

Charmouth Parish Council

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MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL HELD VIRTUALLY ON TUESDAY 24th NOVEMBER 2020 at 7.30pm

PRESENT: Cllrs. Jane Bremner, Maralyn Hinxman, Andrew Lightfoot, Katie Moore, Peter Noel (Chair), Paul Oatway, Martin Sayers, Judith Sheppard.

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

80.20 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

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

81.20 DORSET COUNCIL ISSUES – Cllr Daryl Turner reported on the following issues from Dorset Council:

- The consultation on the climate strategy has been extended to 20 January 2021;
- Virtual meetings will be carried out until the end of March 2021 and a return to work policy is being looked at;
- The proposed stopping up order for Cliff House now has a date of 21 January 2021 to determine the order.

Martin Sayers asked about Footpath 12 and whether anything could be done to speed up the process which has been with the DC Legal Team for the last 2 years. Daryl stated that this team has been diverted due to Covid. Dorset Council should however be informed of the damage to the road.

Andrew Lightfoot asked about the review of DC assets and what this included in Charmouth. Daryl confirmed that it is car parks, toilet blocks and any pockets of land.

Daryl left the meeting.

82.20 APOLOGIES FOR ABSENCE

No apologies were received.

83.20 DISPENSATIONS

None received.

84.20 DECLARATIONS OF INTEREST

None received.

85.20 MINUTES OF MEETING HELD ON 27 OCTOBER 2020

The minutes had been circulated and it was

RESOLVED that the minutes be approved as correct.

86.20 FORESHORE ISSUES

- a) Foreshore amenities – confirmation of ongoing reviews
 - (i) Beach Huts – reviewed in line with the Government announcement at the beginning of November and agreed that winter lets could continue with occupants being reminded that they should not be mixing with other households and that 2m social distancing should be maintained at all times. Judith Sheppard confirmed that there were only two huts empty for the winter season and one of those is one on the green that can't be let due to extreme damp;
 - (ii) Fossil Walks Code – current regulations are in line with latest guidelines.
- b) Public Space Protection Order (Dogs) – Update – contact has been received from Dorset Council and new signs have been ordered. Training of staff is to take place in the new year;
- c) Renewal of Beach Stepped Ramp Application – Update – Paul Oatway is preparing the application for submission shortly;
- d) Old Cement Factory Pointing Project – update – The Deputy Clerk confirmed that she had contacted the Surveyor about the lack of activity on site and would chase this again in the morning.
- e) East Beach Erosion – Judith Sheppard confirmed that she and Peter Noel had met again with the tenant and the platform had been altered to comply with the planning approval. With regard to the building up of the beach, further erosion (photos circulated) had occurred since the agreed work but it was agreed that this should be left now until the end of the winter when the position could be assessed again. Although the tank trap is very exposed, it is not in danger of falling over as it is so heavy and there is sufficient high level access on and off the beach.

87.20 PLAYING FIELD AND CEMETERY ISSUES

- a) Playing Field amenities – confirmation of ongoing reviews
 - (i) Pavilion – reviewed in line with the Government announcement at the beginning of November and agreed that no changes are required as there is no winter usage of the pavilion by outside groups;
 - (ii) Playground – reviewed in line with the Government announcement at the beginning of November and agreed that the playground would stay open with the current robust cleaning/inspection routine to continue. It was subsequently agreed following an indepth study of the regulations that the outdoor gym equipment would have to close.
- b) Emergency Active Travel Fund – Tranche 2 – the response from Dorset Council had been circulated and a further email was read by the Clerk. It is unlikely that Charmouth will receive any money for a 20mph speed limit from the Fund as it is being used for walking and cycling schemes only.

88.20 FINANCE AND GENERAL PURPOSES ISSUES

- a) Supplier payments (November) - the document circulated had been approved through delegated authority by the Chair and Vice Chair and it was

RESOLVED that this be accepted retrospectively.

