

MINUTES OF A MEETING OF CHARMOUTH PARISH COUNCIL
HELD AT THE ELMS ON TUESDAY 22ND NOVEMBER 2016

1644

PRESENT: Graham Bender, David Clifford, James Greenhalgh, Peter Noel, Paul Oatway, Martin Sayers, Judith Sheppard, Chris Shirley-Smith

County/District Councillor Daryl Turner
District Councillor George Symonds

143/16 APOLOGIES

Apologies were received from Richard Salisbury (ill health) and Paul Oatway (previous engagement).

144/16 DECLARATION OF INTEREST

The Chairman reminded the Council of the need for individuals to declare an interest on either of the two types of interest as set out below.

- a) In items on the agenda – there were no declarations in items on the agenda
- b) On gifts greater than £50 in value – there were no declarations.

145/16 PUBLIC PARTICIPATION

1. Jim Rose introduced himself and Phil Davidson of the Charmouth Heritage Coast Centre, with a brief outline of the items they wanted to discuss. Phil Davidson then spoke about the water ingress to the CHCC and his thoughts were that windows facing towards the sea were not a good idea. He thought it was the waves that were the problem rather than rain and that any amount of money spent rectifying the windows would not stop leaks. He suggested that the windows were permanently covered over. Peter Noel replied that it would be referred to the next Foreshore Committee meeting and the Council would come back with a decision as soon as possible.
2. Phil Davidson then passed to those present copies of signage ideas for the Heritage Centre. The proposed signage drew attention to the back of the building and would encourage people to use the Centre before going onto the beach. Phil confirmed that the costs would be met by the CHCC. Peter Noel said that it would be passed to the Foreshore Committee and would be looked at in conjunction with the Simon Williams report. Peter also said that he would speak to Simon Williams about it before the Stakeholder's meeting of 7th December 2016. Peter said that he would aim to get a decision by mid December 2016.

146/16 DORSET COUNTY COUNCIL ISSUES

Daryl Turner updated the Council on issues relating to the County Council:

1. Phase 2 of the unitary council options is ongoing. Looking at devolved powers that will come down to town and parish councils. The legal department are looking into whether any Acts of Parliament need to be changed to allow them to devolve powers. The independent consultation finished on 25th October and its findings are going to be presented to the senior administration team in early December.

If there is a consensus then it will go to all nine councils for decision making between 23rd December and 31st January 2017. If there is agreement then a submission goes to the Secretary of State on 3rd February 2017.

2. Joint Health Group - The consultation that CCG are about to put out about amalgamating practices. The consultation is starting on 16th December with roadshows to follow. Daryl emphasised that the Council need to take notice of what is going on as he felt that some of the decisions were not in the best interests of the local communities.

147/16 WEST DORSET DISTRICT COUNCIL ISSUES

Daryl Turner also updated the Council on current issues from the District Council:

1. There is a consultation starting soon on Public Space Protection Orders regarding dogs on leads, dog fouling, gulls, alcohol abuse etc. which may affect this area.
2. Planning – 60% of major applications are being processed in the 13 week target. Minor applications are at 56% within the 8 week target. The biggest problem is land searches, which were taken from Planning about 6 months ago and were given to Legal Services to process which hasn't helped. Land searches are now at a 82 weeks process time. They are having trouble recruiting people and when they do they have to take people from their jobs to train them. The reputational risk to the WDDC is now at 'High'. George Symonds said that in the past the Government was thinking about taking over the land charges and therefore because of the uncertainty, no investment was made.

148/16 MINUTES OF THE MEETING HELD ON 27TH SEPTEMBER 2016

Following circulation, it was proposed by Graham Bender, seconded by David Clifford and

RESOLVED that the minutes of the meeting held on 27th September 2016 be approved with no corrections.

