

Charmouth Parish Council

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MINUTES OF THE SPECIAL MEETING OF CHARMOUTH PARISH COUNCIL HELD ON TUESDAY 25 MAY 2021 at 7.00pm AT ST ANDREW'S COMMUNITY HALL

PRESENT: Cllrs. Maralyn Hinxman, Julie Leah, Andrew Lightfoot, Peter Noel (Chair), Paul Oatway, Martin Sayers, Judith Sheppard.

IN ATTENDANCE: Lisa Tuck, Parish Clerk; Andy Bateman, Tim Sheerwood and Eden Thomson, Neighbourhood Plan Steering Group.

FC21/29 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

There were no members of the public in attendance and therefore no public questions.

FC21/30 APOLOGIES FOR ABSENCE

Apologies were received from Jane Bremner (away) and Katie Moore (other commitments) and it was

RESOLVED to accept the apologies and the reasons for absence.

FC21/31 DISPENSATIONS

None received.

FC21/32 DECLARATIONS OF INTEREST

None received.

FC21/33 NEIGHBOURHOOD PLAN

- a) Andy Bateman updated the Council on developments over the past 14 months. Following the consultation exercise last summer which had been delayed due to Covid, the comments were incorporated into a pre-submission consultation table.
- b) The consultation summary statement is now on the website under documents and the draft NHP has been updated accordingly. In addition, the Basic Conditions Statement has been revised by the Planning Consultant as this is a requirement for submission.
- c) Each member of the SG explained the changes to the policies within their area of expertise and confirmed that the policies had now been evaluated and passed the tests necessary for approval.
- d) Questions were asked by Councillors on, amongst other things, relationship to National Planning Policy Framework; height and design of houses; sustainability; impact of a Dorset National Park; future proofing. Andy Bateman estimated that a referendum could be held by the end of 2021 which would require 50% or more of the parishioners voting to be in favour for the vote to carry.
- e) It was proposed, seconded and

RESOLVED that the draft Neighbourhood Plan be approved for submission to Dorset Council.

- f) The draft Neighbourhood Plan would now be submitted, from CPC, to Dorset Council in line with the compliance checklist provided. Letters will also be sent to all affected landowners and asset owners.

FC21/34 SCHEME OF DELEGATION FOR APPROVAL

In view of the fact that virtual meetings had now ceased and face to face meetings are difficult due to covid restrictions, it was

RESOLVED that the Council delegate authority to the Clerk, in consultation with the Chair and Vice Chair, to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity. This will be informed by consultation with members of the Council. The scheme of delegation will replace the existing scheme in place and will be reviewed no later than September 2021.

FC21/35 AUDIT ITEMS

- a) Internal Audit Report 2020/21 – The report from the internal auditor had been circulated and it was

RESOLVED that the report be accepted and approved.

It was noted that the only comment made, regarding the agreement of the contract amount in the Standing Orders and the Financial Regulations being the same, can be explained in that the most recent set of Standing Orders had not been added to the website.

- b) Quote for internal audit services 2021/22 – it was

RESOLVED that the quote from Bridget Bowen for £860 for internal audit services for 2021/22 be accepted.

FC21/36 SEASONAL STAFF

It was confirmed that grant funding had been obtained from Dorset Council for employing seasonal staff to inform the public and in the interests of public health. As such an advert had been placed.

- a) Selection/interview panel – it was agreed that the same interview panel as with the previous appointment in January be used (Jane Bremner, Martin Sayers and Dave Humphrey) with Judith Sheppard stepping in if Jane Bremner is away.
- b) It was also agreed that if there is more than one suitable candidate, a rolling schedule of 5 evenings on and 5 evenings off be permitted to ensure 7 day coverage. If only one suitable candidate, the 5 evenings will cover Thursday-Monday weekly.

Andrew Lightfoot asked about a lone worker policy and the Clerk confirmed that this has already been considered for existing staff. It was confirmed, following a question from Paul Oatway, that there is enough funds in the workwear budget.

Meeting closed at 8.00pm.

Signed Dated

DRAFT