newsletter No. 14 - January 2019

- News from Daryl Turner "In Touch" January 2019
- LCR Magazine Winter 2019



33.19 EXCHANGE OF INFORMATION

Nothing to report.

34.19 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) FG41.19(a) CHCC Window Replacement – Following receipt of the quotes, it was

**RESOLVED to accept the quote from MAC Building for £1270 plus VAT as this was the only complete price.**

- b) FG41.19(b) Lookout Agreement

**RESOLVED to grant the NCI a five year agreement for the rental of the lookout with a 6 month break clause on either side and the annual rent to remain at the current level for the duration of the agreement. The notional rent would continue to increase in line with inflation.**

- c) FG41.19(c) Foreshore Electrical Condition Rectification Quote

**RESOLVED to accept the quote from C B Potts of £508.39.**

- d) FG41.19(d) Lease 1

**RESOLVED that the following terms be agreed**

- **Internal repairing, opted out lease for an initial period of 6 years with 2 year rent reviews although length of lease could be negotiable;**
- **One parking permit to be included;**
- **Tenant to pay Parish Council's legal expenses for preparation of the lease;**
- **Rent to be advertised at £8000 pa, in line with advice, but competitive bidding could be invited if there are a number of applicants;**
- **An EPC had been arranged at a cost of £150 plus VAT and the current asbestos report does cover the unit.**

- e) FG41.19(e) Damage to Wifi Receiver on East Beach Concession

**RESOLVED to accept the quotes from Sparkbrights for £227.45 plus VAT and Wifi Spark for £200 (call out) and £400 (repairs) plus VAT to be taken from FSH1 General Reserve.**

- f) FG41.19(f) Lease 5 replacement

**RESOLVED to agree in principle to the replacement building subject to a rent adjustment and sight of the detailed drawings and a risk assessment prior to construction.**

- g) FG41.19(g) Playing Field Electrical Condition Rectification Quote

**RESOLVED to accept the quotes from C B Potts of £286.58 (workshop) and £2018.67 (pavilion) plus VAT to be taken from the remainder of the Playing Field Budgets for 2018/19 amounting to £2500. This allows for the recommended contingency figure of £200.**

h) FG41.19(i) Elms Electrical Condition Rectification Quote

**RESOLVED to accept the quote from C B Potts of £652.12 plus VAT to be taken from the Elms General Maintenance budget.**

i) Following the report from Steve Pile earlier in the meeting, it was agreed that Peter Noel would contact Oliver Letwin MP to pursue the possibility of an outreach Post Office service in the village from the middle of May as a stop gap whilst other options are still being pursued.

Meeting closed at 8.50pm.