Supplier Payments - November 2020:

HMRC (PAYE)	£1,858.40	Bacs
Garry Pitcher	21.00	
DAPTC	117.00	
C W Groves	20.00	
Prospect Garage	196.45	
Jurassic Coast Trust	850.00	
Vale Fire Safety	480.00	

Flowbird	200.24	
A J Supplies	28.80	
Cartridge Save	185.88	
Mark Wickenden	327.09	
J R Seaman	75.00	
Shanie's	60.00	
N J Clarke	130.00	
		2691.46
		4549.86

Royal British Legion	50.00	Chq
Holmes & Blackmore	560.00	

Other payments made

Currys	478.99	Card 6/11
First Aid for Less	112.71	Bacs 26/10
British Gas - Electricity	12.82	Bacs 9/11
		Paypal
ZOOM	11.99	14/11
Jo Seaman	45.00	Bacs 28/10
HMRC VAT	1278.38	DD 7/11
Zurich	112.00	Bacs 9/11
	£7,211.75	

b) Bank Reconciliation (October) – It was

RESOLVED that the bank reconciliation for October as circulated be approved.

c) Income/Expenditure against budget (April-October) – It was

RESOLVED that the income/expenditure against budget for April-October be approved.

d) Weekly Chair/Vice Chair Checkpoint Reports – in line with delegated authority previously agreed the reports circulated/published from 25 October to 15 November 2020 were noted.

e) Elms working/letting review – reviewed in line with Government announcement at the beginning of November and agreed that no changes are required as, where appropriate, staff are working from home and the building is closed to the public;

f) Community Infrastructure Levy – Neighbourhood proportion payment October 2020 – confirmation that £3282.24 was received from DC in respect of Cove Cottage development and this has been Ringfenced for future qualifying projects;

g) Charity Fund applications – a report was circulated which showed the applications received and what they were required for. In addition, accounts were received for all groups. It was

RESOLVED that the following donations be made:

Youth Groups (£902.46 Fund)

Charmouth Seagull Explorer Scouts	£217
1st Charmouth Rainbows	£200
1st Charmouth Brownies	£200

Non Youth Groups (£300 Fund)

TRIP

£100

With regard to the application from the Youth Club, they are to be reminded that a budgeted amount of £1000 was agreed last year for this year and the next two years as a one off to help re-establish the Club.

- h) Budgets/Parish Precept Request letter – discussions to take place with Committee Chairs and budgets to be circulated during December for comment prior to final version being taken to Council in January. Precept requirement should be submitted to DC by the end of January;
- i) Traders Christmas lights on lamp posts – Dorset Council had ordered SSE to remove the electrical fittings on the heritage street lamps as they were apparently unauthorised and unsafe. It was the Parish Council's recollection that permission was granted when the lamps were upgraded and paid for by the Parish Council in 2011. Retrospective permission was sought from DC and details of the lighting supplied to SSE. SSE have now confirmed that following their survey, the lights can be erected.

89.20 PLANNING

All applications/comments and decisions are documented in the weekly Check Point reports which are circulated to all Councillors and displayed on the Council website.

- a) Planning Appeal Notification WD/D/20/000737 - Foxley Dene – Following circulation of an email from Paul Oatway and response from Andy Bateman (NHP SG), it was agreed that no further representation was required.
- b) Tree Works Order application WD/D/20/002794 – Paul Oatway declared an interest. Judith Sheppard reported that she had visited the site and there is no reason for the Parish Council to object to the proposed works.

90.20 PARISH EMERGENCY PLAN

Following the experience of the Covid Volunteers this year, Jo Seaman had prepared an action plan for the formulation of wider Parish Emergency Plan, which was circulated to all Councillors. Paul Oatway stated that he would be happy to work together to create a plan which fits the Parish. This would include the current flood plan. Judith Sheppard stated that she was also keen to help and could help Paul with any meetings etc. It was

RESOLVED that Paul Oatway be the Community Representative for commencing the process of formulating an Emergency Plan for the Parish. Judith Sheppard would also be involved.

91.20 STANDARDS MATTER 2: PUBLIC CONSULTATION AND PUBLIC SECTOR SURVEY

Following circulation of the above consultation at the October Meeting, it was agreed that comments should be sent to Clerk for formulation of a corporate response. As no comments have been received, it was agreed that no response would be made.

92.20 REPORTS FROM REPRESENTATIVES OF ORGANISATIONS

- a) Martin Sayers stated that the Library AGM had not taken place but the papers had been circulated. He also confirmed that the accounts are in a stable position.
- b) Peter Noel reported that it is looking like the Events Committee will disband which would mean no events such as Party in the Park. There are things to be sorted out such as the contents of the shed

at the Playing Field and money to be distributed. However, Peter is determined to make sure events continue.

