

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 26th SEPTEMBER 2017**

PRESENT: Cllrs. Peter Noel (Chair), Paul Oatway (Vice Chair), Richard Acton, Graham Bender, Judy Fellingham, Martin Sayers.

IN ATTENDANCE: Lisa Tuck, Parish Clerk; Melissa Kirkby, Deputy Clerk;
Daryl Turner, County/District Councillor; Cheryl Reynolds, District Councillor.

The Chairman welcomed all Councillors to the meeting with a special welcome to Cheryl Reynolds

300.17 Public participation
There were no public present.

301.17 Dorset County Council issues

- County Councillor Daryl Turner reported that he has mainly been involved with school transport for the last month. Now that Post 16s have to stay in education there are more transport issues than previously with no extra funding. There are a few problems still, the worst being route 40.
- Budget pressures still exist but DCC think they have balanced this year's budget. However they still have a gap of around £9 million missing from 2018/19 budget. They are working with the Dorset Council Partnership to try and find savings.
- Since yesterday there is delay to the unitary decision.

302.17 West Dorset District Council issues

- WDDC are now working with a company that helps with increasing the value of any assets the council wants to dispose of. It has not been tried yet but has been very successful with DCC.
- Planning issues are ongoing but with most departments improving. However, land searches are still very poor.
- Toilet cleaning - Churchill will be relinquishing their contract from March 2018 for West Dorset District Council. They are now in the process of procuring a new contract or contracts. There is a good probability that responsibility for cleaning will come down to the town and parish councils.
- WDDC's budget position is relatively good compared with most councils.
- District Cllr Reynolds reported that she had spoken at her first WDDC meeting to raise the issue of the toilets and about taking the toilets back to be run locally. She enjoyed the experience at District and has enjoyed coming here today.

Cllr Bender joined the meeting.

- 303.17 Apologies for absence
Apologies had been received from Cllr Judith Shepperd (away); Cllr David Clifford (away); it was **RESOLVED** that the above apologies be duly noted and the reasons for absence be accepted.
- 304.17 Declarations of Interests
RESOLVED that no declarations of interest were made at this point.
- 305.17 To receive and approve the Minutes of the Meeting of the Council held on 25th July 2017 and Special Meeting of the Council on 8th August 2017. It was
RESOLVED that the minutes for the Meeting held on 25th July 2017 and 8th August 2017 (subject to small amendment made) were approved and the Chairman signed the minutes.
- 306.17 To consider any matters arising from the Minutes (for report only)
There were none.
- 307.17 To receive and consider the report of the Foreshore Committee held on 5th September 2017
- a) Cllr Oatway spoke about the problem of dogs on the beach and the level of abuse towards staff. The council have received a quote of £400-£600 to obtain a Dog Control Order. He suggested that a press statement could be issued to make sure that the village is in agreement. It was
RESOLVED to engage a Solicitor to investigate a Dog Control Order for Council owned public land. Budget to come from Earmarked Reserves FS2.
- b) Cllr Oatway spoke about the beach access plans which would enable better access over the promenade. It would replace the steps with a path zig zagging down the sea defence wall. He had circulated a document for members to consider a planning application for the works. The consultant, Simon Williams has been doing the work with Lyme Forward. He has proposed a scheme that seems favourable from Natural England, Historic England and the Environment Agency. Funding to be obtained once planning permission has been granted. It was
RESOLVED to apply for planning approval for the Beach Access Planning Statement.
- c) Cllr Oatway proposed the transfer of funds for voluntary groups. It was
RESOLVED to accept the transfer of £800 for youth and £200 for non-youth groups totalling £1000 from Earmarked Reserves - Foreshore 2 to Earmarked Reserves - General 1.
- d) Cllr Oatway spoke about the replacement of the fire doors at the factory building units and brought attention to the report that had been issued to all members. He proposed that members accept the quotation of MC Carpentry, as it was compliant with the work required for both areas and it would be better to have same contractor for both parts of the project. The contractor has successfully been used before and the quality of work is known

to be good. The minor difference in price between their quotation and the lowest is small and the benefits still provide the best use of funds.

RESOLVED to accept the quotation as set out in the report, from MC Carpentry for Fire Doors at foreshore factory building units at a total cost of £1000.00 excluding VAT.

308.17 To receive and consider the report of the Playing Field, Cemetery and Street Management Committee held on 5th September

Cllr Sayers wanted to draw attention to the funding for the pavilion showers. This item has been dragging on but it is progressing slowly. He should hear further sometime in October.

Cllr Fellingham commented about speed issues which she will report on at the next committee meeting.

309.17 To receive and consider the reports of the Planning Committee held on 8th and 29th August 2017

- a) WD/D/17/001340 - Flat 1, Portland House, The Street - Erect satellite dish, gas meter and mains - **No Objection.**
- b) WD/D/17/001586 - The Anchorage, Five Acres -Erect conservatory - **No Objection.**
- c) WD/D/17/001507 - 1 St Andrews Drive, Charmouth - Erect two storey side and single storey rear extension - **No Objection.**

310.17 Proposals relating to the Finance and General Purposes Committee (no meeting held)

- a) It was **RESOLVED** to accept Accounts for Approval for August and September.

