

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 19th NOVEMBER 2019

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

IN ATTENDANCE: Lisa Tuck, Parish Clerk; Melissa Kirkby, Deputy Clerk

107.19 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS
No members of the public were present.

108.19 DORSET COUNCIL ISSUES
Councillor Daryl Turner was not in attendance.

109.19 APOLOGIES FOR ABSENCE
Apologies were received from Cllr Judith Sheppard, away and Dorset Cllr Daryl Turner, other commitment.

110.19 DISPENSATIONS
None received.

111.19 DECLARATIONS OF INTEREST
None received.

112.19 MINUTES

RESOLVED that the minutes of the meeting held on the 24th September 2019 and the special meeting on 5th November 2019 circulated to members, were a correct record and were signed by the Chair.

113.19 TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)
There were no matters arising.

114.19 TO RECEIVE THE REPORT OF THE FORESHORE COMMITTEE HELD ON 29TH OCTOBER 2019

a) FS34.19(g) Mammal Policy

RESOLVED to approve the Mammal Policy document and Standing Operating procedure document.

b) FS34.19(e) Ordnance Policy

The documents had not been circulated for the members to consider and so it was agreed to defer to the next meeting.

115.19 TO RECEIVE THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 29TH OCTOBER 2019

There was nothing further to report.

116.19 TO RECEIVE THE REPORTS OF THE PLANNING COMMITTEE HELD ON 8TH OCTOBER 2019

a) Any planning issues received – There were none.

b) Special Planning Meeting including Neighbourhood Plan Presentation – confirmed to be held of 10th December at 6.00pm at The Elms.

117.19 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 12TH NOVEMBER 2019

a) FG88.19 Supplier Payments November 2019 – it was proposed and

RESOLVED that the additions (in italics) be approved.

HMRC (PAYE)	£1,587.40
Lyreco	£53.14
Garry Pitcher	£469.00
Amazon	£12.72
Amazon	£38.25
Wifispark	£2,458.94
MNR Mowers	£30.19
Mole Avon	£20.98
Orona	£4,082.70
Precision Waterjet	£72.00
Bridport Town Council	£120.00
Stillwaters	£100.00
Martins Excavations	£3,534.00
<i>Joe the Plumber</i>	<i>£472.90</i>
Bridget Bowen	£400.00
Woodberry	£2,171.70
C B Potts	£3,657.63
BBS	£141.90
Axminster Inronwork	£534.00
Groves	£54.95
<i>Lyme Forward</i>	<i>£1,000.00</i>
<i>Grieg & Allen</i>	<i>£467.28</i>
<i>Fortnam, Smith & Banwell</i>	<i>£60.00</i>

Prospect Garage	£286.68	
Shanie's	£172.00	
		£21,998.36
Morgans	£8.52	
RBL	£100.00	
Mark Wickenden	£439.32	
Sum Up	£22.80	
Sum Up	£0.42	
Ebay	£48.72	
		£22,618.14

Direct Debits (Aug/Sept):

Santander charges	£257.04	
BT - Main Office Phone	£92.16	
BT - Fsh Office (inc broadband)	£180.67	
BT - Fsh Emergency Phone	£80.11	
BT - Autodialler/ Bband	£124.92	
Water2Business (Foreshore)	£150.00	
WDDC - Foreshore/Cemetery Rates	£2508.00	
WDDC - Elms Rates	£638.00	
DCC - Foreshore/Cemetery Bins	£1358.46	
EDF Gas - Elms	£146.00	
EDF Energy - Foreshore	£428.00	
EDF Energy - Elms	£138.00	
EDF Energy - Playing Field Pavilior	£64.00	
EDF Energy - Depot	£22.00	
EDF Energy - Cemetery Chapel	£54.00	
Public Works Loan Board	£597.11	
Wages/Pension	£20,671.07	
HMRC (VAT)	£0.00	
		£27,509.54

b) FG89.19 Bank Reconciliation (up to end September)

RESOLVED acceptance of the bank reconciliation up to the end of September.

c) FG90.19 Income & Expenditure against Budget (up to end September)

RESOLVED to accept the income and expenditure accounts for April-September.

d) FG91.19 Clerk's Report (November)

RESOLVED to accept the Clerk's Report for November.

e) FG92.19(b) Lantern Policy

Cllr Oatway explained that the Policy was the same as the one adopted by WDDC prior to its demise. It was

RESOLVED that the policy be approved to cover all Council owned areas.

f) FG96.19(a) Interim Internal Audit Report 2019/20

It was noted that there were no recommendations on this report and the conclusion confirmed that currently the internal controls are adequate to meet the needs of the Parish Council. It was

RESOLVED that the Interim Internal Audit Report be accepted.

g) FG96.19(b) Audit Services 2020/21 Quote

A quote to continue with Internal Audit Services for 2020/21 has been received from Bridget Bowen amounting to £800 (the same as the current year). It was

