

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

MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL HELD VIRTUALLY ON TUESDAY 23rd MARCH 2021 at 7.30pm

PRESENT: Cllrs. Jane Bremner, Maralyn Hinxman, Andrew Lightfoot, Katie Moore, Peter Noel (Chair), Paul Oatway, Martin Sayers, Judith Sheppard.

IN ATTENDANCE: Julie Leah, candidate for co-option; Lisa Tuck, Parish Clerk; Melissa Kirkby, Deputy Clerk

19.21 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

Julie Leah introduced herself and explained her background and why she would like to be a Councillor.

20.21 DORSET COUNCIL ISSUES – Cllr Daryl Turner was not present.

21.21 APOLOGIES FOR ABSENCE

No apologies were received.

22.21 DISPENSATIONS

There were no relevant dispensations.

23.21 DECLARATIONS OF INTEREST

None received.

24.21 MINUTES OF MEETINGS HELD ON 26 JANUARY 2021 AND 8 FEBRUARY 2021

The minutes had been circulated and it was

RESOLVED that both sets of minutes be approved as correct.

25.21 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

26.21 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 23 FEBRUARY 2021

- a) Factory water supply/leak – update – The Clerk reported the latest position in that a private drainage company had been hired by the Parish Council and after approval from DC, a new sub-meter and supply had been installed into the existing toilet supply which has the meter in Parish Council land under the HCC ramp. The cost of £987 plus VAT would be met by the insurance company less the £250 excess which had now been received back from Lanes Group. It was

RESOLVED that the Parish Council now take over the toilet water supply from DC and invoice them for the water used. This makes sense in the long term, being that the toilets belong to the Parish Council. It was noted that electricity for the toilets is already invoiced to DC via a sub-meter.

Letters from tenants regarding the lack of water supply to the Factory Building would be considered In Committee.

- b) Filming request for Sanditon – Following discussion at the Foreshore Committee and the request for referral to Full Council, notice had been received that the production team had now found an alternative venue.
- c) Foreshore amenities – confirmation of ongoing reviews - noted
 - (i) Beach Huts – agreed by delegated authority on 3 March to fully re-open from 29 March in line with Government Road Map;
 - (ii) Boats – agreed by delegated authority on 3 March boat/kayak owners advised that boats can be used again from 29 March in line with Government Road Map.

27.21 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 23 FEBRUARY 2021

- a) PCS8.21(h) Footpath, Wesley Close/Riverway – Following a request via the NHP consultation and a proposal from the Playing Field, Cemetery and Street Management Committee, it was

RESOLVED that the Council request the removal of the pole and installment of a dropped kerb at the entrance to the Riverway path from Wesley Close.

- b) Playing Field amenities – confirmation of ongoing reviews - noted
 - (i) Pavilion – remains closed to the public as no groups are active currently;
 - (ii) Playground/outdoor gym – agreed by delegated authority on 3 March that playground remains open with outdoor gym to re-open from 29 March in line with Government Road Map.

28.21 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 9 MARCH 2021

- a) FG5.21 Supplier payments (March additions) – the February Supplier payments had been approved by the F&GP Committee along with the March payments, it was

RESOLVED that the additions to the March payments be approved.

Supplier Payments - February 2021:

HMRC (PAYE)	£1,996.61	Bacs
Francis Bugler	191.35	
Flowbird	33.92	
JRB Enterprise	295.56	
A J Supplies	34.80	
Shanies	60.00	
Morgans	8.50	
Axminster Drainage Services	200.00	
Sonder Digital Ltd	790.80	
Joe Turner	30.00	

Amazon	109.91	
Lyme Online	25.00	
Scribe	584.40	
C B Potts	397.20	
Mole Avon	24.69	
		4782.74

Other payments made

J R Seaman	46.00	Bacs 29/1
J R Seaman	30.00	Bacs 10/2
ZOOM	11.99	Paypal 14/11
Lanes Group	250.00	Card 11/2
L R Development Trust	200.00	BACS 9/2
Mrs M Curry	90.00	Bacs 5/2
Towergate	247.41	Card 7/1
B& Q	180.00	Card 16/2
Ebay	87.98	Card 16/2
	<hr/>	
	£5,926.12	

Supplier Payments - March 2021:

HMRC (PAYE)	£1,598.60	Bacs
CPRE	36.00	
Axminster Ironworks	576.00	
A J Supplies	62.16	
Greig & Allen	95.48	
Cartridge Save	108.89	
Mole Avon	30.00	
Shanies	60.00	
D Humphrey	47.70	
K Townsend	16.20	
Peter Grinter	10.00	
Orona	1272.14	
Amazon	16.79	
Flowbird	34.68	
NPB Utilities	1184.4	
		5149.04

Other payments made

Screwfix	80.95	Card 24/2/21
Moneysoft	88.80	Card 3/3/21
Creative Solutions	263.78	Card 3/3/21
Zoom	11.99	Paypal
J R Seaman	46.00	Bacs
Onecom	185.82	DD
	<hr/>	
	£5,826.38	

b) FG6.21 Bank Reconciliations (January 2021) It was

RESOLVED that the bank reconciliation for January as circulated be approved.