Accounts For Approval - August:

HMRC (PAYE)	£1,598.09
Doodle	
Computers	£36.00
BBS	£141.66
Helping Hand	£44.38
Wickstead Leisure	£282.54
Creative Solutions	£47.05
Grieg & Allan	£99.74
ICO	£35.00
Hush Farms	£330.00
Safety Lifting Gear	£40.76
Japanese Knotweed	£2,220.00
Garry Pitcher	£52.49
DAPTC	£462.93
Amazon	£27.67
Staples	£795.98

Mole Avon £13.89

6,228.18

Accounts For Approval - September:

HMRC (PAYE)	£1,261.16
Ebay	£14.96
Lyreco	£136.99
C B Potts	£457.20
Creative Solutions	£261.52
Prospect Garage	£281.08
Travis Perkins	£10.50
Interflora	£32.00
Keeley Windows	£716.77
Doodle Computers	£288.00
Doodle Cloud	£143.28
Bridport Building Supplies	£42.10
Vale Fire Safety	£205.20
Townsend Engineering	£1,836.00
Mole Avon	£88.46
Premier Inn	£63.00
E B Edwards	£137.58
Bemrose Booth	£226.08
Morgans	£28.20
SLCC	£41.40
Carole Girling	£70.20
	<hr/>
	£6,341.68

b) It was **RESOLVED** to accept Report of Accounts for July and August.

Jul-17

	£	£	£
		Current Ac	Deposit Ac
Cash Book Balance at 30 June 2017		73,887.95	131,202.45
Income:			
Transfer to Current Account		0.00	
Precept/Support Grant	0.00		
PF Elec/Cem Fees	113.00		
Foreshore - Rents/Car Park/Beach Huts etc	36,777.78		
MH Room/Elms Rent	1,907.40		
Interest			16.18
	<hr/>	38,798.18	

Expenditure:

Transfer from Deposit Account	0.00	0.00
Accounts paid in July (inc PAYE)-FFX Tools	12,744.17	
B&CE Holdings Ltd (Pensions)	139.80	
Petty Cash	0.00	
Travelling Expenses	72.79	
Tacklestore	40.76	
Staples	795.98	
Amazon	27.67	
		13,821.17

Direct Debits:

Santander charges	54.40	
BT - Main Office Phone	37.56	
BT - Fsh Office	29.68	
BT - Fsh Emergency Phone	27.11	
BT - Autodialler	88.82	
Water2Business (Foreshore)	20.50	
WDDC - Foreshore/Cemetery Rates	1,180.00	
WDDC - Elms Rates	257.00	
DCC - Foreshore/Cemetery Bins	450.00	
EDF Gas - Elms	68.00	
EDF Energy - Foreshore	239.00	
EDF Energy - Elms	61.00	
EDF Energy - Playing Field Pavilion	102.00	
EDF Energy - Depot	15.00	
EDF Energy - Cemetery Chapel	25.00	
Public Works Loan Board	0.00	
Wages - Net	6,589.10	
HMRC (VAT)	0.00	
		9,244.17

Cash Book Balance at 31 July 2017

89,620.79	131,218.63
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Represented by:

Santander Current Ac		89620,79
Santander Deposit Ac	Working	28,508.96
	Contingency	421.04
	Earmarked Reserves	<u>102,288.63</u>
		131,218.63
Nat West Account		1,000.00
Nat West Savers Account		2,406.86

Aug-17

	£	£	£
		Current Ac	Deposit Ac
Cash Book Balance at 31 July 2017		89,620.79	131,218.63
Income:			
Transfer to Current Account		0.00	
Precept/Support Grant	0.00		
PF Elec/Cem Fees	0.00		
Foreshore - Rents/Car Park/Beach Huts etc	14,993.90		
MH Room/Elms Rent	788.55		
Interest			16.72
		<hr/> 15,782.45	
Expenditure:			
Transfer from Deposit Account	0.00		0.00
Accounts paid in Aug (inc PAYE) less prev paid	5,363.77		
B&CE Holdings Ltd (Pensions)	111.28		
Petty Cash	0.00		
Travelling Expenses	28.18		
Open Door Internet (missed from July)	24.00		
Interflora	32.00		
Ebay	14.96		
		5,574.19	
Direct Debits:			
Santander charges	56.73		
BT - Main Office Phone	38.39		
BT - Fsh Office	38.08		
BT - Fsh Emergency Phone	26.04		
BT - Autodialler	0.00		
Water2Business (Foreshore)	20.50		
WDDC - Foreshore/Cemetery Rates	1,180.00		
WDDC - Elms Rates	257.00		
DCC - Foreshore/Cemetery Bins	570.00		
EDF Gas - Elms	68.00		
EDF Energy - Foreshore	239.00		
EDF Energy - Elms	61.00		
EDF Energy - Playing Field Pavilion	102.00		
EDF Energy - Depot	15.00		
EDF Energy - Cemetery Chapel	25.00		
Public Works Loan Board	0.00		
Wages - Net	6,565.40		
HMRC (VAT)	<hr/> 5,032.29		

