

Charmouth Parish Council

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MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL HELD ON TUESDAY 23rd NOVEMBER 2021

PRESENT: Cllrs. Jane Bremner, Maralyn Hinxman, Julie Leah, Andrew Lightfoot, Katie Moore, Peter Noel (Chair), Martin Sayers,

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

FC21/75 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

No members of the general public were present.

FC21/76 DORSET COUNCIL ISSUES

Cllr Daryl Turner had submitted a report to the Clerk which had been previously circulated to councillors.

FC21/77 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Daryl Turner (Dorset Council), not attending in person meetings, and Cllr Judith Sheppard, illness.

FC21/78 DISPENSATIONS

There were none received.

FC21/79 DECLARATIONS OF INTEREST

There were none. Cllr Noel thanked all Councillors for completing the Register of Interest online before the end of October. These are now linked to the Parish Council's website.

FC21/80 MINUTES OF PREVIOUS MEETINGS

RESOLVED that the minutes of the Meeting held on the 28th September 2021, be signed by the Chair as a correct record.

FC21/81 MATTERS ARISING FROM THE MINUTES

There were none.

FC21/82 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 26th OCTOBER 2021 and 18th NOVEMBER 2021

a) FS51.21(a) Beach Hut Ramp – Proposal to crowd fund the stepped beach ramp;

Cllr Noel explained that he had been approached by a member of the public about the stepped ramp project and they thought that there were people in the village who would be happy to give a large donation towards the costs.

Cllr Bremner said when this was looked at in the past, from a structural engineering point of view, there wasn't any scheme that would work. Cllr Noel explained that Dorset Council engineers had been responsible for the plans for the stepped beach ramp and the rock armour already in place will also help protect a future ramp. The design had already been granted planning permission and its renewal of the planning permission was in progress. Cllr Bremner asked that if funds were raised the Council was confident that the designed structure would work. Cllr Noel confirmed this was correct. The original hope of obtaining funding from the Coastal Communities Fund was not successful and other local fundraising avenues are not currently available. Dorset Council are aware that the Parish Council is looking for funding. The Lyme Regis Development Trust is no longer active in this capacity. A loan of money through the Public Loan Board wasn't an option as the scheme would be a depreciating asset.

The Clerk then said she had looked into the kind of fundraising that Parish Councils can do and there is a certain type of crowdfunding that Parish Councils can do but it needs studying.

Cllr Lightfoot said that he had some experience of an organisation called Crowd Funder which might prove useful. They always say that you need some funds to start with. If you start a crowd funder with no money your chance of success is minimal. You might need half of your total needed to start with. It is an organisation that could give advice. Cllr Leah was going to look into whether any other councils had crowd funded a scheme and how successful they were. Cllr Noel proposed and Cllr Moore seconded and it was

RESOLVED that the idea of using crowd funding to pay for the stepped beach ramp project be investigated and moved forward.

b) FS51.21(b) Foreshore Public Toilets

In the absence of Cllr Sheppard, Vice Chair of Foreshore Committee Cllr Moore spoke about the recent meeting. The issue of a complaint about the foreshore toilets led to discussions at the committee of reinstalling a fifth toilet cubicle. The Deputy Clerk updated the members that she had contacted the person at Dorset Council responsible for the public toilets and they were going to speak to Cllr Sheppard by phone. However due to ill health this has not happened yet.

c) FS51.21(c) Fireworks Display Application Complaint

A further email had been received complaining that the Foreshore Committee had not granted permission for fireworks to take place on 6th November. Cllr Moore explained that the procedures for permission had not been followed by the Events Committee and there were concerns over the danger caused by the undermining of retaining wall. The Clerk pointed out that they had been advertising the event before they had even asked for permission. Cllr Moore said that she understood that they might want to hold a New Year's Eve display. The Deputy Clerk confirmed that no request had been received so far. It was agreed that the Clerk would respond to the complaint stating that it has been considered. The decision was made using the facts at the time, that the Council had not had four weeks' notice and asking for a timely application for any New Year's Eve display.