149/16 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

150/16 FORESHORE COMMITTEE (Meetings held on 4th October and 1st November 2016)

1. In the absence of Paul Oatway, Graham Bender reported that the items that arose from the October meeting were:- Chain-saw training and PPE equipment for Dave Humphrey and proposal to change the conditions for the boat park, had both been sent to the Finance & General Purposes Committee for approval.
2. The items arising from the November meeting minutes were item 8(a) deferred to 'In Committee' and item 4(e). It was proposed by Graham Bender and seconded by David Clifford and

RESOLVED that the JCWHT proposals for the cairn on Evan's Cliff and associated changes to the signage be approved.

151/16 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE (Meeting held on 4th October and 1st November 2016)

1. Jim Greenhalgh stated that the fencing planned to the Devonedge development had received negative comments from the residents and therefore it was decided to look at the type of fencing again at the next Playing Field, Cemetery and Street Management Committee meeting.
2. It was proposed by Jim Greenhalgh and seconded by Martin Sayers and

RESOLVED that the draft Scout Hut agreement should be amended to allow more flexible usage as follows: During the term of this agreement the Scouts may use the Hut for Troop activities and may also sanction its use by other groups or individuals for non-intrusive events.

152/16 PLANNING COMMITTEE (Meetings held on 11th October and 8th November 2016)

The minutes of both meetings had been circulated and the following applications had been received and commented on:

1. Application Nos. WD/D/16/001883 / 001884 (Listed Building Consent)
1 Manor House, The Street. Proposed internal repair works, remove existing concrete render externally, re-roof existing roof and valley works. Replace existing conservatory to the side of the property and repair existing outbuildings (retrospective). **No Objections**

Same description as previous application WD/D/16/001716 – withdrawn 26/09/16.

2. Application No. WD/D/16/001947
Charmouth House, The Street
Insertion of pedestrian access with gate into section of wall being currently rebuilt (Retrospective).
No objections

3. Application No. WD/D/16/002187
Seadown Holiday Park, Bridge Road
Erection of two timber holiday lodges together with parking and landscaping.
No objections

4. Application No. WD/D/16/002222
Oakside, Meadow Way
Proposed extension.
No objections

David Clifford reported that he had been to the planning meeting at WDDC on 17th November 2016 to speak about 13 Downside and Cove Cottage applications. 13 Downside has outline planning permission but will come back to the Council for comment when the full plans are submitted. Cove Cottage application was refused by 11 of the 12 councillors at WDDC. David wanted to thank George Symonds for his help with this matter.

The Clerk reported that since the last planning meeting, a change of plans had been received for the Oakside application. The Planning Committee had no objection previously. As WDDC would not give an extension for receipt of comments the Clerk was seeking permission to go back to WDDC with no objections. This was agreed.

153/16 WORKS COMMITTEE (Meeting held on 15th November 2016)

David Clifford reported that the Remembrance Sunday parade and church service was good and was well attended. Jim Greenhalgh said that since Remembrance Sunday Paul Oatway had sent out notes on improvements for next year.

David Clifford reported that a Defects Book was now at the Beach Office which covers the CHCC, Café, Fossil Shop and Rock Follies.

There is a sequence for placement of the signage regarding the defibrillator that needs to be followed. Paul Oatway is to arrange with Dave Humphrey. There is not much being carried out on the Works List at the moment as it is Dave Humphrey's priorities are risk assessments.

154/16 E-EXECUTIVE COMMITTEES (E-meeting held on 10 October 2016)

It was reported that the E-Executive committee approved up to £700 to obtain specific advice from Zurich's Local Council Advisory Service to enable the Health and Safety and Risk Management system to be updated. Funds to be obtained equally from Foreshore, Playing Field, Cemetery and Elms budgets.

155/16 FINANCE COMMITTEE (Meeting held on 8th November 2016)

1. It was proposed by Peter Noel, seconded by David Clifford and

RESOLVED that the additions to Accounts for Approval (totalling £8703.62) for November, be accepted and approved.

