

Charmouth Parish Council

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MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL HELD AT THE ELMS ON TUESDAY 27th NOVEMBER 2017

PRESENT: Cllrs. Peter Noel (Chair), Richard Acton, Graham Bender, David Clifford, Judy Fellingham, Martin Sayers, Judith Shepperd, Chris Shirley-Smith.

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

332.17 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

3 Members of St Andrews Church "Changing Spaces" were present (Marie Oldham, Helen Hughes and Jane Morrow) along with 2 members of the public (Jeff and Carol Prosser).

"Changing Spaces" gave an informative presentation of who they are and what they envisage the Church could facilitate in the future following communication with various age groups in the village. They are in the early stages of an application to the Heritage Lottery Fund for funding to refurbish the building. They have also been promised a sum of £370,000 from the Diocese of Salisbury which can be used as match funding but can only be used on the internal alterations. "Changing Spaces" are looking for feedback from the Parish Council; whether there are any barriers which they should be aware of and; for a signature on the memorandum of understanding/vision for the Church.

Cllr Noel thanked the group for their great presentation and stated that the Council would discuss the issue in due course and get back to them. Shortened copies of the presentation were circulated to members at the meeting and the full version would be emailed to the Clerk.

333.17 DORSET COUNTY COUNCIL ISSUES

County Councillor, Daryl Turner reported:

- a. That the Secretary of State is minded to approve the Local Government Review application and as such two Dorset Area Joint Committees have been formed to look at the details. East Dorset and Purbeck, who were originally against the proposal, will meet again to reconsider shortly and Christchurch are suggesting a local ballot. Daryl stressed that this is not DCC mark two, it is a new authority.
- b. As was reported fully last month, The Boundary Commission for England consultation is still live and can be found at www.bce2018.org.uk.

334.17 WEST DORSET DISTRICT COUNCIL ISSUES

District Councillor Daryl Turner reported:

- a. Planning - Land searches are still improving slightly.

- b. WDDC are also part of the Dorset Area Joint Committee.
- c. The budget position is over the next 3 years looks relatively good.

District Councillor Cheryl Reynolds reported:

- a. She is learning lots during this relatively quiet time of year at WDDC.
- b. She recently attended the licensing Committee where a working party has been formed to look at creating a single policy across Dorset for taxi licencing.
- c. With regard to Universal Credit, WDDC staff will be supporting people, who will be able to draw down money in advance.
- d. With regard to the Beach Access Planning Application, Cheryl attends the Committee and is happy to provide representation should the Parish Council require it.
- e. With regard to distribution of assets as part of the reorganisation, Cllr Noel mentioned that it seems as though WDDC will not be parting with car parks. Daryl confirmed that they are seeking a cost neutral position.

335.17 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Oatway – previous commitment. It was

RESOLVED to agree the apology and reason.

Chris Shirley-Smith stated that he wished to resign from Council at this point. He cited needing to spend more time with family, deteriorating health, possibly moving to Bridport and his frustration at not being able to achieve as much as he would have liked. Cllr Noel thanks Chris for everything he had done and wished him well for the future. Chris left the meeting.

336.17 DISPENSATIONS

None received.

337.17 DECLARATIONS OF INTEREST

None declared.

338.17 MINUTES

RESOLVED that the minutes of the meeting held on the 24th October 2017, circulated to members, be agreed as a correct record and signed by the Chair.

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

There were none.

340.17 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 7th NOVEMBER 2017

A copy of the draft minutes of the committee meeting had been previously circulated to the members. Cllr Bender reported on the proposals:

- a. It was proposed to accept the policy statement for amphibious microlights, but as this had not been seen by members, other than the Foreshore Committee, it was agreed to re-submit the proposal for the December Full Council meeting.
- b. Members were shown proposed colours for the Lower Platform Beach Huts which badly need repainting. After much deliberation, it was

RESOLVED that the huts be painted alternate colour of Silver Grey and Dove Grey.

- c. Following circulation of a set of photographs showing the additional access gate from the old WC in Lower Sea Lane directly onto Parish Council land, it was

RESOLVED that a letter be sent to the owner stating that they do not have a right of access across Parish Council land unless they write seeking consent and agree to abide with any conditions imposed.

- d. Following the discussion at the Committee regarding the request for a kayak concession, after consideration, it was

RESOLVED that the activity would contravene the covenants and in this connection siting of a storage container on the Foreshore would be an eyesore.

- e. Cllr Bender mentioned that the purchase of a pallet truck for the moving of beach huts during painting would be discussed at the next Foreshore Committee. It is hoped that there would be other uses for such a piece of equipment which would make it a viable purchase.

