

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 AT THE ELMS ON TUESDAY 27th NOVEMBER 2018

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

IN ATTENDANCE: Lisa Tuck, Parish Clerk; Melissa Kirkby, Deputy Clerk; Daryl Turner, County Councillor; Cheryl Reynolds, District Councillor; two members of the public.

127.18 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

A resident congratulated the Council and all the individuals involved in the Remembrance Day parade. He felt it was an excellent parade with a good turnout including at the church. However, he was disappointed the Beacon lighting was cancelled especially after it had been spoken about at the church service. He was even more disappointed that no Councillor went to the foreshore to tell the seventy to eighty people down there not knowing what was going on. The Chairman apologised about the cancellation of the event. Unfortunately, the bad weather and rising river meant that it was not possible to get the equipment into position to light the beacon. The Chairman explained that they had rung around the village and tried to tell people that the event was cancelled and thought that the news would get around. In hindsight someone should have gone down to the foreshore and for that he offered his sincere apologies.

128.18 DORSET COUNTY COUNCIL ISSUES

Cllr Turner confirmed that Matt Prosser was now confirmed as Head of Service by the Full Shadow Council on the 27th September to become the First CEO of Dorset Council. Stuart Caundle has now replaced Matt as CEO of the Dorset Councils Partnership with Robert Firth stepping up as Monitoring Officer.

At Dorset County Council Debbie Ward has stepped down and leaves at the end of November, with Mike Harries taking the helm while maintaining the Environment and Economy Division. Andrew Martin, Head of Service, Highways Department left at the end of October. Matthew Piles has taken over the "old" three service areas for the Economy and Environment Division.

Adverts for the Tier 2 Officers Dorset Council (Directors) went out week commencing 8th October for the four Heads of Directorates. Interviews held on 3rd and 4th December. Cllr Turner is one of the Interview Team for the "Place" Director on the 4th December. Cllr Turner continues to work as part of the Shadow Executive looking at the new Constitution and Governance of the new Council. Transformation and Convergence will start after the elections.

Additional £6.1m from Department for Transport for highways works across the county. Cllr Turner asks that the Parish Council report all defects as soon as possible onto the Dorset for You system. He is looking

at the possibility of further work on Charmouth's estate.

129.18 WEST DORSET DISTRICT COUNCIL ISSUES

Cllr Turner had nothing new to report. WDDC are continuing services but Officer time and emphasis is on the new Council as you would expect.

Charmouth Issues – A Works order has been placed for Barrs Lane for multiple potholes. He has been contacted about the fire appliance not being able to get through Wesley Close when the village hall is being used and the Youth Club is running etc.

Cllr Noel said that at a recent DAPTC meeting he was attended, everyone was complaining about the lack of information coming out from the WDDC/Shadow Authority. Cllr Turner said that no changes would happen regarding assets going forward. The Statutory Change Order was very clear that anything affecting budget of the new unitary council would not happen. There is a newsletter coming out to parish and town councils now. He reiterated that nothing would happen until after May 2019. Then they will be looking at the convergence of different areas of all the authorities and there will be job losses. On the transformation of services, that will be one of the first things the new authority will be looking at, how they can do things differently.

Cllr Reynolds had nothing further to add to Cllr Turner's comments. She did inform the members that the new Army Cadet Force will have their first meeting on the 17th December ready to start running in January 2019.

130.18 APOLOGIES FOR ABSENCE

Cllr Judy Fellingham, personal; Cllr Bearpark, previous engagement; Cllr Bender, personal.

RESOLVED to accept the apologies and the reasons given.

131.18 DISPENSATIONS

None received.

132.18 DECLARATIONS OF INTEREST

There were none.

133.18 MINUTES

RESOLVED that the minutes of the meeting held on the 25th September, circulated to members be agreed as a correct record, after typing error correction 124.8(c) "unpin" should read "underpin", and were signed by the Chair.

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

There were none.

135.18 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE ON 30TH OCT 2018

- a) FS 12.6(m) Following a talk given at the Committee meeting by a representative of the Plastic Free Community initiative, the Committee agreed to propose a resolution supporting the initiative and send a representative to its bi-annual meetings. This would be on the understanding that the Council could not eliminate its own use of single use plastic items. However, the Council does already strive to recycle and not use single use items where possible. Cllr Solomon volunteered to attend. It was

RESOLVED that the Council supported the Plastic Free Community initiative but recognise it is difficult for the Council, at this moment in time, to be plastic free.