Accounts For Approval - September:

HMRC (PAYE)	1,599.17
JRB Enterprise Ltd	145.50
A J Supplies	161.04
Mark Wickenden	703.96
Lyreco UK Ltd	160.94
Beaminster Flowers	250.00
Prospect Garage	128.28
Garry Pitcher	4.25
Morgans of Charmouth Ltd	17.00
	3,170.14

Accounts For Approval - October:

HMRC (PAYE)	1,738.84
A J Supplies	143.70
Wicksteed Playgrounds	118.92
Groves Nurseries	59.94
BBS	39.73
ESE Direct	65.45
Doodle Computers	54.00
DAPTC	100.00
Prospect Garage	192.49
HMRC (VAT)	4,950.60
RBL Poppy Appeal	70.00
Axminster Ironworks	180.00
A&C Audio Visual	222.41
Buglers	677.54
MJ White	90.00
	8703.62

2. It was proposed by Graham Bender, seconded by David Clifford and

RESOLVED that the Report of Accounts for September and October, together with the Clerk's Report for November be accepted and approved.

REPORT OF ACCOUNTS FOR CHARMOUTH PARISH COUNCIL - SEPT 2016

	£	£	£
		Current Ac	Deposit Ac
Cash Book Balance at 31 August 2016		49,969.29	116,020.44
Income:			
Precept (inc LCSG)	28,081.50		
MH Room/Recovered postage/Pav elec	148.37		
Foreshore - Rents/Car Park/Beach Huts	13,463.13		
Interest			25.11
		<hr/> 41,693.00	
Expenditure:			
Accounts paid in Sept (inc PAYE)		5,539.02	
Petty Cash		110.46	
Refunds		40.00	
Fossil Warden donation		530.00	
Axe Valley and West Dorset Ring and Ride Donation		134.76	
		6354.24	
Direct Debits:			
Santander charges	50.77		
BT - Main Office Phone	29.82		
BT - Fsh Office	26.48		
BT - Fsh Emergency Phone	35.76		
BT - Broadband	84.00		
Wessex Water Authority (Foreshore)	75.50		
WDDC - Foreshore/Cemetery Rates	1,103.00		
WDDC - Elms Rates	240.00		
DCC - Foreshore/Cemetery Bins	806.14		
British Gas - Elms	81.00		
EDF Energy - Foreshore	0.00		
EDF Energy - Elms	80.00		
EDF Energy - Playing Field Pavilion	0.00		
EDF Energy - Depot	6.00		
EDF Energy - Cemetery Chapel	0.00		
Public Works Loan Board	633.44		
Wages - Net	7,986.08		
HMRC (VAT)	<hr/> 0.00		
		11,237.99	

REPORT OF ACCOUNTS FOR CHARMOUTH PARISH COUNCIL – OCTOBER 2016

	£	£	£
		Current Ac	Deposit Ac
Cash Book Balance at 30 September 2016		74,070.06	116,045.55
Income:			
Transfer to Deposit Account			30,000.00
Red Arrows Donation	259.10		
PF Rent	25.00		
Foreshore - Rents/Car Park/Beach Huts etc	11,749.47		
Elms Rent/MH Room	2,748.49		
Interest			15.97
		<hr/> 14,782.06	
Expenditure:			
Accounts paid in Oct (inc PAYE)	3,170.14		
Trave Expenses	25.82		
Dorset Coast Forum	35.00		
Transfer from Current Account	30,000.00		
		33,230.96	
Direct Debits:			
Santander charges	36.91		
BT - Main Office Phone	28.18		
BT - Fsh Office	21.49		
BT - Fsh Emergency Phone	35.76		
BT - Autodialler	97.68		
Wessex Water Authority (Foreshore)	75.50		
WDDC - Foreshore/Cemetery Rates	1,103.00		
WDDC - Elms Rates	240.00		
DCC - Foreshore/Cemetery Bins	441.43		
British Gas - Elms	81.00		
EDF Energy - Foreshore	0.00		
EDF Energy - Elms	69.00		
EDF Energy - Playing Field Pavilion	0.00		
EDF Energy - Depot	6.00		
EDF Energy - Cemetery Chapel	0.00		
Public Works Loan Board	0.00		
Wages - Net	6,522.52		
HMRC (VAT)	<hr/> 0.00		
		8,758.47	

Cash Book Balance at 31 October 2016	46,862.69	146,061.52
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Represented

by:

