

# Charmouth Parish Council

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## MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL HELD VIRTUALLY ON TUESDAY 27<sup>th</sup> OCTOBER 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: Lisa Tuck, Parish Clerk, Melissa Kirkby, Deputy Clerk

### 65.20 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

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

66.20 DORSET COUNCIL ISSUES – Cllr Daryl Turner was not present.

### 67.20 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Daryl Turner who was on holiday.

### 68.20 DISPENSATIONS

None received.

### 69.20 DECLARATIONS OF INTEREST

None received.

### 70.20 MINUTES OF MEETING HELD ON 22<sup>nd</sup> SEPTEMBER 2020

The minutes had been circulated and it was

**RESOLVED that the minutes be approved as correct.**

### 71.20 FORESHORE ISSUES

#### a) Foreshore Amenities review

(i) Beach Huts – no change from the action agreed in September. It was reported that most huts are now let for the winter.

(ii) Fossil Walks Code of Practice – no change from the action agreed in September.

b) Public Space Protection Order (Dogs) – Update – despite the report in the Lyme Online (to be corrected!) DC Cabinet agreed to swap the beaches which means that West Beach will have a complete dog restriction from 1 May-30 September and East Beach will be dog friendly at all times. Dogs will have to be on leads in the car parks and footpaths around the Foreshore. Contact is expected from DC regarding the logistics/training. Maralyn Hinxman queried the position and the Clerk stated that the decision was ratified at the last meeting. Jane Bremner stated that she felt it would be positive from a holiday makers point of view.

c) Charity Fund 2020 – In line with previous years, it was

**RESOLVED that an amount of £1200 (£900 youth/£300 non-youth) be made available from the car park reserve to allocate to local youth/other groups.**

- d) Renewal of Beach Stepped Ramp Application – Update – Paul Oatway confirmed that he is working on this currently. Peter Noel stated that following discussions with Matt Prosser (Chief Executive of DC) he was made aware of the Communities Fund and is investigating this.
- e) Old Cement Factory Pointing Project – As previously reported the start date is 9 November. Paul Oatway continues as Project Manager with the Facilities Manager and Deputy Clerk as backup.
- f) Fossil Warden annual contribution – Following an email from DC (Sam Scriven), regarding the amount of the donation from CPC towards the Fossil Warden, it was

**RESOLVED that a donation of £850 be contributed for the current year due to the fact that two wardens had not yet been forthcoming. The amount would be reviewed again next year.**

#### 72.20 PLAYING FIELD AND CEMETERY ISSUES

- a) Playing Field amenities – confirmation of ongoing reviews
  - (i) Pavilion – it was confirmed that due to no clubs, there would be no winter usage of the pavilion;
  - (ii) Playground – it was confirmed that the current regime is working well.
- b) Remembrance Day
  - (i) Parade/Service – Sunday 8<sup>th</sup> November – following recent updated advice from RBL and HM Government, it was

**RESOLVED that the Remembrance Day Parade/outdoor service for 2020 should be cancelled as it would be too difficult to control the numbers attending and consequently comply with the required regulations. Groups would be encouraged to lay wreaths at any time on Sunday 8 November.**

- (ii) Wreath donation to RBL – As a donation had already been made to RBL via the Street Poppies, it was

**RESOLVED to donate £50 to the Poppy Appeal to cover the cost of the wreath.**

- c) Emergency Active Travel Fund – Tranche 2 – update on consultation exercise – as the vast majority of responders were in favour of a 20mph speed limit through the village, it was

**RESOLVED to request a 20mph zone from Old Lyme Hill junction to Bridge Road junction, along with Lower Sea Lane where the school is located.**

- d) Parking on pavement opposite Charmouth Stores – DC have come back and said that bollards are not possible due to the narrowness of the pavement. Andrew Lightfoot asked whether a raised kerb may help and it was agreed that this could be discussed at the next Playing Field, Cemetery and Street Management Committee.
- e) Footpaths update – Martin Sayers updated the Council in line with the report circulated.
- f) Zurich Playground Inspection Report – this had been passed to the Facilities Manager to deal with the reported defects.