d) FS51.21(e) Information Request on Public Space Protection Order

The Clerk explained that there had been a further email from Mr Clive Randall about the lack of fines issued under the PSPO. Cllr Bremner said that she thought this showed the Council's position that as we hadn't issued any fines it showed the policy was working as the threat of fines was sufficient deterrent. Whereas Mr Randall's view seems to be that as no fines had been issued by the Parish Council or anyone else, it must be that the policy is wrong. The Clerk said she thought his view was that the Parish Council ought to look at making amendments. Mr Randall states that Dorset Councillor Laura Miller has said that landowners and stakeholders can opt out within the three years if they so wish and can also make amendments. This is not what the Parish Council was told when the Council agreed to be part of it. It was agreed that the Clerk would double check the facts again with Dorset Council although the Council's view was that they were part of the scheme for the three years and did not want to make any amendments. Any comments would be taken on board when renewal was due.

e) FS57.21 Foreshore Assent Document (Beach Management Plan)

Cllr Moore explained that the Foreshore Assent Document title had been changed from Beach Management Plan as this seemed to be misleading as it is actually a document that requests permission to carry out certain procedures during the five-year period so that the Council does not have to keep asking Natural England for permission. The document has been circulated and amended in accordance with councillors and consultees input. The document now reflects how the Foreshore Committee want to proceed. It has been suggested that a separate document be available to inform people of the flora and fauna in the foreshore area. There will also be a standard operating procedure to manage the day-to-day maintenance. Cllr Moore proposed, Cllr Noel seconded and it was

RESOLVED that the draft Foreshore Assent Document be approved and sent to Natural England for their initial comments.

FC21/83 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 26th OCTOBER 2021

a) Agree donation for to RBL Poppy Appeal for wreath

Cllr Noel explained that the donations had been £100 for two years in relation to the centenary and then reverted to £50 last year. Cllr Noel proposed, Cllr Bremner seconded and it was

RESOLVED that a donation of £50 be made to RBL Poppy Appeal for wreath for 2022.

FC21/84 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE HELD ON 9th NOVEMBER 2021

a) Decision by Dorset Council not to impose a TPO on the churchyard yew trees

The Clerk read a previously circulated draft response to Dorset Council appealing their decision not to impose a TPO on the yew trees at the church. Cllr Noel proposed, Cllr Sayers seconded and it was

RESOLVED to send the appeal against the Dorset Council decision not to impose a Tree Preservation Order on the parish church yew trees.

b) Schedule of Neighbourhood Plan

Agree schedule and format for advertising the Neighbourhood Plan Referendum – Cllr Noel explained that there are restrictions on campaigning in the run up to the referendum. Any publicity information should be sent out soon to avoid entering the referendum period. Any information just informing people of the facts i.e date and time of vote is permissible. Cllr Bremner pointed out that if the Council do not raise awareness and encourage people to vote, if less than the required amount vote then all of the last six years work that had been done of the Neighbourhood Plan would be wasted which would be devastating. The principle of the leaflet was agreed at the Planning Committee. Cllr Noel proposed, Cllr Sayers seconded and it was

RESOLVED that, logistics permitting, a leaflet would be produced and circulated encouraging people to vote in the Neighbourhood Plan referendum and to include factual information only such as date, location of vote.

FC21/85 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 9th NOVEMBER 2021

a) FGP21/44 Supplier Payments October 2021 and November additions

RESOLVED that the additions (in bold type) to the Supplier Payments for November be approved.