93.20 CORRESPONDENCE

- Email from Bridport Medical Centre re Merger of Lyme Bay Medical Practice and Charmouth Surgery – circulated to all Councillors for information.
- Barclays Flex Van - Community Reach Out – to come to Charmouth on Friday 4 December and after trying in vain to use DC car park in Lower Sea Lane, they will now use the car park at the rear of the Elms. They are to liaise with the Facilities Manager.
- Roger Sansom, Charmouth Local History Society regarding a place to locate a museum – this had been circulated to all Councillors and would be given thought.
- 2 x Emails from a residents with support for cutting of West Cliff – these had been circulated to all Councillors and with approval of the parishioners concerned would be sent to Shoreline for the next issue.
- Comments from a Resident regarding various issues particularly dogs on beaches – this had been circulated to all Councillors and the comments received following the factual reply of the Clerk, were noted
- Various emails have been received from Dorset Council regarding the Climate Change Emergency, these include details of a Climate Strategy consultation (which has subsequently been extended) and details of a Councillors Catch-up - forwarded to all Councillors with Jane Bremner as the rep.
- Dorset Council's Shoppers Parking Permit Consultation – circulated to all Councillors – it was agreed that no comments were necessary but it would be checked whether Lower Sea Lane car park is included.
- Weekly newsletter from DAPTC – circulated to all Councillors.
- Weekly newsletter from NALC – circulated to all Councillors.
- Weekly newsletter from Dorset Council – circulated to all Councillors.
- Dorset People's Assemblies on Climate & Ecological Emergency – forwarded to Jane Bremner.
- Dorset CPRE News including latest in the planning campaign.
- Enquiry from Lyme Regis Lions Club about the Santa Sleigh coming to Charmouth this year. After discussions with the Traders it was felt that this was a positive event for the village, particularly this year.
- Claire Peters-Way (Bridport TC) BLAP Parish Liaison Agenda 18-11-20 – circulated to Martin Sayers and Peter Noel.
- Dorset Coast Forum eNews November 2020.
- Email from Dorset Council asking if the parish council help distribute publicity material for the Dorset Digital hotline. This is now underway.
- Latest information regarding St Andrew's Community Hall Closure (Covid 19 2nd Lock down)
- Dorset Council News release: Libraries and TICs continue key services throughout lockdown.
- Claire Peters-Way (Bridport TC) BLAP Steering Group meeting 10-12-2020, Agenda etc. Forwarded to Martin Sayers and Peter Noel.
- Daptc Joining Instructions DAPTC AGM 14th Nov '20 10am – apologies sent.
- LymeForward November newsletter.
- Cllr. Daryl Turner, Road works report - circulated to all Councillors.

- Contact re Census 2021 seeking support from Parish Councils - circulated to all Councillors.
- Dorset Coast Forum, MMO Call for Evidence on potential management options for commercial fishing in the South Dorset MCZ.
- Dorset Council NEWS UPDATES Crookhill waste depot fire affecting waste services in Weymouth and Portland.
- Claire Peters-Way (Bridport TC) RE: BLAP Parish Liaison - Broadband Initiatives – passed to Martin Sayers and Peter Noel.
- 1st Charmouth Scout Group – latest newsletter – circulated to all Councillors.
- Dorset Coast Forum eNews mid-month update – 18 November 2020.
- Latest timetables have been received for the X51 and X53 Jurassic Coaster services which are being revised on and from Sunday 22 November, and will continue until further notice. Circulated to all Councillors.
- Several letters regarding the dog restrictions from residents following the publication of Shoreline. All will be replied to with the facts.
- Dorset Council – update on Asset Review – forwarded to all Councillors.

94.20 EXCHANGE OF INFORMATION

- a) Peter Noel stated that the Santa Sleigh from Lyme would be visiting Charmouth on Tuesday 8 December between 16.30 and 18.30. The route is to be confirmed.
- b) Andrew Lightfoot stated that in line with the minutes of the October meeting he had drafted a discussion document for progressing a Strategic Plan but the Chair had decided not to bring it to this meeting.

95.20 IN COMMITTEE

- a) Lease 7 update – the lease which was very similar to the previous one had been agreed by Peter Noel, Judith Sheppard and Paul Oatway.
- b) Lease 8 – end of lease – the current tenants don't wish to renew when the current lease ends on 20 February 2021 – Martin Diplock would be instructed to market the room.
- c) Elms 2nd Floor Room 1 – No further information received.
- d) Elms reconfiguration update – a letter from CLHS had been circulated which was noted and agreed that the detail of a new Memorandum of Understanding be delegated to Peter Noel, Judith Sheppard and the Clerk;
- e) Staff holiday days accrued – Jane Bremner reported that most staff had taken or would have taken their holiday entitlement by the end of the financial year. However, this had been more difficult for the Clerk.

Meeting closed at 8.55pm.