

Charmouth Parish Council

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MINUTES OF THE ANNUAL MEETING OF CHARMOUTH PARISH COUNCIL HELD AT THE ELMS ON TUESDAY 21st MAY 2019

PRESENT: Cllrs. Peter Noel (Chair), Judy Fellingham, Maralyn Hinxman, Paul Oatway, Martin Sayers, Kay Solomon.

IN ATTENDANCE: Lisa Tuck, Parish Clerk; Melissa Kirkby, Deputy Clerk; Daryl Turner, Dorset Council.

44.19 ELECT A CHAIR OF THE COUNCIL AND RECEIVE THE CHAIR'S DECLARATION OF OFFICE

RESOLVED unanimously that Peter Noel be elected as Chair for the coming year.

45.19 ELECT A VICE-CHAIR OF THE COUNCIL

RESOLVED unanimously that Paul Oatway be elected as Vice Chair for the coming year.

46.19 REPRESENTATIVES TO EXTERNAL ORGANISATIONS

- a. To appoint a representative to the Friends of Charmouth Library – Martin Sayers to continue.
- b. To appoint a Footpath Liaison Officer(s) – Ron and Jean Dampier to continue.
- c. To appoint 2 Trustees for Charmouth Heritage Coast Centre – Paul Oatway and Judith Sheppard to continue.
- d. To appoint 2 Trustees for the Almshouse Charities – Paul Oatway to continue and Kay Solomon appointed.
- e. To appoint a Public Transport Representative – to be agreed.
- f. To appoint 2 representatives for the DAPTC Western Area Committee – Peter Noel and Paul Oatway to continue.
- g. To appoint a representative for the St Andrews Community Hall Management Committee – Paul Oatway appointed.
- h. To appoint a representative for the Bridport Area Partnership Committee – Martin Sayers to continue.
- i. To appoint a representative for the Lyme Regis Area Partnership – Paul Oatway to continue.
- j. To appoint a Tree Officer – Kay Solomon appointed.
- k. To appoint a Highways Officer – to be agreed.
- l. To appoint a representative to the Twinning Association – Kay Solomon to continue.
- m. To appoint a Flood Warden/Deputy – vacancy to be advertised.
- n. To appoint a representative for the Dorset Partnership for Older People Project – Judy Fellingham to continue.
- o. To appoint a representative to the Charmouth Local History Society (Pavey Group) – Kay Solomon appointed.

RESOLVED that the Representatives to External Organisations (items a-o) were agreed for the coming year.

47.19 ISSUES ARISING FROM STANDING ORDERS

To agree issues arising from Standing Orders for consideration at the Annual Meeting/first meeting in a new Council term.

- a) Review and adoption of appropriate standing orders and financial regulations - These were agreed and adopted in March 2019 so were not reviewed again.
- b) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses, which were noted:
 - i. Dorset Council – grass cutting of footpath from Lower Sea Lane to bridge on a “per cut” basis invoiced annually in April for previous season;
 - ii. Beach Car Park – re-affirm no permanent right of way for Council vehicles;
 - iii. Field Car Park – storage of blue beach huts – informal arrangement with owner;
 - iv. Electricity (Western Power) wayleaves at the Playing Field and the Elms;
 - v. Land adjacent to the War Memorial – deferred until the agreement has been updated to take into account the latest owner of Hazelwood House.
- c) In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future - This was not possible for five years as less than two thirds of the Council’s allocated numbers stood for election (eight required).
- d) Review of inventory of land and assets including buildings and office equipment – This was agreed in April 2019.
- e) Confirmation of arrangements for insurance cover in respect of all insured risks – Renewal received from Zurich Municipal from 24 June 2019 – (this was discussed under Finance Issues, see 64.19 below).
- f) Review of the Council’s and/or staff subscriptions to other bodies – This had been agreed in March 2019
- g) Review of the Council’s complaints procedure – This is to be undertaken in the current financial year.
- h) The Council’s policies, procedures and practices in respect of its obligations under the Freedom of Information Act had been reviewed and agreed in January 2019, for review January 2020. The policies under the Data Protection legislation had been reviewed and agreed in October 2019. Review date is to be agreed.
- i) The Council’s policy for dealing with the press/media – Communications Policy had been reviewed and was agreed July 2015, for review July 2019.
- j) The Council’s employment policies and procedures review is to be undertaken by the newly appointed HR Committee.
- k) The Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence is reviewed and agreed in Autumn each year.