341.17 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 7th NOVEMBER 2017

A copy of the draft minutes of the committee meeting had been previously circulated to the members. Cllr Sayers reported to the meeting that:

- a. A date of 5 March 2018 has been earmarked for the commencement of the Pavilion Showers refurb to tie in with the Football Club.
- b. The installation of the railings between the Devonedge Development and the Playing Field continued to be chased up.
- c. Cllr Noel asked if minute PCS5.7 a. could be amended as follows, "...Some funds are already earmarked and a donation has been received of £3339.52 following the closure of Charmouth Fayre Ltd." The Clerk confirmed that these would be amended prior to signature at the next Committee meeting.

342.17 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE HELD ON 14th NOVEMBER 2017

A copy of the draft minutes of the committee meeting had been previously circulated to the members.

- a. Cllr Clifford reported on the proposals and it was

RESOLVED that the invoices from Griffin Development for £1500 and £750 be approved for payment from the NHP grant money budget and the remainder of Earmarked Reserve GEN5 respectively.

RESOLVED that a member of the NHP Steering Group be officially co-opted onto the Planning Committee. This would enable any nominated member of the Group to attend and speak throughout the meeting. However, there are no voting rights.

- b. Cllr Clifford officially reported the very sad and sudden death of the Chair of the NHP Steering Group, Carole Girling, last week. He reported that Carole had been involved with the NHP since its inception some two and a half years ago and was pivotal in driving the plan forward. It was echoed by the whole Council that Carole will be very sadly missed.

343.17 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 14th NOVEMBER 2017

- a. **FG3.4 Accounts for approval** – there were no additions, so the approval from the Finance Committee stands.

HMRC (PAYE)	£2,488.42
The Flag Shop	£55.00
DAPTC	£120.00
Bridport Building Supplies	£63.00
Dorset Planning Consultatnt Ltd	£423.60
SLCC	£378.00
Amazon	£7.98
Dorset Training Ltd	£444.00
Dorset Coast Forum	£35.00
Boilerman Ltd	£100.00
Vale Fire Safety	£492.00
Creative Solutions	£203.95
Lyreco UK Ltd	£275.81
C B Potts	£156.00
Garry Pitcher	£84.70
RBL Poppy Appeal	£70.00
Heelz So High	£14.99
MJ White Fencing	£90.00
Groves Nurseries	£62.00
Jurassic Coast Trust Ltd	£750.00
Water 2 Business	£298.41
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	£6,612.86

b. FG3.5 Report of Accounts

	£	£	£
		Current Ac	Deposit Ac
Cash Book Balance at 30 September 2017		125,377.66	131,252.07
Income:			
Transfer to Deposit Account			100,000.00
Elms Rent/MH Room/Services	3,081.81		
PF Rent/Cem Fees	245.00		
Foreshore - Rents/Car Park/Beach Huts etc	12,044.50		
Grant/Donation	3,406.00		
Interest	3.50		19.47
		18,780.81	
Expenditure:			
Transfer from Current Account	100,000.00		0.00
Accounts paid in Oct (inc PAYE) less prev paid/VAT	5,148.16		
B&CE Holdings Ltd (Pensions)	173.98		
Axe Valley and West Dorset Ring and Ride	140.00		
Travelling Expenses	312.75		
Heelz So High	14.99		
Amazon	7.98		
The Flag Shop	55.00		
Dorset Coast Forum	35.00		
Doodle (from September)	288.00		
WDDC Planning	97.50		
		106,273.36	
Direct Debits:			
Santander charges	98.13		
BT - Main Office Phone	47.02		
BT - Fsh Office	28.28		
BT - Fsh Emergency Phone	26.22		
BT - Autodialler	105.56		
Water2Business (Foreshore)	20.50		
WDDC - Foreshore/Cemetery Rates	1,180.00		
WDDC - Elms Rates	257.00		
DCC - Foreshore/Cemetery Bins	315.00		
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	15.00	
EDF Energy - Cemetery Chapel	25.00	
Public Works Loan Board	621.33	
Wages - Net	8,132.63	
HMRC (VAT)	0.00	
	<u>11,228.67</u>	
Cash Book Balance at 31 October 2017		<u>26,656.44</u> <u>231,271.54</u>
Represented by:		
Santander Current Ac		26,656.44
Santander Deposit Ac	Working	131,467.81
	Contingency	421.04
	Earmarked Reserves	<u>99,382.69</u>
		231,271.54
Nat West Account		1,000.00
Nat West Savers Account		2,406.92

The report of accounts had been previously circulated to members. It was

RESOLVED that the Report of Accounts for October 2017 be approved.

c. **FG3.6 Clerk's Report**

A written report from the Clerk had been circulated to the members. It was

RESOLVED that the Clerk's report for November 2017 was approved.

d. **FG3.7 Monthly Accounts**

The monthly accounts had been previously circulated to the members. It was

RESOLVED that the monthly accounts for October 2017 be approved.