RESOLVED that this be agreed as an Annual Contract renewal and be incorporated in budgets for 2020/21.

h) FG97.19 Charity Fund Donations

Both and applications for Youth Group donations and Non-Youth Group donations were considered and it was

RESOLVED that donations be made to 1st Charmouth Guides £100; 1st Charmouth Scout Group £275; Charmouth Youth Club £325; 1st Charmouth Rainbows £100; 1st Charmouth Brownies £100. Also, Charmouth Village People £75; Charmouth Senior Citizens Christmas Lunch Fund £75; St John Ambulance Nil; Lyme Regis Development Trust £75; LymeForward CIC £75.

i) FG102.19(a) Climate Change Emergency

As only three members were present at the last Finance & General Purposes Committee meeting, it was agreed by them to refer to the full Council meeting for discussion. The Clerk read an email received from Cllr Ray Bryan of Dorset Council to ask whether Town and Parish Councils are joining Dorset Council in declaring a Climate Change Emergency. The Executive Advisory Panel are working together to bring about changes that are within Dorset Council's control and Cllr Bryan is lobbying Central Government to ensure that, as a nation, everything is done to reduce carbon emissions to as close to zero as possible as soon as possible. Officers are drawing up a process which would help Town and Parishes to carry out their own Carbon Footprint Audit. Cllr Oatway questioned what this meant in practice. Cllr Bremner was happy to investigate further and it was agreed by the members that she should do so. Cllr Bremner also said that it might be an opportunity to look at the Council's environmental responsibilities further.

j) FG102.19(c) Map/Interactive App

Following the issue with the redesign of the Charmouth Visitor Guide early this year and the withdrawal of the new guide from circulation, it was agreed to review the situation after the season. It was noted

that Lyme Regis had recently replaced their holiday guide with a map and interactive app which was felt to be the way forward. Cllr Bremner had spoken to Lyme Regis TIC about their map. They recommended that the Clerk contact their Town Clerk to find out what information he had at the present. It was agreed to investigate further and report back to the Finance and General Purposes Committee.

118.19 TO RECEIVE THE REPORT OF THE EMERGENCY COMMITTEE HELD ON 8TH OCTOBER 2019

Cllr Oatway commented that there was a lot to do but the meeting had been a good start.

119.19 COUNCILLOR VACANCIES

It was reported that following Judy Fellingham's resignation there had been no request for an election. Therefore, Dorset Council have given permission for the vacancy to be filled by co-option.

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

- a) Cllr Oatway reported that himself and Cllr Sheppard went to the CHCC Trustees' meeting. The CHCC is financially stable. They are planning to do work at the Centre and Cllr Oatway had asked them to contact the Parish Council before engaging contractors.
- b) Kay Solomon reported that she had attended the Plastic Free Charmouth meeting.

121.19 CORRESPONDENCE AND COMMUNICATIONS

- Wed 13/11 Donation of £100 received from Bill Taylor, Rotary Club of Lyme Regis towards Charmouth's Christmas Lights – forwarded to Charmouth Traders
- Wed 13/11 Thank you from Dorset Council for the Councillors (PN, PO and JB) who attended the recent Town and Parish Council workshops with Dorset Council. Feedback also received regarding the DC Officer Contact Directory.
- 06/11/2019 Email from Peter Wild on behalf of Charmouth Youth Club seeking a commitment of financial support from the Council over the next three years to help get the Youth Club up and running again – to be considered when budgeting for 2020/21
- 06/11/2019 Email from Mrs Elaine Love regarding concerns about the Commemorative Bench Seat in Lower Sea Lane – reply sent explaining what has been agreed by the Council to previous complaints. A phone call followed when the situation was explained again.
- 05/11/2019 Letter from Mrs Norma McVeigh regarding the poppies on the lamp posts and who gave permission for them. Response sent explaining that permission had been sought from DC by the group of residents leading the initiative and that the Parish Council fully supported the idea both financially and in principle. Cllr Bremner stated that she had received good feedback from her customers about the poppies. She asked when they would be removed and the Clerk responded that she assumed it would be soon as the Christmas lights had to go up.
- 15/10/2019 Letter from Dorset Council re Application to Stop up Public Maintainable Highway at Cliff House, Old Lyme Road, Charmouth, Dorset, DT6 6BW – form to be returned expressing objections or no objections by 9 December.

RESOLVED that the Clerk reply with no objections.

07/10/2019 Invitation to AONB Annual Forums – Peter Noel attended. He reported that the idea of a National Park for the area was not popular and if it did happen would take at least five years.

04/10/2019 Invitation to Dorset Council Peer Review – Peter Noel attended. He did not think it was very informative. The general feeling was critical of the new council’s communication.