#### 73.20 FINANCE AND GENERAL PURPOSES ISSUES

- a) Supplier Payments/Direct Debits (October) – 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 - October 2020:**

HMRC (PAYE)	£1,848.33	Bacs
Abode	180.00	
DAPTC	78.00	
Doodle Cloud Ltd	90.00	
Linda Bearpark (Charmouth Street Poppies)	150.00	
Bradfords	53.62	
Garry Pitcher	5.00	
Prospect	262.20	
A R Woolmington	42.00	
Lyreco	65.35	
Flowbird	374.02	
Greig & Allen	273.67	
Mark Wickenden	545.16	
Charmouth Central Ltd	130.00	
Wifi Spark Ltd	2458.94	
Shanies	90.00	
Bridget C Bowen	420.00	
		5217.96
		<b>7066.29</b>
<b><u>Other payments made</u></b>		
<b>Ebay</b>	<b>50.96</b>	Paypal
<b>British Gas - Electricity</b>	<b>12.23</b>	Bacs 12/10
<b>ZOOM</b>	<b>11.99</b>	Paypal 12/10
<b>Jo Seaman</b>	<b>336.55</b>	Bacs 7/10
	<hr/>	
	<b>£7,478.02</b>	

- b) Bank Reconciliation (September) – It was

**RESOLVED that the bank reconciliation for September as circulated be approved.**

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

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

- d) Weekly Chair/Vice Chair Checkpoint Reports – in line with delegated authority agreed by email March 2020 (as previously circulated/published – 20 September-18 October 2020);

- e) In line with the email from March (circulated) which was due for approval at the meeting scheduled for 24/3/2020 which had to be cancelled at the last minute due to lockdown, it was

**RESOLVED that the decisions made by delegated authority between 24 March and 2 June 2020 be approved along with formal adoption of delegated authority by Chair/Vice Chair and/or another signatory moving forward.**

- f) Elms working/letting review – no change to the regime adopted at September meeting (ie building closed to the public).  
g) Internal Audit Visit 20/21 - it was

**RESOLVED that the report of the first internal audit visit for the current year be approved with the only recommendation being related to the delegated authority agreed in item e) above.**

- h) First Aid Training renewal – it was

**RESOLVED to accept the reduced quote from original provider to renew qualification for all staff at a cost of £50 each (£350) to be taken from the current Training Budget.**

- i) Define and publish long term strategy (as mentioned in the Communications Strategy) – Andrew Lightfoot to liaise with the Deputy Clerk regarding a logical framework approach which would show what the organisation is doing in tabular form. The aim is to produce something for circulation in November.  
j) Elms Electricity DD payment to reduce from £84 to £58 per month from November 2020.

#### 74.20 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 White Paper – it was

**RESOLVED that the draft response circulated by Andrew Lightfoot be approved with copies being sent to the MP, Dorset Councillor and DAPTC.**

- b) Neighbourhood Plan – budgeted expenditure – following a request from NHPSPG, it was

**RESOLVED that approval be given from expenditure of £1200 over the next few months to cover documents for submission (from budget/ResGEN5).**

#### 75.20 BUDGETS 2021/22

Councillors were reminded that the budgeting process was about to begin and any suggestions should be made to the Clerk or the Chair as soon as possible bearing in mind that the budget for next year should be fairly prudent in the current climate.

#### 76.20 REPORTS FROM REPRESENTATIVES OF ORGANISATIONS

- a) Plastic Free Charmouth – Jane Bremner reported that she had recently attended the first meeting since January and that not much had happened due to Covid. It was agreed to continue with the period of inactivity until next March when a meeting would be held to try and move forward.  
b) CHCC Trustees – Paul Oatway reported that although he and Judith Sheppard did not attend the physical meeting, it was reported that whilst income had dropped by £50000, expenditure had also

dropped. It was estimated that income would still be in the region of £15,800 above expenditure for the year without going into the reserves of £166000.