- e. **FG3.13(b)Elms Fire Doors** – Following approval and installation, it is apparent that a few of the doors need to be triggered open for practicality purposes whilst people are in the building. In this respect, it was

RESOLVED that 4No door openers which are activated automatically in the event of a fire, be purchased at a total cost of £440 plus carriage and VAT from Fireco. This expenditure would be taken from the remainder of the Elms Ongoing Mtce budget.

- f. **FG3.9(a)Charity Fund Donations** – Following consideration by the Committee of the application letters it was

RESOLVED that from the £1559.46 available for youth groups, the following donations be made:

1 st Charmouth Scout Group (encompassing Beavers, Cubs, Scouts and Venture Scouts) – Request for donation towards a new tent (£575), a ground sheet for an existing tent (£70) and new guttering etc for the hut (£100) at a total cost of £745	£700
1 st Charmouth Brownies – Request for donation towards ongoing running costs/arts and crafts materials Current cost of meeting venue amounts to £300 per year	£300
1 st Charmouth Rainbows – Request for donation towards a coach trip to Wimborne for the Rainbows In the Region Art Event at a total cost of £325	£300
1 st Charmouth Guides – Request for a donation towards the Huish Woods Annual Camping Trip of £200	£200

A total of £1500, which would leave £59.46 in the fund.

It was also

RESOLVED that following additional information requested the following donation be made from the £300 available for non-youth groups:

Charmouth Village People towards a Christmas Party/Meal for members	£150
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- g. **FG3.10(a)Beach Access Project** – Following circulation of the document outlining the proposal for how the project will progress, it was

RESOLVED that this be approved by the Council and that the first donation of £2988.20 from the budgeted amount of £10,000 to cover Simon Williams first invoice be made to LymeForward.

- h. **FG3.11(a)(i)Pavilion Showers** – in line with the Finance minute, it was

RESOLVED that an amount of up to £2500 (to include a contingency) be allocated for the completion of the pavilion shower project. This would be taken from the current Pavilion Maintenance Budget (£300) and the remainder from Earmarked Reserve PF1 (up to £2200).

- i. **FG3.11(b) Dog Bin Siting** – In line with the Committee’s recommendation, it was

RESOLVED that up to £700 be allocated from Earmarked Reserve PF1 to instruct DCC to site dog bins on the highway/footway as directed by the Playing Field Committee.

- j. **FG3.13(f) Filing Cupboard** – In line with the Finance minute, it was

RESOLVED that a new filing cupboard and inserts be purchased for an amount of £715 plus VAT from Office Supermarket. This expenditure would be taken from the current budget for Elms Ongoing Projects.

344.17 FREEDOM OF INFORMATION REQUEST

The Clerk reported that a request had been received under the Freedom of Information Act for all information on when the Shoreline Management Plan (SMP 2) was discussed at any meeting from 2010 to present. This information has been provided within the timescales laid down for FoI requests. Cllr Noel stated that the Clerk would be keeping a note of time/costs for providing such information as this could become a significant cost to parishioners.

345.17 PROPOSED CHANGES TO EXISTING TRAFFIC REGULATION ORDER, THE STREET

Following a request from residents last year, DCC have agreed to reinstall the double yellow lines on both sides of the road at the junction of The Street and Bridge Road based on safety with regard to access for the fire engine. An official map had been received showing the proposed location of the double yellow lines and it was

RESOLVED to agree with the recommendation from DCC who will now officially advertise the changes.

346.17 FUTURE OF CHARMOUTH POST OFFICE

Cllr Noel reported that a letter had been received from Steve Pile, the Sub-Postmaster stating that regrettably, due to being over retirement age and having not found a buyer for the post office, the post office will have to close completely at the end of March 2018. All Councillors agreed that this is devastating for the community but understand the reasons. Various options were discussed and it was agreed to allow time for Councillors to consider the issue and a further discussion would take place at the December meeting. Although there is nothing the Parish Council can specifically do, perhaps an idea may emerge.

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

- a. Cllr Sayers is to attend a BLAP meeting next week.
- b. Cllr Bender had attended the Coast Forum Autumn Meeting which was very informative.
- c. Cllr Noel had attended the DAPTC Western Area Committee. The majority of the discussed was focused on reorganisation and in particular Peter was concerned about the idea of Parish/Towns taking on the grants currently given by WDDC. He remembered that about 4/5 years ago, WDDC tried to persuade the Parish Council to take on the grant to CHCC and add this onto the precept.