Supplier Payments - October 2021:

HMRC (PAYE)	£2,077.54	BACS
Furniture at Work	5866.80	
Woodberry	942.00	
Shanie's	120.00	
Garry Pitcher	43.98	
A J Supplies	28.80	
Mark Wickenden	553.16	
Morgans	22.94	
Axminster Tools	9.80	
JRB Enterprise	297.96	
Bridport Glass and Tile	6.30	
C B Potts	1893.82	
Bridget C Bowen	430.00	
First Aid for Less	28.50	
Scribe	345.60	
Charmouth Central	50.00	
Greig & Allen	366.00	
Flowbird	195.92	
Flowbird	138.58	
Prospect Garage	377.98	
Water 2 Business	192.29	£13987.97
Already paid		
NALC	38.93	
Office Furniture Direct	292.32	
Linda Bearpark	200.00	

Supplier Payments - November 2021:

HMRC (PAYE)	£2,479.11	
MAC Building Contractors	300.00	
Stonecroft Stained Glass Ltd	300.00	
Travis Perkins	100.80	
Garry Pitcher	21.99	
Precision Waterjet	48.00	
Axminster Garden Machinery	118.87	
Jurassic Coast Trust	850.00	
Lyreco	50.23	
Amazon	10.98	
Amazon	7.49	
Amazon	99.75	
Amazon	9.98	
Amazon	8.14	
Amazon	29.99	
Bridport Building Supplies	179.32	
Water 2 Business	200.38	
Yellowbox	96.00	
Cartridge Save	143.90	
Lyme Regis Town Council	6.00	
Martins Excavations	714.00	
Kitson & Trotman	900.00	
Shanie	120.00	
Peter Grinter	22.00	
Target Pest Control	850.00	
		Pd Sep to bulk payment
		£7,666.93
		(£6816.93 + £850.00)
Already paid		
Office Furniture Direct	214.62	
CNC Creations	44.63	
Elite Industrial Supplies	35.75	
Mary Saunders	119.00	
Monica Symes	119.00	

b) FGP21/45 Bank Reconciliation

RESOLVED that the bank reconciliations to end of September 2021 be approved and accepted.

c) FGP21/46 Income and Expenditure against Budget

RESOLVED that the Income and Expenditure against budget for April to September 2021 be accepted and approved.

d) FGP21/48 Clerk's Report

RESOLVED that the Clerk's report be approved and accepted.

e) FGP21/49(a) Internal Audit Report

RESOLVED that the Internal Auditors report be approved and accepted.

f) FGP21/49(b) Internal Audit Quote 2022/23

RESOLVED that the Internal Auditor's quotation from Bridget Bowen to provide internal audit services for the year 2022/23 at a cost of £885 be approved and accepted.

g) FGP21/51(a) Youth Charity Fund donations

RESOLVED that the donations totalling £400 be approved and accepted.

h) FGP21/51(b) Non-Youth Charity Fund donations

RESOLVED that the donations totalling £310 be approved and accepted.

i) FGP21/56(c) Memorial Bench costs

RESOLVED to increase the charges in line with inflation to £1861.48 plus VAT for the bench, engraved plaque, installation and maintenance for up to 10 years as well as eventual removal.

j) Mallory Hayter Room Wifi

RESOLVED that the quote from Lawson Computers (Axminster) of £144.99 plus VAT to set up wi-fi in the Mallory Hayter Room and ongoing IT support required at an hourly rate of £40 per hour, be approved and accepted.

k) FGP21/57(a) Suzuki Carry Pick Up

Cllr Noel reported that the new vehicle was due to be collected on 1st December.

FC21/86 TO RECEIVE AND CONSIDER THE REPORT OF THE H.R. COMMITTEE HELD ON 2nd NOVEMBER 2021

This item was discussed "In Committee". Cllr Bremner gave feedback on the action required following the recent staff appraisals.

a) HR21/6 c) Staff Member 4 pay review – This was deferred to "In Committee" section.

FC21/87 EMERGENCY PLAN

a) Cllr Noel explained that there had been an Emergency Plan Working Group meeting which Cllr Moore had been invited to. The members of the Group would like Cllr Moore to be a member of the Group and therefore a member of the Emergency Committee. Cllr Noel proposed, Cllr Leah seconded and it was

RESOLVED to add Cllr Katie Moore as a member of the Emergency Plan Working Group and the Emergency Committee.

b) Cllr Noel explained that there had been a meeting of the Emergency Plan Working Group and there is another meeting planned for January. There is now a list of volunteers who have offered to help with Emergencies. The Deputy Clerk has produced a draft plan and the Working Group is hoping to meet with the volunteers for them to help fill in the required information.