Bank

Santander

46,862.69

Working

45,290.63

Contingency

421.04

Earmarked Reserve

100,349.85

Business Deposit Account

146,061.52

Nat West

Account

1,000.00

Nat West Savers Account

2,406.19

Accounts For Approval:

HMRC (PAYE) 1,738.84

A J Supplies 143.70

Wicksteed Playgrounds 118.92

Groves Nurseries 59.94

BBS 39.73

ESE Direct 65.45

Doodle Computers 54.00

DAPTC 100.00

Prospect Garage 192.49

HMRC (VAT) 4,950.60

RBL Poppy Appeal 70.00

7,533.67

3. Following circulation of the monthly spreadsheets for September and October 2016, it was proposed by David Clifford, seconded by Graham Bender and

RESOLVED that the spreadsheet accounts be accepted and approved.

4. It was proposed by David Clifford, seconded by Martin Sayers and a

RESOLVED that £400 plus VAT be approved for David Humphrey to attend a chain saw training day and to purchase necessary associated PPE equipment.

5. As it would possibly have a financial implication the Foreshore Committee had proposed to the Finance Committee that an amendment be made to the Boat Park terms and conditions. This would state that boats should be serviceable and regularly used, rather than using the area as a storage facility. It was proposed by Jim Greenhalgh, seconded by Graham Bender and

RESOLVED that a change be made to the Boat Licence terms and conditions stating that the boat must be in a seaworthy condition and regularly used.

6. The Finance Committee had decided on donation amounts to applicants for Charitable Funds. However since the meeting a letter has been received from the Girl Guides apologising for their late application and requesting £150. As there was only £50 left in the budget Peter Noel suggested that this amount should be donated as their application was late and that was all that was available. Graham Bender asked if the lower amount would affect their running. This was not the case as the Guides had said they would be grateful for any amount which would go towards activities. It was proposed by David Clifford, seconded by Judith Sheppard and a

RESOLVED that £50 be donated to Charmouth Girl Guides; 1st Charmouth Scout Group –£500; 1st Charmouth Brownies £300; 1st Charmouth Rainbows £100; Bradpole Pre School (1 child from Charmouth Parish) £50

One application had been received from non youth group from Bridport Citizens Advice Bureau. The finance committee considered donating £100 which would leave £100 in the non youth group fund in case any other organisation needed help in future. It was proposed by Graham Bender, seconded by Jim Greenhalgh and

RESOLVED that £100 be donated to Bridport Citizens Advice Bureau.

7. Following approval and undertaking of the essential maintenance work on the tractor, Francis Bugler Ltd have advised that the clutch needs replacement. It was proposed by Martin Sayers, seconded by Graham Bender and

RESOLVED that the total cost of £1273.50 plus VAT for repairs to the tractor to be taken from the Foreshore Car Park Earmarked Reserve be approved.

156/16 FUTURE MEETINGS

1. The first Tuesday in January is the 3rd January which very close to the Christmas and New Year holidays and is the first day that the office is open. It would be more practical to push the meetings back a week except for the Full Council meeting which would remain on the fourth Tuesday which is the 24th January. A Works Committee meeting would have to be arranged. It was proposed by Peter Noel, seconded by Judith Sheppard and

RESOLVED that the Playing Field & Cemetary and Foreshore Committee Meetings be held on the 10th January with the Finance, Tourism and Planning Committee Meetings held on the 17th January.

2. It is normal practice to not hold meetings in February 2017. It is always possible to hold an E-Executive meeting in case of emergency, such as any winter storms. It was proposed by Peter Noel, seconded by Graham Bender and

RESOLVED that there would be no meetings held in February except for emergencies.

3. Following further staff training changes have been made to the layout or committee meeting agendas. They now include the legal requirements of declaration of interest and the approval and signing. It is also a legal requirement that three full days notice is given of the agenda to councillors and the public. Therefore agendas need to be ready by the Thursday before a Tuesday meeting.
4. The councillors though it would be more practical to have the Works Committee and Playing Field meetings earlier than the current start times. It was proposed by Jim Greenhalgh, seconded by David Clifford and

RESOLVED that the future Works Committee meetings would be held at 6.00pm and Playing Field to be at 6.30pm.