- b) Cllr Oatway raised an issue from the Foreshore Minutes FS12.6(n) regarding the electricity supply to The Lookout. He was of the understanding that a sub meter was included in the specification provided to the contractor to quote by. The matter was to be investigated and taken back to the next Foreshore Committee.

136.18 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 30TH OCTOBER 2018

- a) Cllr Sayers explained that there had been a meeting with Dorset County Council that morning regarding the ongoing footpath issues. Footpath 12 is subject to a legal review at the moment prior to possible enforcement orders. They also suggested a variation of the footpath to the right, onto Council land so that it doesn't go through a property's garden. The issue to be discussed at the next Playing Field Committee meeting.
- b) Cllr Sayers explained that the office had been preparing documents for the administration of the cemetery and proposed item PCS12.6h To resolve that Council adopt the draft Cemetery administration documents (b) – (l). This did not include document (a) the Burial Rules and Regulations as these were still being discussed through the Committee stage. It was

RESOLVED that the administration documents (b) to (l) previously circulated be accepted subject to review in twelve months.

137.18 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE MEETINGS ON 9TH OCTOBER AND 13TH NOVEMBER 2018

Cllr Clifford gave a brief run through of issues contained within the Planning Committee Minutes.

138.18 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON NOVEMBER 2018

- a) PA1.3 Accounts for Approval to note – October, approved by Payment Authorisation Sub-Committee.

HMRC (PAYE)	2,080.90
Cornwall College	390.00
PKF Littlejohn LLP	720.00
Prospect Garage	£311.39

Paul Oatway	£98.55
Chris Rumsby	£115.00
MNR Mowers	£32.50
Travis Perkins	£34.38
Griffin Dev	£1,000.00
Wicksteed	£18,084.48
Grieg & Allen	£1,076.09
Mole Avon	£33.94
Morgans (Sept)	£38.75
Morgans (Oct)	£43.13
Mark Wickenden	£552.76
The Flag Shop	£55.00
	<hr/>
	£24,666.87

b) FG11.5 Accounts for approval – November additions

There were four additions totalling £569.55 to the accounts approved at the Finance Committee,

RESOLVED that the additions to the Accounts for Approval for November totalling £6729.42 be accepted and approved.

HMRC (PAYE)	£1,620.13
Dorset Planning Consultant	£658.98
Dorset Environmental Records	£108.00
Axminster Ironwork	£300.00
Wifispark	£2,458.94
Woodberry	£66.00
Groves Nurseries	£62.00
Lyreco UK Ltd	£84.59
A J Supplies	£48.95
Poppies of Lyme Bay	£164.16
Cartridge Save	£157.51
Garry Pitcher	£9.00
Linda Bearpark (Tommy plaque)	£57.75
Water 2 Business	£86.02
RBL (wreath)	£100.00
Morgans	£41.65
The Aerial Man	£129.75
Mark Wickenden	£440.92
Amazon	£15.85
Amazon	£17.76
	£6,729.42

c) FG11.6 Clerk's Report for November

Following the installation of a plaque to highlight the whereabouts of the "Tommy", it was agreed that the Parish Council would pay the £57.75 from the remaining amount allocated previously (ER GEN 9). Cllr Noel said that Linda Bearpark had been written to thanking her for all the work she has put into the commemoration event.

RESOLVED that the Clerk's Report for November 2018 be accepted and approved.

d) FG11.7 Report of Accounts for August / September 2018

RESOLVED that the Report of Accounts for August / September be accepted and approved.