FC21/88 MEETINGS

a) Meeting Format

A discussion took place concerning the future format of Committee Meetings following Cllr Leah's concerns after recent Committee meetings. The Clerk explained that a diary of meeting dates and times were published for the year ahead to enable members of the public and village groups to be fully aware of when the meetings were to enable attendance. It was explained that the meetings could not be shortened by having email discussions beforehand due to the rules on predetermination. The Clerk read out her recent email that explained that the committee meetings are the forum for full discussion. The Deputy Clerk and Clerk will forward more items as they come in rather than wait and send them all out with the agenda, to give members time to ask any questions before the meetings. It was agreed to have a gap of five minutes between meetings.

b) Calendar of meetings 2022/23

It was proposed by Cllr Noel, seconded by Cllr Sayer and

RESOLVED that the calendar of meetings for 2022/2023 be approved.

FC21/89 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

a) Bridport Local Area Partnership

Cllr Martin Sayers attended the BLAP meeting on 17th November 2021 where there was a presentation from Dorset Council on Emergency Planning. BLAP also made a request for funding. The Parish Council has already got this request in the 2022/23 budget for consideration.

b) Working Together Webinars – Libraries Consultation

Cllr Judith Sheppard asked Cllr Katie Moore to comment in her absence. Cllr Sheppard had attended the Working Together Webinar 9th November – Libraries Consultation by Dorset Council. On Monday 25th October Dorset Council launched a public consultation to inform how we develop and deliver the library service in the future. The campaign is called [#LetsTalkLibraries consultation – Dorset Council](#). They want to hear from library users and non-users of all ages, to find out what they like, what they don't like and what would encourage them to use the library service in future:
<https://www.dorsetcouncil.gov.uk/w/let-s-talk-libraries-consultation>

FC21/90 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS

Members can request any item of correspondence to be forwarded by email.

- Thank you letter from National Coastwatch Institute for the help of Council staff during a recent incident. This is the second incident where Beach Staff have gone the extra mile. Has been conveyed to the staff.
- Yeovil District Hospital - Message from the Governors at Yeovil Hospital.
- Josephine Parish (Corfe Castle PC) is seeking election to NALC Smaller Councils Committee and is urging Dorset's smaller councils to vote – deadline 6 December. Information also received from DAPTC which has been circulated.
- BLAP letter to Dorset Council and response confirming the communication methods in place. Cllr Sayers commented that there had been talk about area boards but that idea had evaporated.
- Details from Dorset Council about free parking for Small Business Day on 4 December in DC car parks. Forwarded to Charmouth Traders.
- Dorset National Park Winter Newsletter
- Details from Dorset Council about the Community Governance Review and changes to the timescales. This will be reported to the next F&GP Committee.
- Details from Dorset Coast Forum regarding the appointment of a Chair and Vice Chair
- Bridport Local Area Partnership Bulletins received and forwarded to Cllrs Martin Sayers and Peter Noel
- Enquiry from Uplyme Parish Council regarding Post Office provision
- Summary of DAPTC AGM 2021
- Notice/Agenda for DAPTC Western Area Meeting - ZOOM - 7 pm 25 November
- Reminder for Climate and Ecological Support Group on Thursday 18th 7.30pm
- Dorset Coast Forum eNews October and November 2021
- National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN received regularly and circulated to all Councillors as appropriate
- Latest news from Dorset Council received weekly and circulated to all Councillors
- Dorset Association of Parish and Town Councils E-News received weekly and circulated to all Councillors
- Dorset Council Blue Badge Car Park Charging Policy – forwarded to all Councillors to recommend people to take part if appropriate
- Disruption to cash payments in Dorset Council car parks – forwarded to all Councillors