## 77.20 CORRESPONDENCE

- 20/10/2020 James Lathey, Treasurer of School PTA, request to hold socially distanced “candles on the cliff” event. Also received clarification on guidelines for a social distanced outdoor event in Charmouth via Chris Loder MP (circulated) – concern was expressed about the logistics of such an event involving an unknown amount of people and the difficulty of social distancing in a restricted area including narrow footpaths. In addition, the challenge of lighting candles on an area of open grassland caused concern. More information was required including a plan for the event, risk assessment and the area required to be used shown on a map to enable better understanding and a decision to be made.
- 21/10/2020 Chris Martin, Vicar, idea of holding a drive in Carol Service at the Beach Car parks (circulated) – it was agreed that this was not possible in the Foreshore Car Park and that the Vicar should be advised to contact the owner of the Beach Car Park and perhaps speak to the Axe Valley Mission Community (in particular Uplyme Church) who has been active in diversifying during the pandemic and may have helpful knowledge.
- 06/10/2020 Linda Bearpark, thanks for Street poppy donation approved by email – noted.
- 23/10/2020 Daptc - STANDARDS MATTER 2: PUBLIC CONSULTATION AND PUBLIC SECTOR SURVEYS – forwarded to all Councillors. A collective response can be sent to NALC by 4 December. Responses to be sent to the Clerk to enable a corporate response to be agreed at the November meeting.
- 23/10/2020 Eden Thomson re cutting of west cliff (other correspondence also received as well as favourable comments, and Natural England spoken to) (circulated) – there was a long discussion regarding the fact that a huge amount of work was undertaken with Natural England on the management of the various SSSIs at the Foreshore during the formulation of the Beach Management Plan which is due for review in 2022. The current regime is a result of the agreement with Natural England and their surveyors do visit from time to time.
- 24/10/2020 Tim Holmes – request for plaque on sea defence wall in memory of father (circulated) – it was noted that the sea defence wall actually is the responsibility of Dorset Council not the Parish Council but it was also felt that to have a plaque anywhere other than on a bench or the millstones would unfortunately set a precedent. It is therefore with sad regret that the Parish Council cannot support this request but would offer details for having a plaque on the millstones if required.
- Weekly Dorset Council Latest news and information circulated to all Councillors
- Weekly Dorset Association of Parish and Town Councils E-News circulated to all Councillors
- Weekly National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN circulated to all Councillors
- 23/09/2020 Geoff Townson Responsibility query - Higher Sea Lane to CHCC following an accident - referred to Dorset Council
- 23/09/2020 St Andrew's Community Hall Minutes and Agenda for next week 29th Sept 2020 7pm followed by minutes of the meeting – all forwarded to Paul Oatway