- l) A review of the annual contracts took place and they were agreed in March 2019.
- m) In an election year the review of Repeat permissions for the ensuing four years (exceptionally five years following the 2019 election):
 - Charmouth Events Committee – use of Playing Field for Party in the Park/Fayre on 26th May and 25th August was agreed.
 - 27th to 29th September they are planning a Folk Festival – more information is required before the end of June and it will be sent before the relevant committee.
 - Charmouth Events Committee – exhibition of fire-works on 2nd November and on 31st December was agreed.
 - Tai Chi – use of the beach on the quarterly equinox days and Tuesday mornings in August was agreed
- n) The time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council had been circulated on a draft calendar in line with procedure. This was agreed.
- o) A review of delegation arrangements to committees, sub-committees, staff and other local authorities took place as part of the review of Standing Orders in March 2019.
- p) A review of the terms of reference for committees is to be undertaken by each committee during 2019/20.

48.19 TO RE-AFFIRM THE MOTION AGREED IN SEPTEMBER 2014

- a) Charmouth Parish Council will never infringe the covenants of the Evans Cliff conveyance or any other covenants - agreed
- b) The idea of building a new Heritage Centre over the reed bed is not to be pursued - agreed
- c) All new members of the Foreshore Committee should be educated in the Evans Cliff covenants as well as any other relevant covenants and beach/cliff restrictions to ensure future compliance - agreed

49.19 APPOINTMENT OF A FORESHORE COMMITTEE

RESOLVED that the Foreshore Committee consist of Judy Fellingham, Maralyn Hinxman, Kay Solomon and Judith Sheppard as Chair.

50.19 APPOINTMENT OF A PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

RESOLVED that the Playing Field, Cemetery and Street Management Committee consist of Judy Fellingham, Maralyn Hinxman and Martin Sayers as Chair.

51.19 APPOINTMENT OF A PLANNING COMMITTEE

RESOLVED that the Planning Committee consist of Judy Fellingham, Judith Sheppard and Kay Solomon as Chair.

52.19 APPOINTMENT OF A FINANCE AND GENERAL PURPOSES COMMITTEE

Standing Orders dictate that the Finance and General Purposes Committee should consist of the Chair and Vice Chair of Council, the Chairs of the Foreshore Committee and the Playing Field, Cemetery and Street Management Committee and one other Councillor.

RESOLVED that the Peter Noel be the Chair and that Kay Solomon be the additional member of the Finance and General Purposes Committee for the coming year.

53.19 APPOINTMENT OF AN H.R. COMMITTEE

RESOLVED that the HR Committee consists of Judy Fellingham, Martin Sayers and Kay Solomon, with Paul Oatway as Chair.

54.19 APPOINTMENT OF AN EMERGENCY COMMITTEE

RESOLVED that the Emergency Committee consist of Judy Fellingham, Paul Oatway and Judith Sheppard with Peter Noel as Chair.

55.19 CONSIDER WHETHER OR WHEN THE MEETING SHOULD BE ADJOURNED TO HEAR COMMENTS FROM THE PUBLIC

RESOLVED that comments from the public should continue to be at the start of the meeting for no more than half an hour as currently.

56.19 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

There were none.

57.19 DORSET COUNCIL ISSUES

Councillor Daryl Turner reported that not a lot was going on at the moment as most councillors were undergoing training for their various committees. Business probably won't start until next month. He wanted to thank everyone who had voted for him. He was disappointed that he had not got a place in the Cabinet, but had been given the Chair of the Overview and Scrutiny Committee.

58.19 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Judith Sheppard, away.

59.19 DISPENSATIONS

None received.

60.19 DECLARATIONS OF INTEREST

None declared.

61.19 MINUTES

There was a small correction made to the March minutes relating to three payments that had been agreed by Committee but not included on the list in the last minutes. They were Morgans £80.15, Ebay £25.07 and Moneysoft £81.60 making the total = £14898.62

RESOLVED that the minutes of the meeting held on the 26th March 2019 and 29th April 2019, circulated to members, be agreed with the correction and were signed by the Chair.

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

There were none.

63.19 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE HELD ON 9TH APRIL 2019

Nothing further to add to the minutes.

To consider Application No. WD/D/19/000961 - Lawnside, Five Acres, Charmouth - Proposed Extension and Alterations - No objections as the proposed development was in keeping with the plot and the surrounding properties.

64.19 TO RECEIVE AND CONSIDER ANY ISSUES RELATING TO FINANCE

a) Accounts for Approval (May) - Cllr Fellingham declared an interest.