- c) FG7.21 Income/Expenditure against budget (April 2020-January 2021) – It was

RESOLVED that the income/expenditure against budget for April 2020-January 2021 be approved.

- d) FG9.21(a) Factory Pointing Sub-Committee minutes – It was

RESOLVED that the minutes of the Factory Pointing Sub-Committee be approved

- e) FG9.21(d) Parking Permits – following a proposal from the F&GP Committee, it was

RESOLVED that the current parking permits for the Foreshore unit holders be renewed for 2021/22 along with the NCI who would be allocated one parking permit in line with the fact that they pay rent, don't receive an income and provide a very valuable service to the community.

- f) FG11.21 Annual Contracts – it was

RESOLVED that the list of annual contracts for 2021/22 be approved.

- g) FG12.21(a) Investment Strategy 2021/22 – it was

RESOLVED that the Investment Strategy for 2021/22 be approved.

- h) FG12.21(b) Equal Opportunities Policy – it was

RESOLVED that the Equal Opportunities Policy for 2021/22 be approved.

- i) FG12.21(c) Freedom of Information – Publication Scheme Policy – it was

RESOLVED that the Freedom of Information – Publication Scheme Policy be approved.

- j) FG12.21(d) Reserves Policy – it was

RESOLVED that the Reserves Policy be approved.

- k) FG12.21(e) Policy and Protocol for Death of the Sovereign or other Senior Royal/National Figure – it was

RESOLVED that the Policy and Protocol for Death of the Sovereign or other Senior Royal/National Figure be approved.

- l) FG14.21(a) Health and Safety Policy – it was

RESOLVED that the Health and Safety Policy be approved.

- m) FG14.21(b) Overall Risk Assessment – it was

RESOLVED that the Overall Risk Assessment be approved.

n) FG14.21(c) Financial Risk Assessment – it was

RESOLVED that the Financial Risk Assessment be approved.

o) FG15.21(a) New Vehicle Options – Following updates on the report from March 2020, it was agreed to set up a Sub-Committee to bring a proposal back to Full Council in May. The Sub-Committee would comprise of Peter Noel, Judith Sheppard and Julie Leah (candidate for co-option later in the meeting).

p) FG18.21(a) Brushcutter replacements – Information had been received from the Facilities Manager on electric versions which at the current time are too expensive. It was

RESOLVED to purchase two new brushcutters at a cost of up to £680 each plus VAT to be taken from General Reserve MC1.

In addition, Jane Bremner stated that the Council should be increasing budgets accordingly to look seriously at electric versions when they next need replacement.

q) FG20.21(a) Staff Holiday – it was

RESOLVED to send staff (other than the Clerk and Deputy Clerk) a letter of thanks from the Council after 5 years of service, to be rewarded with one extra days holiday from thereon in. The situation would be reviewed if and when 10 years of service is achieved.

29.21 TO RECEIVE AND CONSIDER THE REPORT OF THE PLANNING COMMITTEE HELD ON 9 MARCH 2021

a) P10.21(b) Request for TPO on churchyard yew trees – a response had been received from the Vicar/PCC/Changing Spaces stating that they would not be in favour of a TPO being imposed on the churchyard trees. Concerns were expressed by Paul Oatway and Andrew Lightfoot and it was

RESOLVED unanimously, due to the importance to the street scene, that a request be made to Dorset Council for TPOs to be imposed on the yew trees in the front churchyard.

30.21 CO-OPTION OF COUNCILLOR

An application had been received and it was

RESOLVED that Julie Leah be co-opted as a Parish Councillor. It was agreed that Julie would sit on the Foreshore and Planning Committees initially.

31.21 ANNUAL PARISH MEETING 2021

Following advice from DAPTC that although the APM should normally be held between 1 March and 1 June, there are no meaningful consequences of falling outside of this period, it was agreed to wait until social distancing can allow a large meeting to be achieved in a Covid secure way before setting a date. NALC continue to lobby the Government to allow the continuation of virtual meetings after 7 May.

32.21 PARISH EMERGENCY PLAN

Judith Sheppard reported that due to Paul Oatway's ongoing ill health and not being able to meet up, they had not moved any further forward with this issue yet.

33.21 UNMANNED AERIAL VEHICLES POLICY

Paul Oatway reported that following observations by individuals outside the Parish, the policy had needed updating. It was

RESOLVED that the amended Parish wide Unmanned Aerial Vehicles Policy be accepted and approved.

34.21 REPORTS FROM REPRESENTATIVES OF ORGANISATIONS

- a) Paul Oatway reported on an on-going issue with CHCC and his and Judith Sheppard's concerns which could involved resignation as Trustees.
- b) Martin Sayers reported that he had attended the virtual BLAP Parishes meeting when Chris Loader had agreed to attend annually to answer questions.