	Current Ac	Deposit Ac
Cash Book Balance at 31 July 2018	40,625.30	186,805.57
Income:		
Transfer to Current Account	10,000.00	0.00
PF rents/services/recovered	621.05	
Cemetery Fees	1,380.00	
Foreshore - Rents/Car Park/Beach Huts etc	35,234.27	
Elms Rent/MH Room/recovered	1,547.29	
Precept/NHP Grant	45,660.00	
Interest	3.26	145.69
	94,445.87	
Expenditure:		
Transfer from Deposit Account	0.00	10,000.00
Accounts paid in August (inc PAYE)	32,640.03	
Accounts paid in Sept (inc PAYE)	8,017.55	
B&CE Holdings Ltd (Pensions)	967.06	
Petty Cash	90.13	
Axe Valley and West Dorset Ring and Ride	137.28	
HMRC (VAT)	981.00	
B/Hut refund	30.00	
	42,863.05	
Direct Debits:		
Santander charges	289.27	
BT - Main Office Phone	65.36	
BT - Fsh Office	151.86	
BT - Fsh Emergency Phone	54.00	
BT - Broadband	165.00	Refund £48 due

Water2Business (Foreshore)	297.00	
WDDC - Foreshore/Cemetery Rates	2,442.00	
WDDC - Elms Rates	568.00	
DCC - Foreshore/Cemetery Bins	1,523.20	
EDF Gas - Elms	176.00	
EDF Energy - Foreshore	374.00	
EDF Energy - Elms	86.00	
EDF Energy - Playing Field Pavilion	110.00	
EDF Energy - Depot	16.00	
EDF Energy - Cemetery Chapel	14.00	
Public Works Loan Board	0.00	
Wages - Net	16,933.93	
HMRC (VAT)	0.00	
	<hr/>	23,265.62
Cash Book Balance at 30 September 2018		<hr/> <hr/> 68,942.50 176,951.26
Represented by:		
Santander Current Ac		68,942.50
Santander Deposit Ac	Working Contingency Earmarked Reserves	38,050.59 1,542.28 <u>137,358.39</u>
		176,951.26
Nat West Account		1,000.00
Nat West Savers Account		2,407.96

- e) FG11.8 Monthly Accounts – August / September 2018

RESOLVED that the Monthly Accounts circulated for August / September 2018 be accepted and approved.

- f) FG11.11 GDPR Documents (a)-(f)

RESOLVED that the GDPR documents previously circulated were accepted and approved.

- g) FG11.12 Charity Fund Donations

RESOLVED to accept the Finance Committee proposals for a Charity Fund award to the Citizens Advice Bureau of £170 and, under Section 137, Charity Fund awards totalling £910 for youth groups and £400 for non-youth groups.

- h) FG11.14 Footpath Gate Repairs

RESOLVED that funds totalling £805 be approved to replace five stiles on Parish footpaths, this being the outstanding amount, after a 50% grant applied for by DCC on the Council's behalf, to be taken from Earmarked Reserves SN1.

i) FG11.18 Transfer of Assets

Cllr Noel read an extract from the Finance Minutes "An email had been received from Nick Randle of LCRC confirming that the Shadow Executive of the new Unitary Authority had not supported the WDDC proposal to transfer assets to Parish and Towns with a lump sum. They were however prepared to transfer the Lower Sea Lane Car Park toilets on a long lease with a peppercorn rent and no financial incentive. It is proposed that this offer be refused." It was

RESOLVED to decline the offer from WDDC to transfer the Lower Sea Lane toilets.

- j) Cllr Oatway wanted to make a statement regarding item FG11.16(a). Although he accepted that the minutes accurately recorded that he had said he would write a specification, on reflection he would not be writing this document as that was the responsibility of the surveyor. The item would be discussed again at the January Finance meeting.

139.18 MEETINGS

- a) Review of bi-monthly meetings - Cllr Noel felt that the bi monthly meetings were working well and everyone was happy for them to continue. Cllr Solomon pointed out that with Planning they were meeting every month due to the time restraints for replying with comments. Cllr Noel agreed and said that extra Finance Committee Meetings were also arranged where necessary but in general the bi-monthly meetings were working.
- b) Meeting dates 2019 (circulated at the meeting) were agreed. Cllr Noel pointed out that there was only two meeting left before the applications need to be submitted for the next Council term.
- c) Key Points – Cllr Noel did feel that as there is so much going on it was difficult to keep track of each item's progress. He asked the members how they would feel about him producing a fortnightly memo of bullet points outlining in brief the current state of progress. The members were agreeable to the suggestion.