Accounts For Approval - May 2019:

HMRC (PAYE)	£1,798.64
Mole Avon	£22.48
Metric Group Ltd	£597.60
Open Door Internet	£302.40
JRB Enterprise Ltd	£214.20
DAPTC	£486.86
A J Supplies	£470.40
Cartridge Save	£189.93
BBS	£36.46
Garry Pitcher Locksmith	£366.01
Poppies of Lyme Bay	£168.08
MNR Mowers Ltd	£135.35
John Peers	£459.20
Bridget Bowen	£375.00
Creative Solutions	£421.18
Mark Wickenden	£549.16
National Windscreens	£73.75
	£6,666.70

RESOLVED that the Accounts for Approval (May) be accepted and approved.

b) Annual Return to Auditor AGAR 2018/19

The Clerk reported that the Internal Auditor came to the office last week to complete her report. She has now signed off the Annual Return. Her report was very long so the Clerk had copied the last page and circulated it to the members at the meeting. The full report was available for inspection in the office. There were two recommendations made by the Auditor.

i. Internal Audit report -

Firstly, that the Reserves Policy include the amount of General Reserves that the Council requires to maintain, i.e. three months of annual expenditure. This will be looked at by the Finance Committee in July.

Secondly, the payments to the contract cleaner had been taken from the staff budget so entered on the Annual Return as Staff Costs, this needs to be moved to All Other Payments.

RESOLVED that the Internal Audit Report be accepted and approved.

ii. Accounting Statements – amendment

Following amendment in line with the Internal Audit Report it was

RESOLVED that the amended Accounting Statements 18/19 be accepted and approved.

c) Car Park Machine costs update following approval in January 2019

The Clerk reported that the costs of the machine had come in at much less than the amount agreed in January of up to £3815. The machine had now been serviced and the service contract is up and running. The Facilities Manager and a Works Assistant are going overnight for a course on machine maintenance as the contract does not include bank holidays and weekends. The total cost is £1945. We are working towards a card payment option but it does take a long time.

d) Replacement of Kubota mower

The sum of £6300 had been quoted for a replacement for the Kubota mower less any amount received for part exchange. The front blade bed is badly worn and is beyond repair and is likely to fail soon. Approval is sought now so that a replacement mower can be purchased as soon as needed to stop the grass getting out of control. This cost to be taken from the 18/19 surplus.

RESOLVED that the sum of £6300 be approved for purchase of a new grass mower.

e) Car Park Income Banking - Alternative Arrangements

The Clerk reported that the Auditors felt strongly that if the Council want to distribute change to traders in the village now that the Post Office has closed it should be through the Traders' Association. A book should be signed by both parties stating what transaction had taken place. Cash should be exchanged for cash. Cllr Noel said that he thought the Traders would put a proposal to the Council soon.

f) Insurance Renewal 2019/20 –

The final year of a three year agreement was approved with a review in detail to take place at the Finance & General Purposes Committee meeting in July.

RESOLVED that the insurance renewal premium for 2019/2020 from Zurich Insurance of £5934.02 be approved.

g) Playing Field Pavilion Electricity Contract.

The Clerk circulated to the members a breakdown of prices quoted for the Pavilion electricity contract. It was recommended to accept the two year fixed term from EDF as this was a reputable company that offered the cheapest prices over the term. A two year contract would bring the Pavilion contract end date in line with the other electricity accounts renewal.

RESOLVED that the EDF two year electricity contract for the Pavilion be approved.

65.19 COUNCILLOR VACANCIES

The Clerk reported that authorisation has been received from Dorset Council to advertise the four vacancies for co-option.

66.19 CORRESPONDENCE AND COMMUNICATIONS

- 03/05/2019 Daptc Letter from DAPTC Chairman requesting information to be completed by the Chair and Clerk.
- 29/04/2019 A resident's letter about parking on St. Andrew's Drive Charmouth was referred to Playing Field Committee
- 15/04/2019 An email from Cllr Daryl Turner confirming Barrs Lane resurfacing was included in this financial year
- 15/05/2019 Shoreline Magazine email - The summer Issue deadline soon, any items to be forwarded to the Clerk
- 02/05/2019 Post Office Ltd – email about Charmouth branch closure
- 28/04/2019 Hogchester Farm – Request for supporting letter for Lottery Funding to improve infrastructure for the public to see the wild meadows - It was decided that as Char Valley were the property's parish, if they were happy to endorse the project then Charmouth would also.
- 18/05/2019 An email was received from a resident about the memorial bench installed by Dorset Council on Lower Sea Lane. It was agreed that as the family had decided on the location, were fully aware of dog bin already sited there and had not directly complained themselves, that a reply should be sent to the resident stating that as the location was approved by the family the Council did not feel it was appropriate to spend public funds on moving the dog bin, particularly when steps had been taken to mitigate any smells.
- 18/05/2019 A letter had been received from Charmouth Gardeners Committee about the donation of three rose bushes and asked if it was possible to put them in the part of the garden at The Elms which has a Twinning tree in it and was looked after by the Twinning Association initially (maintenance has now reverted to the Council staff). It was agreed to refer this to the Finance and General Purposes Committee.
- 20/05/2019 St Andrew's Community Hall AGM Minutes 2018, AGM Agenda 2019