35.21 CORRESPONDENCE

- Email from Bridport CAB requesting financial assistance for their services – reply to be sent reiterating that the charity donations are considered in the Autumn of each year and their request will be kept until then
- Neighbourhood Alert - Update In Relation To Fatal Collision In Charmouth – circulated to all Councillors
- Email from Shoreline regarding the future and change of personnel – circulated to all Councillors
- Email from Jurassic Coast Primary Care Network (newly established Social Prescribing Team) seeking a liaison person. It was agreed that Katie Moore would be the liaison.
- Email from Roger Sansom, CLHS seeking support from the Parish Council for a “virtual” museum project. It was agreed that the Parish Council would be happy to support this type of project.
- Information from Dorset Council Legal team regarding the latest position regarding Footpath 12. Martin Sayers explained the background to this issue and it was agreed that a reply would be sent to DC in acknowledgement.
- DAPTC News received weekly, DC Weekly update and NALC updates are circulated to all Councillors
- DC NEWS: Committee to discuss climate strategy and consultation
- DC - Stopping Up of Highway Rights - Cliff House, Old Lyme Road, Charmouth, Dorset, DT6 6BW
- DC NEWS: Dorchester office report to be discussed next week
- DC NEWS: Waste Enforcement Team takes action to remove abandoned vehicles
- Cheryl Reynolds - Annual general meeting Lyme Forward – forwarded to Paul Oatway
- Reminder Re Next Climate and Ecological Emergency Support Meeting Wednesday 17th March 12.30pm
- CPRE - Green Belt under pressure and coal mine blocked
- Dorset Coast Forum eNews February and March 2021
- DC NEWS: New campaign to stop people trying to recycle disposable nappies
- BLAP - Organisational information
- DC re Car park variation notices regarding the change in charges for 2021/22 – circulated to all Councillor
- DC NEWS: Dorset Council celebrates receiving £19 million of funding to reduce its carbon footprint
- DC and Daptc – notification of Community Governance Review (CGR) of all town councils, parish councils and parish meetings that sit within the Dorset Council area.
- BLAP Steering Group minutes 25-02-21
- DC - Census 2021
- Dorset & Wiltshire Fire and Rescue Authority - Consultation of draft Community Safety Plan 2021-24
- DC NEWS: Household recycling centres once again straining under increased visitor numbers
- DAPTC Training e-news March 2021
- DC ROAD TRAFFIC REGULATION ACT 1984, TEMPORARY ROAD CLOSURE, BERNE LANE, CHARMOUTH

- BLAP Parish Liaison agenda 12-03-2021
- Dorset CPRE News including latest in the planning campaign
- Cllr. Daryl Turner - Lyme Regis - Beach Clearance
- Cllr. Daryl Turner - Confirm Report: Road works report - West, Wey, Port
- Latest Charmouth COVID Volunteer leaflet
- Dorset CPRE January and February News including latest in the planning campaign
- Lyme Forward LymeForward – recruiting new staff
- DC – Information on new Free Parking Policy of 6 days per year as previously reported
- DC NEWS: Have Your Say on Transforming Cities Fund's Sustainable Transport Routes
- Request re Ice Cream Van Concession/Pitch - reply sent explaining the covenants
- Latest ScoutLook newsletters
- Update from LRDT on Soup Delivery Service
- Dorset AONB: Agricultural Transition questionnaire, workshops and a limited £500 advice offer
- DC Notes from 7th Climate and Ecological Support meeting 11 Feb 2021
- DC NEWS: Council proposes to stop funding its Tourist Information Centres, looks at future options
- WATAG News III & Minutes of our 20th Annual General Meeting
- Flood Wessex Protecting our Flood Warning Service offering during the Coronavirus pandemic
- DC Climate and Ecological Support Group meeting Thursday 11 Feb at 7.30pm
- Flood Wessex Dorset Prepared Flood & Winter Preparedness on-line Event, 17 and 18 February, for Flood Wardens and Community Emergency Volunteers
- Enquiry about when a length limit was imposed on vehicles in the Foreshore Car Park. A reply was sent explaining the restrictions.
- DC - New Dorset Traffic Regulation Order regarding a consolidation of all existing parking restrictions across Dorset, there will be no change to the provisions on street as a result of the Order. Circulated to all Councillors
- BLAP Steering Group Agenda 25-02-2021
- Email from Julie Leah regarding the cutting back of various areas within the village which led to her application to be co-opted as a Councillor
- DC - Cllr Climate and Ecological Emergency Support Group meeting notes and other information
- Bridport Local Area Partnership - update January 2021

36.21 EXCHANGE OF INFORMATION

- a) Jane Bremner reported that Steven Millar had completed his first week of employment and things were going very well.

37.21 IN COMMITTEE

- a) FG21.21(a) Lease 4 – Paul Oatway and Judith Sheppard declared an interest. Having considered the background information, it was

RESOLVED that it is not possible to justify a rent reduction at the current time.

- b) Elms 2nd Floor Room 1 – It was

RESOLVED to accept the proposal from the interested party to rent the Elms 2nd Floor Room 1 at the rent advertised on a Tenancy at Will basis initially.

- c) Factory tenants – water leak – it was agreed that for the inconvenience, an allowance of 2 weeks rent would be deducted from the next invoices of the 2 units whose business has been interrupted by this issue.

Meeting closed at 9.00pm.