- Notice of St Andrew's Community Hall Meetings 5th October and 16th November @ 7pm - no rep currently
- Daptc - Working Together Webinars - Libraries Consultation (Dorset Council Area) – Cllr Judith Sheppard attended and to report separately
- Information from Lyme Regis Charity Santa Sleigh regarding the proposal to visit Charmouth with the sleigh again this year. Date proposed – Tues 14 December
- BLAP Parish Liaison meeting information – forwarded to Cllrs Martin Sayers and Peter Noel
- Fossil Warden annual report received from Dorset Council – circulated to Foreshore Committee
- Information received from CPRE - COP26: Join us for a Global Day of Action
- Information from Dorset Coast Forum - English Aquaculture Innovation Hub - Have Your Say!
- Dorset Association of Parish and Town Councils Training E-News - November 2021
- Dorset CPRE Newsletters including latest in the Planning Campaign
- Request to hold a small gathering for marriage vow renewal on Charmouth Beach – response sent confirming that the space is open to public access and advising of things to avoid
- A request was received from a flood victim of the recent storms. This was passed to the Deputy Clerk to deal with as part of the ongoing Emergency Plan discussions
- Summary of the Levelling up Biodiversity Net Gain seminar attended by Cllr Julie Leah – circulated to all Councillors
- Update and feedback from Dorset Council on Dorset's EV Chargepoint Installation Programme – confirmation at a dual socket fast charger will be installed in Charmouth's Lower Sea Lane Car Park as part of Phase 2
- A request was received from a University student seeking information about the sea defences at Charmouth. Referred to Dorset Council.
- Flood Wessex - Important Information: XWS (FWS replacement) and Check for Flooding
- Notice from Dorset Council - ROAD TRAFFIC REGULATION ACT 1984 TEMPORARY TRAFFIC MANAGEMENT NOTICE B3165, MARSHWOOD
- Latest edition of ScoutLook - newsletter of 1st Charmouth Scout Group
- Dorset Coast Forum - Recruitment of DCF Chair and Vice-Chair
- DAPTC 2021 AGM Notice
- Highways England – notice of A35 Morcombelake pedestrian crossing remedial works
- The latest news from LymeForward
- BLAP Parish Liaison - letter to DC – forwarded to Cllrs Martin Sayers and Peter Noel
- WATAG NEWS 6 & Minutes of General Meeting 115 – forwarded to Cllr Julie Leah
- Survey on awareness of property flood resilience received on behalf of the Environment Agency. This was passed to those people identified in the Flood Plan as vulnerable to flooding as requested.
- Notice and subsequent notes of Climate and Ecological emergency support group meeting held on 12 October – forwarded to all Councillors
- Cllr. Daryl Turner – DC Winter Prep
- Cllr. Daryl Turner – Dorset Council's Road works report – circulated to all Councillors

FC21/91 EXCHANGE OF INFORMATION

Any other issues Councillors wish to report, related to Council business but not requiring a response.

Cllr Bremner reported that she had seen a talk due on 6th December - Right Tree, Right Place. Both herself and Cllr Leah cannot attend but would like the information if possible. The Clerk is arranging this.

Cllr Leah reported that she had been to the recent Dorset CAN meeting attended by Antony Littlechild, Sustainability Team Manager and wrote the Climate Emergency Strategy for Dorset Council. He is setting up better communication channels with parish and town councils. They want to know what smaller councils want from them.

Cllr Noel reported that upcoming staff holidays had been circulated to all councillors. Christmas cover at the foreshore had been reported to the foreshore committee members.

FC21/92 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 Cllr transacted.

a) HR21.5

Cllr Bremner reported that it had been proposed that appraisals be carried out for all staff which had recently been completed by the HR Committee members. Notes of the meetings had been typed up by Cllr Bremner and passed onto staff for their agreement. There had been quite a lot of general points of view and suggestions which will be taken forward by the HR Committee. There were also comments on environment issues which will fed back to the Environment Group.

Cllr Bremner gave further specific feedback on the appraisals. It was proposed by Cllr Bremner, seconded by Cllr Noel and

RESOLVED that further debrief meetings would take place.

b) HR21.6

The Clerk left the meeting. It was proposed by Cllr Bremner, seconded by and

RESOLVED that the HR proposal be approved.

The meeting closed at 9.00p.m.