20/05/2019 Dorset Council Strategic Policy Bridport Area Neighbourhood Plan consultation document

20/05/2019 Dorset Association of Parish and Town Councils E-Newsletter No. 16 - May 2019

17/05/2019 Dorset Council Planning - Strategic Policy - Bridport Area Neighbourhood Plan

16/05/2019 Lyme Forward LymeForward Steering Group meeting 6th June

16/05/2019 Dorset Council Dorset Council ushers in new era by declaring climate emergency

16/05/2019 Bridport TC BLAP Parish Liaison Working Group Agenda

15/05/2019 Bruno Peek VE DAY 75 - 8TH MAY 2020 – forwarded to Events Committee and St Andrew's Church (no beacon lighting included in celebrations)

15/05/19 Cllr. Daryl Turner FW: Weed control

12/05/19 DAPTC Western Area Secretary Fwd: DAPTC WA meeting on 23 May 2019

09/05/19 MWDF Bournemouth, Christchurch, Poole & Dorset Mineral Sites Plan - Modifications Consultation

08/05/19 Dorset Coast Forum Dorset Coast Forum ENews - May 2019

01/05/2019 Dorset Highways Travel and transport newsletter

29/04/2019 Dorset Council Bournemouth, Christchurch, Poole and Dorset Mineral Sites Plan Modifications Consultation - Advanced Notice

25/04/2019 Dorset Highways PROPOSED TEMPORARY ROAD CLOSURE, BERNE LANE, CHARMOUTH

17/04/2019 Bridport Town Council BLAP Parish Liaison WG - Planning Portal Response

15/04/2019 Daptc New Councillor Induction Training - spaces available for booking

12/04/2019 LGRDorset Dorset Council newsletter

12/04/2019 Bridport TC BLAP Annual Assembly Minutes 2019

11/04/2019 Coastal Towns' Hub Workspace -NALC 109 has posted a new message in Coastal Towns' Hub

10/04/2019 Daptc Invitation Parish and Town Councils to GP Practice Patient Participation Group (PPG) Networking events

10/04/2019 Dorset Coast Forum Dorset Coast Forum ENews - April 2019

05/04/2019 Dorset Council Update - Notices of Uncontested Elections

05/04/2019 LGRDorset Democratic Hints and Tips for Town and Parish Councils

04/04/2019 Dorset Highways Latest Travel & Transport e-newsletter

03/04/2019 St Andrews Community Hall Agenda 3rd April 2019

03/04/2019 Bridport TC BLAP Parish Liaison Notes 28-03-19

02/04/2019 A resident A35 Bridport roundabout refurbishment

National Association of Local Councils – Magazine

CPRE - Countryside Voice Magazine

CPRE – Field Work

67.19 EXCHANGE OF INFORMATION

There was none.

68.19 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) Lease 1 Issues

The Solicitor is happy that notice be served on the lease holder. A report by Martin Diplock was circulated to the members.

RESOLVED to accept and implement the recommendations in Martin Diplock's report.

b) Lease 7 Issues

The current lease is due to expire. The Clerk advised that the lease should be advertised publicly.

RESOLVED that the lease be advertised and that the matter be delegated to the Finance & General Purposes Committee.

c) Elms cleaning contract

The current cleaning firm Poppies were closing the local branch. The current cleaner was going self-employed and was happy to continue cleaning The Elms.

RESOLVED to continue with the current cleaning as a self-employed person.

d) Lease 3 Issues

A new lease at the Factory Building had been advertised. After discussion about the merits of each application it was

RESOLVED that the proposal by applicant 5, circulated to the members, was accepted.

It was also

RESOLVED that a sub-committee of Paul Oatway, Peter Noel and Judith Sheppard be convened to undertake the necessary decisions to enable swift occupancy of the premises.

Meeting closed at 9.20pm.

Signed

Dated