140.18 ANNUAL PARISH MEETING

It was thought that the next Annual Parish Meeting should be the first or third Tuesday in March so this would be in time to promote the elections. Cllr Noel hoped the Police would come along to the meeting and asked the members that they inform the office of any preferences they had for speakers. Cllr Sheppard asked if someone could come about medical care due to the uncertainty in the village. Cllr Oatway suggested that the people to invite would be the Care Commissioning Group to explain their long-term strategy for the provision for the village and Lyme Regis, as they see the two together. Cllr Solomon asked whether someone could come to talk about the Post Office provision. Cllr Noel said he would investigate further.

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

- a) Cllr Sheppard reported that she and Cllr Oatway had attended the Charmouth Heritage Coast Centre's Trustee meeting. They have had a very good year. They are keen to have more Fossil Warden hours and there is a meeting in January regarding that.
- b) Cllr Oatway had attended the Coastal Community Fund meeting regarding the submission for Stage 2 for Lyme Regis and Charmouth. In the area that affects Charmouth, we have to have the submission ready by 19th January. There is £295k for the access ramp, £15k for footpath access between the overflow carpark, through the boat park and through the private car park. The question now is what has to be done to fill in the detail. The money has to be spent if it gets through stage 2. The money has to be spent by March 2021, under two years. The Environment Agency has given a grant of £15k to West Dorset to enable the drawings for the beach access. There is the money already put aside by the Council for the project. An interesting thing that came out of the meeting is that they were talking about information boards that create zones with the village. These boards with zones would encourage visitors to venture more around the area. There is £45k in the bid for that and he thought it would be worth extending the scheme to Charmouth. He wanted the views of members as to whether to take the idea further. There was money already put aside for the V-Sign. Everyone was in favour so Cllr Oatway will take the idea forward.

142.18 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS

RNLI had requested permission for the Christmas Day swim on 25th December 2018. It was

RESOLVED that permission was approved for the RNLI to use the beach for the Christmas Day Swim providing the risk assessment and insurance documents were received.

Local Government Boundary Commission recommendation was for one Councillor for Lyme Regis and Charmouth.

27/11/2018 RNLI – Request for permission to hold Christmas Day Swim
 23/10/2018 The Local Government Boundary Commission Final Recommendations
 24/11/2018 St Andrews Community Hall October Minutes
 22/11/2018 Bridport TC BLAP Steering Group Meeting 06-12-18
 20/11/2018 DAPTC Western Area Meeting 22 November 2018
 19/11/2018 LGR Dorset The latest newsletter from Shaping Dorset Council
 19/11/2018 Tony Colston Invitation: CCT Meeting - 1st round bid update
 14/11/2018 Daryl Turner Re: Barrs Lane Charmouth
 13/11/2018 LymeForward Weekly update w/c 12th November 2018
 12/11/2018 LGR Dorset A new logo for a new council
 09/11/2018 Dorset Coast Forum Coastal Communities Fund Round 5 - DCF invited to apply to the next stage
 08/11/2018 Dorset Coast Forum LGC Award - DCF Shortlisted
 08/11/2018 Jo Corben - Casual Vacancies for Parish and Town Councils
 07/11/2018 DAPTC - Western Area Meeting 7 pm, Thursday 22 November
 07/11/2018 LymeForward note on Clinical Commissioning Group decisions
 07/11/2018 DCC Highways Working Together SharePoint Update
 07/11/2018 DAPTC AGM Agenda and Motions