157/16 COUNCILLOR VACANCIES / COMMITTEE SPACES

A meeting has been arranged to enable anyone interested in being a councillor to come along and ask questions etc. It has been widely advertised and Peter Noel reminded Councillors that their presence would be appreciated.

Until new councillors are recruited the HR Committee need two temporary members, Chris Shirley-Smith and Graham Bender volunteered. Also the Finance Committee needs one temporary member for which Judith Sheppard volunteered.

158/16 CHARMOUTH FORESHORE REGENERATION

A Stakeholder meeting has been arranged for 7th December 2016. The report has been circulated to all Councillors and Peter would hope that they will attend and comment. Hopefully the project will improve the foreshore if funding can be obtained.

159/16 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

Chris Shirley-smith commented that the Twinning Association were holding a fundraising dinner.

160/16 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS

- An email was received from Bruno Peek regarding “a Nations Tribute and Beacons of Light” the celebrations of the end of World War 1 on 11th November 2018. This will be considered at a later date.
- A letter was received from Axe Valley and West Dorset Ring and Ride Service thanking the Council for its contribution.
- The annual report 2015 -2016 from DAPTC was received.
- A report on Project Road Performance from Connect A300/A35 Ltd.
- The Dorset Review – Campaign to Protect Rural England. Autumn Branch News Issue 107
- BLAP Bulletin for November received by email.
- An email was received from DAPTC, Chief Executive’s Circular for November.
- An email was received from The Jurassic Coast Trust regarding “Dippy Is Coming To The Jurassic Coast”. Natural History Museum tour details regarding the dinosaur coming to Dorset County Museum between February and May 2018.
- Cllr Daryl Turner forwarded an email about “Help for those with slowest broadband speeds”.
- DAPTC sent an email regarding the “Clinical Services Revue Public Consultation”.
- Dorset CPRE sent an email inviting people to book for the discussion on the “Urbanisation of Dorset”.
- Cllr Daryl Turner forwarded an email regarding community transport grants.
- DAPTC Western Area Meeting invitation on 24th November 2016, received by email.
- An email was received from Dorset Coast Forum including their ENews November 2016.
- Cllr Daryl Turner forwarded an email about County Councillor Road Works Report.
- Cllr Daryl Turner forwarded an email of the Rural Opportunities Bulletin.
- An email was received containing the Minutes of the DAPTC Western Area Meeting of 28th July 2016.
- Cllr Daryl Turner forwarded an email about Community Grants Bus Schemes.
- DAPTC sent an invitation by email to their AGM on 5th November 2016.
- DAPTC sent their 2016 autumn magazine by email.
- Cllr Daryl Turner forwarded an email about Dorset Waste Partnership ‘New Containers Consultation’.
- DAPTC sent an email about “Motions from member councils for consideration at the DAPTC AGM”.
- Bridport Town Council sent an email regarding ‘Council Consultation Letter’.
- Minutes from the October LymeForward Meeting received by email.
- Email received from Kerry Hall DCC “Travel and Transport Newsletter
- An email was received about Highways Working Together Webpage update.
- An email was received with the Report for LymeForward Meeting on 13th October.
- An email invitation was received from Bridport Area Development Trust to their AGM on 10th October 2016 at Bridport Town Hall.
- Bridport Local Area Partnership sent an email about Council Consultation.
- Cllr Daryl Turner forwarded an email press release - “Have your say on Council Tax Support consultation”.

As always any of the correspondence is available to be forwarded – Councillors should contact the Clerk if they would like to receive any from this month’s list.

161/16 EXCHANGE OF INFORMATION

Chris Shirley-Smith reported that his meeting with the Highways Agency will be reported to the next Playing Field Committee Meeting.

It was proposed by Peter Noel, seconded by David Clifford and

RESOLVED that the Council go “in Committee”.

162/16 IN COMMITTEE

1. The minutes of the E-Executive Committee Meeting regarding the appointment of a staff member, held on 1st November 2016 to be noted.
2. Tenant Issues

The meeting closed at 9pm.