03/10/2019 Dorset Council News for Town and Parish Councils highlighted the Dorset Council’s draft Council Plan which sets out the priorities for the next 4 years. Seeking feedback and views from Parish Councils throughout October, November and December. Also received via Daryl Turner. Cllr Noel thought that a Dorset Councillor would have come to speak about this. Cllr Noel and the Clerk agreed to complete the survey.

Tue 19/11 Emma Kirkup New service for unpaid carers launches in Dorset

Thu 14/11 DAPTC Western Area Secretary DAPTC WA meeting 21 November 2019

Thu 14/11 Claire Peters-Way (Bridport TC) BLAP Parish Liaison Working Group Agenda 20-11-19

Wed 13/11 Dorset CPRE Talk on Community Land Trusts at Dorset CPRE AGM Saturday 16th November, 11am start

Wed 13/11 Daptc DAPTC AGM 2019 - Decisions on motions

Tue 12/11 Dorset Coast Forum - DCF eNews - November 2019

08/11/2019 Michael N Odonovan Highways Working Together SharePoint Update

05/11/2019 DAPTC Western Area Secretary Fwd: Minutes from DAPTC WA meeting held on 5 September 2019

05/11/2019 Dorset Prepared - Resilience Training Day Invitation for Flood Wardens and Community Volunteers - Tuesday 14th January 2020 – Judith Sheppard to attend

03/11/2019 Angela Beardwood Minutes St Andrews Community Hall and Draft Agenda

28/10/2019 Angela Beardwood St Andrews Hall Meeting Tomorrow

25/10/2019 Daptc DAPTC AGM - 9 November 2019 - agenda and information

24/10/2019 Daptc NALC - Policy Consultation E-Briefing 12-19 Independent Review Into Local Government Audit Call For Evidence

18/10/2019 John Sellgren Dorset Council update on Brexit for elected Members

18/10/2019 Flood Wessex Cell Broadcast (Emergency Alerts) Trial - pre-trial survey

18/10/2019 Katie Dawes RE: Town and parish climate emergency advice seminar

17/10/2019 Claire Peters-Way (Bridport TC) West Bay Car Boot Grant application

16/10/2019 Claire Peters-Way (Bridport TC) BLAP Parish Liaison Agenda 23-10-19

15/10/2019 Daptc DAPTC AGM - 9 November 2019 - agenda and information

11/10/2019 alert@neighbourhoodalert.co.uk Manchester City Centre Incident 11/10/2019 20:32:01 [290289]

11/10/2019 Penny Jones Jurassic Coast Trust CEO Announcement

11/10/2019 Michael N Odonovan FW: Dorset Highways Councillors Satisfaction Survey 2019

10/10/2019 Dorset CPRE Dorset CPRE Autumn Newsletter

10/10/2019 Keep Britain Tidy Dark Nights = Dog Poo Increases

04/10/2019 Cllr. Daryl Turner FW: Message from Cllr Peter Wharf: Dorset Council Plan

04/10/2019 John Collingwood WATAG: Minutes of General Meeting 111 (26th September 2019)

03/10/2019 Angela Beardwood St Andrews Community Hall -September Minutes

03/10/2019 Michael N Odonovan Highways Working Together SharePoint Update

03/10/2019 floodwessex@environment-agency.gov.uk Wessex Flood Warden Newsletter- October 2019

01/10/2019 Cllr. Daryl Turner FW: Barrs Lane, Charmouth

01/10/2019 Cllr. Daryl Turner FW: Confirm Report: Road works report - West, Wey, Port

30/09/2019 OrdnanceSurvey@connect.os.uk Your PSMA Newsletter September 2019

25/09/2019 Town and Parish Councils Dorset Council News For Town and Parish Councils

23/09/2019 Claire Peters-Way (Bridport TC) BLAP Steering Group Notes

CPRE, The Dorset Review Magazine for Autumn 2019
Local Council Review Magazine for Autumn 2019
Dorset Council News (Western Edition) for Winter 2019

122.19 EXCHANGE OF INFORMATION

There was none.

123.19 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) FG105.19(a) Tractor Forks Extension

RESOLVED to accept the quote from Townsend Engineering of £295.00 to extend the forks, to be taken from Reserves.

b) FG105.19(b) Car Park Machine

RESOLVED to accept the quote from Flowbird of £4899 from Foreshore 2 Reserve, plus the Gold maintenance contract on expiry of the warranty. This would be for the mains powered Strada Transfer.

c) FG105.19(d) Elms Carpets

RESOLVED to accept the quote from Abode to replace The Elms carpets of £2410 from General Reserves 4.

d) Xmas celebrations

The date of 18th December was agreed. Cllr Solomon to co-ordinate.

e) F37.19(b) Coastal Communities Fund Bid

It was agreed not to progress the footpath grant further at this time.

Meeting closed at 8.40pm.