- 23/09/2020 Dorset Council News: Potential changes at Household Recycling Centres (HRCs), Blandford HRC to close for 10 days
- 25/09/2020 Steven Yarde (Bridport TC) Agenda for Virtual Meeting - Bridport Youth Forum Working Party - Thursday 1 October – apologies sent from Charmouth PC
- 26/09/2020 Active Places Newsletter October 2020
- 27/09/2020 Information from Western Area Transport Action Group
- 27/09/2020 Dorset National Park Dorset National Park - Autumn Newsletter
- 27/09/2020 Belinda Bawden, follow up to Western Area Transport Action Group seeking support for the Lyme Regis' community engagement and transport planning project, "Our future town"
- 28/09/2020 Dorset Council Enquiry 1154735 - DYL Outside Little Tea Gardens by the chicane - raised again by a resident who has been reminded that this did not rank high enough with DC to be included in the programme
- 28/09/2020 Dorset Council News: Climate and Ecological Emergency Action Plan published ahead of Cabinet meeting
- 29/09/2020 Dorset Highways - Salt bins to be re-filled from October free of charge and confirming cost of refilling community bins after that if necessary
- 10/2020 Two complaints about the grass cutting on west cliff – Natural England contacted by one of the complaints who confirmed with the Clerk by phone that the guidelines contained in the Beach Management Plan/discussed last year have been adhered to
- 01/10/2020 Cllr. Daryl Turner, Road works report - West, Wey, Port
- 01/10/2020 Claire Peters-Way (Bridport TC) FW: Dorset Council - Voluntary and Community Sector funding
- 02/10/2020 Letter of complaint about stagnant water in Lower Sea Lane. Reported to DC who have instructed the landowner to deal
- 02/10/2020 DAPTC 2020 AGM - Important Information
- 05/10/2020 Dorset Coast Forum eNews October 2020
- 06/10/2020 LymeForward October Newsletter
- 06/10/2020 Dorset Council News release: Grants available for community organisations, including Town and Parish councils
- 13/10/2020 Claire Peters-Way (Bridport TC) BLAP Parish Liaison notes
- 14/10/2020 Enquiry about C88 road sent to Char Valley PC and Lyme Regis TC – not within Charmouth Parish for information
- 16/10/2020 Daptc, AGM Information
- 16/10/2020 Dorset Council News release: Have your say on the future of our Tourist Information Centre
- 16/10/2020 Dorset Council News release: Charges at car parks set to change
- 16/10/2020 Dorset Council Car Park Changes – circulated to all Councillors
- 20/10/2020 Dorset Council Communications Team, Can your parish council help distribute publicity material for the Dorset Digital hotline? Agreed to display posters and referred to Shoreline
- 21/10/2020 Request for voluntary work received from a village college student for two days a week – unfortunately declined due to insurance restrictions and consequently lack of available work as well as Covid bubble working
- 24/09/2020 Dorset Council Re: Parking on the pavement by Wilton House, The Street, Charmouth DT6 6PN opposite Charmouth Stores

## 78.20 EXCHANGE OF INFORMATION

- a) Paul Oatway reported that the Community Hall were now up and running with the Club Room about to open too. They are trying to return to as normal a service as possible within the limitations.

- b) Martin Sayers stated that it was good to see that the village hall had also got things going with the pop up post office opening there on Fridays.

79.20 IN COMMITTEE

- a) Lease 7 Update – the new lease is progressing. The reception counter is to be removed and kept by the Council for future use if required. The missing carpet is to be the tenant’s responsibility.
- b) Lease 3 Update/Review – Further to the rental holiday approved in July, contact had been made with the tenant to talk through the ongoing position. It was

**RESOLVED that due to the unique position of the new business, in order to enable the lease to continue, a rent free period be given from April-June inclusive, followed by 50% rent from July 2020-March 2021. This is based on the Chairman viewing and verifying the position with the accounts. The situation will be reviewed again in March.**

- c) Lease 5 Update – a meeting to be arranged with the tenant to discuss the issues raised.
- d) Lease 4 Update – it was felt that the financial position of this tenant is stable and therefore no help needs to be offered at this time.
- e) Lease 10 Update – a positive viewing had taken place and feedback is awaited.
- f) Elms Re-configuration Update – following a further letter from the CLHS, advice has been sought and notice of one year to move rooms will be given. However, it is once again hoped that discussions with members of the Society may facilitate a resolution sooner.
- g) Elms 2<sup>nd</sup> Floor Heating Quotes – following investigations into the different options for heating of the 2<sup>nd</sup> floor of the Elms (required now for the EPC), the most efficient and cost effective solution is eco-electric radiators and a separate water heater for the water. Three quotes were sought and one was received. It was therefore

**RESOLVED to accept the quote from Simon Scott Electrical for £3580 plus VAT to supply and install the radiators (including the installation of separate meters for each room) and the quote from Joe the Plumber of £177.45 plus VAT to supply and install the water heater. The total of £3757.45 plus VAT to be taken from General Reserve GEN4 (£3000 already allocated for this project).**

- h) Following the FOI request regarding Evans Cliff Covenants, a further letter had been received accusing the Parish Council of breaking the covenants over many years. It was

**RESOLVED that the response prepared by the Solicitor be sent to the complainant along with those originally copied in.**

Meeting closed at 9.45pm.