348.17 CORRESPONDENCE AND COMMUNICATIONS

Emails received:

- 17 Nov 2017 Simon Newport (First Group) – Routes 31 and X53 – this was read to Council and it was agreed that this information should be advertised in the next Shoreline Magazine along with

the details of the Axe Valley and West Dorset Ring and Ride Service which is grant funded by the Parish Council and could perhaps be an alternative to traditional buses.

- 9 Nov 2017 DAPTC Chief Executive's Circular, AGM News
- Sun 15:17 DAPTC - Minutes of the DAPTC Western Area meeting held on 23 November 2017
- Fri 24/11 BLAP - Bridport Local Area Partnership Bulletin 24-11-17
- Fri 24/11 Highways SharePoint: Dorset Highways Winter Service Policy and Operational Plan 20-17-18
- Thu 23/11 DAPTC Western Area Secretary - CE report for West area
- Wed 22/11 John Calder Re: Drain
- Mon 20/11 Dorset Coast Forum Dorset Coast Forum ENews - November 2017
- Mon 20/11 Peter Noel – correspondence co-ordinated approach
- 17/11/2017 Daptc Good Councillor's Guide 2017 and Good Councillor's Guide to Finance and Transparency not available from DAPTC
- 16/11/2017 Highways SharePoint Update: Dorset Highways Top 12 Performance
- 16/11/2017 Claire Peters-Way (Bridport TC) BLAP Steering Group Agenda 30-11-17
- 15/11/2017 DAPTC - DAPTC Western Area meeting 7pm, 23 November at Mountfield
- 15/11/2017 Colin Wood - Superfast fibre broadband in Charmouth
- 13/11/2017 Tom Faulkner TEMPORARY CLOSURE OF THE STREET, CHARMOUTH FOR A CHRISTMAS FAYRE, 1ST DECEMBER 2017
- 13/11/2017 Dorset Coast Forum - Dorset Coast Forum Annual Meeting 2017 - Feedback
- 10/11/2017 Bridport Local Area Partnership - Bridport Local Area Partnership Bulletin 10-11-17
- 10/11/2017 Daptc Chief Executive's Circular - AGM news
- 10/11/2017 Daptc FW: CALL FOR NOMINATIONS - Direct Elections to NALC Smaller Councils' Committee
- 09/11/2017 Angela M Williams -Secretary of State for Communities and Local Government Announcement
- 09/11/2017 Daptc - DWP Members Newsletter - November 2017
- 08/11/2017 Claire Peters-Way (Bridport TC) - BLAP Parish Unitary Meeting 15-11-17
- 08/11/2017 Judy Fellingham - Lyme Regis Medical Centre Engagement Feedback Report
- 07/11/2017 Daptc - Secretary of State gives response to unitary proposals
- 03/11/2017 Michael Odonovan Winter Gritting Video: Highways Working Together SharePoint Update
- 02/11/2017 MWDF Minerals and Waste Plans Consultation - Advanced Notice
- 02/11/2017 Dorset Association of Parish and Town Councils - DAPTC E-newsletter 1 – November 2017
- 01/11/2017 Dorset CPRE (Campaign to Protect Rural England) - Invite to AGM, News from Dorset CPRE and autumn edition of 'The Dorset Review'
- 30/10/2017 Claire Peters-Way (Bridport TC) - BLAP Steering Group minutes 28-09-17
- 27/10/2017 Bridport Local Area Partnership - BLAP Bulletin 27-10-17
- 25/10/2017 Daptc DAPTC Annual Report 2016/17

- 23/10/2017 Daryl W Turner - Latest Dorset Road Safe newsletter

Postal correspondence received:

- CPRE Field Work magazine for Winter 2017

349.17 EXCHANGE OF INFORMATION

- a. Cllr Fellingham reported that she had heard that the coast path from the top of Old Lyme Hill across the golf course is about to be re-opened.

350.17 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. **FG3.11(a)(ii) Pavilion Showers** - Further to recommendation by the Finance Committee, it was

RESOLVED to accept the quote of £4000 from Joe Turner, Plumber for the replacement of the pavilion showers. It was felt that although this is the middle of the three quotes, it represents best value for money.

- b. **FG3.13(a) Elms Disabled Toilets** – Due to further information being required, this item was deferred until next month.

- c. **FG3.13(d)(i) Elms Flat Conversion – Appointment of Project Board** – Following the proposal set out in the Finance minutes, it was

RESOLVED that the Project Board consist of Cllrs Noel, Oatway, Fellingham and Acton.

- d. **FG3.13(d)(ii) Elms Flat Conversion – Proceed to Tender Stage** – Following circulation of the proposed additional expenditure allocation, it was

RESOLVED that the Elms Flat Project proceed to tender stage at an estimated cost of £47000.

Meeting closed at 9pm

Signed

Date