		14,294.43	
Cash Book Balance at 31 August 2017		<u>85,534.62</u>	<u>131,235.35</u>
Represented by:			
Santander Current Ac			85,534.62
Santander Deposit Ac	Working	30,488.50	
	Contingency	421.04	
	Earmarked Reserves	<u>100,325.81</u>	131,235.35
Nat West Account			1,000.00
Nat West Savers Account			2,406.92

- c) It was **RESOLVED** to accept Monthly Accounts/Foreshore Income Tracker for July and August.
- d) Earmarked Reserves (updated August 2017) – item deferred to next meeting
- e) It is **RESOLVED** that the authorised signatories in the current mandates for all Parish Council bank accounts be changed to Peter R Noel, Paul R Oatway, Lisa M Tuck, David Clifford, Martin Sayers, Judith Sheppard, with the removal of Richard Salisbury and James Greenhalgh. The current mandates will continue as amended.
- f) It was **RESOLVED** to accept the allocation of funds to the new bank accounts. To use the Nat West current account as the main account with about £15,000 in as a working account. The Nat West deposit account will have Elms Flat reserve and the rest of the working reserve. The Santander current account will close and the deposit account will remain open and would contain the end of year reserve as well as the contingencies. A new Lloyds current account will be opened initially to contain the remainder of the current earmarked reserves and unable a Lloyds savings account to be opened in due course.
- g) Cllr Oatway explained that work on the flat had come to a stop. The Council did not have the skill set to write a specification on what work is to be done. This is needed to enable the project to go ahead. It had been previously agreed to seek surveyor’s quotes for surveying services. One quotation was received.

RESOLVED to accept the quotation from M Jones for £3000.00 for surveying services to be taken from Earmarked Reserves – General 6. With any additional hours charged at a rate of £50.00 per hour.

311.17 Reports from nominated representatives of organisations or representatives attending meetings on behalf of Council - (*Cllrs appointed to external bodies, reporting back about meetings attended*)

- a) Cllr Sayers went to the BLAP meeting regarding WDDC possibly passing on responsibilities to parishes. Maureen Jackson thought she would like to be the parishes representative for

discussions with WDDC. It was mainly relevant to Bridport but some of the possible things that might pass down are tourist information, toilets, town centre cleansing etc.

- b) Cllr Shirley-Smith reported that he had been to a Twinning event.

312.17 To receive Correspondence and Communications

A separate up to date list was provided at meeting.

- a) Cllr Noel drew attention to the thank you email from Bob Hughes for allowing the book sales. Cllr Bender had raised money from a collection at the beach on the Red Arrows day.
- b) The Clerk read out a letter from Phil Tritton from the Traders Association about the Christmas lights, asking if the Council were able to help with installation. The Council does not have the work capacity to do the work, or insurance to work on the highway. It was noted that Lyme Regis use an outside contractor. It was reluctantly

RESOLVED that the Council reply to the Traders Association that it is unable to install the Christmas lights.

- c) A letter had been received from residents who have sent a letter to First Group with a copy to the Council, about bus service cuts on main routes between Charmouth and Dorchester. Daryl Turner responded that WDDC do inject some money into the school runs, but the rest of the service is run as a business and WDDC have no say in their timetable.

RESOLVED that the Council write to First Group and say that the residents are unhappy about the general unreliability and the new two hour service.

313.17 Exchange of Information - *(Any other issues councillors wish to report which cannot be dealt with by speaking to the Clerk)*

- a) Cllr Noel asked that councillors please let the office know their holiday dates as early as possible. This is to enable meetings to take place as advertised and not be cancelled at the last minute.

314.17 In Committee

It was **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from them for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

a) Rent issues

Foreshore – Cllr Otway explained that he had attended a meeting with Lease holder 4. They had asked whether it was possible for a rent reduction as they have been doing more repairs. The tenants do have an internal repairing lease so repairs have always been their responsibility. The tenants were also already receiving a rent subsidy. It was

RESOLVED to decline on the grounds of the subsidies already received.

b) Leasholder 10 has proposed a settlement of £400 of the £960 that is outstanding.

RESOLVED to accept the offer of a final payment of £400 in settlement of the arrears with the remainder written off.

c) An enquiry about a vacant room at The Elms has been received. The applicant would want to change the use from D1 to B1 and their business is very similar to that of another tenant. An existing tenant had also enquired about the same room.

RESOLVED to decline the applicant introduced by the estate agent.

The meeting closed at 8.42pm.