06/11/2018 LymeForward UPDATED LymeForward weekly update w/c 5th November 2018
 06/11/2018 DAPTC office arrangements - staff sickness
 05/11/2018 CPRE Invite to AGM, News from Dorset CPRE, autumn edition of The Dorset Review
 02/11/2018 LGR Dorset The latest newsletter from Shaping Dorset Council
 02/11/2018 LymeForward Steering Group draft Minutes
 01/11/2018 DAPTC AGM Saturday 10 November 2018
 01/11/2018 South West Coast Path Association Go out with a bang this November
 01/11/2018 Daryl Turner FW: Confirm Report: Road works report - West, Wey, Port
 30/10/2018 Bridport TC BLAP Parish Liaison Agenda 07-11-18
 29/10/2018 DAPTC PPG events Wallisdown & Weymouth
 25/10/2018 Lyme Forward - Interim note for Steering Group members
 25/10/2018 Dorset Community Action Dorset Community Action Conference 2018
 24/10/2018 DCC Highways- SharePoint Update: Dorset Highways Monthly Update (August 2018)
 24/10/2018 Environment Agency - Wessex Flood Warden Newsletter - Autumn 2018
 24/10/2018 Dorset Coast Forum Wessex Regional Flood and Coastal Committee
 23/10/2018 Wendy Davies Fw: Update: Coastal Communities Team
 23/10/2018 Boundary Commission Final recommendations for new council ward boundaries in Dorset published
 23/10/2018 LymeForward weekly update w/c 22nd October 2018
 22/10/2018 LGR Dorset - The latest newsletter from Shaping Dorset Council
 17/10/2018 Dorset Coast Forum Cllr Kate Geraghty
 17/10/2018 DAPTC 2017/2018 Annual Report is now available on our website.
 17/10/2018 DAPTC 2019 Election costs
 15/10/2018 St Andrews Community Hall Committee - Agenda 16th September 2018
 15/10/2018 LymeForward St Michael's CE (VA) Primary School LAP report
 13/10/2018 St Andrews Community Hall Committee Minutes 11th September
 12/10/2018 Bridport TC BLAP Steering Group minutes
 09/10/2018 LymeForward weekly update w/c 8th October
 09/10/2018 DAPTC E-Newsletter 12 - October 2018
 08/10/2018 Dorset Road Safety Newsletter Now Available
 08/10/2018 Bridport TC BLAP Parish Liaison Meeting
 05/10/2018 LymeForward Local Area Partnership Meeting 2pm 11th October 2018
 05/10/2018 DAPTC FW: CE Circular - AGM Agenda and proposals
 02/10/2018 Bridport TC BLAP Parish Liaison Notes 26-09-18
 02/10/2018 Bridport TC AONB - BLAP Response
 27/09/2018 LymeForward weekly update. W/c 24/9/2018
 Hard Copy – 02/10/18 DCC letter re: Part of Footpath 14, Definitive Map and Statement Modification Order 2018
 Hard Copy – CPRE Dorset Review magazine and CPRE Field Work and CPRE Countryside Voice Magazine
 Hard Copy – Local Council Review magazine

143 .18 EXCHANGE OF INFORMATION

There was none.

144.18 IN COMMITTEE

a) FG11.20(b) Factory Building Damp Quotes

RESOLVED that the application of Paragraph 11.1(c) of the Parish Council’s Financial Regulations be used for the repairs to the structure of the Beach Shop within the Old Factory Building. Paragraph 11.1(c) allows the Parish Council ‘*to waive Financial Regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.*’. The reason for applying Paragraph 11.1(c) is because it is expedient to execute the repairs as a matter of urgency using the sitting contractor so that this part of the building is available for use by the tenant at the start of the 2019 season, whilst ensuring that the Surveyor scrutinises the quoted prices to ensure that the proposed charges are fair and reasonable as well as the completed works provide value for money. The sitting contractor has undertaken other large building contracts for the Parish Council and has delivered the contracts ‘on-time’, within the ‘cost envelopes’ without cost escalation. Further it is proposed that the Parish Council suspends Financial Regulation 4.1, in accordance with Financial Regulation 18.2, the requirement for expenditure over £5,000 to be approved by the Parish Council. The Parish Council creates a special sub-committee called the Factory Building 2018-19 Repairs Sub Committee, comprising of the Parish Council Chairman, Vice-Chairman, Chair of the Foreshore Committee (with the Chair of the Playing Fields, Cemetery and Street Management as a reserve member) and authorises the said sub-committee to authorise expenditure up to £40,000. Further it is proposed that value in Standing Order 18(c) be increased in respect of this proposal to £40,000.

b) FG11.20(c) Car Park Line Marking Quotes

RESOLVED to accept the quote of £515 from HC Lewis to mark out the car park at the rear of the Elms, when the Planning permission is granted. This would be taken from the remainder of the Elms Flat Budget

Meeting closed at 9 p.m.

Signed

Dated