

# Charmouth Parish Council

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## MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL HELD AT THE ELMS ON TUESDAY 25<sup>th</sup> SEPTEMBER 2018

**PRESENT:** Cllrs. Peter Noel (Chair), Gerry Bearpark, Graham Bender, Paul Oatway (Vice Chair), Martin Sayers, Judith Sheppard, Kay Solomon.

**IN ATTENDANCE:** Lisa Tuck, Parish Clerk; Melissa Kirkby, Deputy Clerk; Daryl Turner, County Councillor; Cheryl Reynolds, District Councillor; two members of the public.

### 111.18 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

There were no questions or representations made.

### 112.18 DORSET COUNTY COUNCIL ISSUES

Cllr Turner put forward a Proposal to add £1.4m to the highways budget which was approved by Cabinet recently and went to the Shadow Executive for their approval on the 17th September, this was approved. This money will help works on the most deteriorated highways. He urged the Parish Council to report defects on Dorset For You website.

He reported that it had been agreed that any spend of over £100K from Districts and Borough Councils and over £500K from Dorset County Council has to go through and be approved by the Shadow Executive. Anything which effects the budget of the new Dorset Council will be looked at very closely.

The new Shadow Executive Committee has twenty Executive Members. Cllr Turner has been given the Environment Portfolio similar to his County Council role.

Proposals to Extend Current Grant Cycle - Members of the Shadow Executive Committee considered proposals to roll forward current arrangements for voluntary and community sector grants into 2019/20, when they met on the 17 Sept. The only exception to this was the £6,000 annual grant provided to each of five town partnerships in West Dorset. These grants are not provided elsewhere in Dorset and so it was considered inappropriate to continue with them in one area. Cllr Turner wanted to take the opportunity to thank all who participate in the Community and Voluntary organisations who continue to do a fantastic job. Cllr Turner had pleasure in seconding an amendment which added West Dorset Local Area Partnerships to this extension which was carried.

Governance T&F Group met on the 10th and have moved some way forward to developing the Committee structure for Dorset Council and its Constitution.

Branding & Budget – A meeting took place on 19th September to discuss the branding and the meeting was presented with four logos as options. These will be presented for public opinion shortly. An early decision is essential so they can ensure Officers such as Enforcement have correctly badged uniforms and paperwork to continue in their role as part of Dorset Council.

Shadow Council - <https://dorsetareacouncils.wordpress.com/>

Organisation Transformation Board – Continue to look at their processes and policies to find any quick wins before the new Council comes into being. The Environment Directorate is looking closely at staff structures.

Shadow S151 Officer is Jason Vaughan (DCPs S151), through the Budget Task and Finish Group, he is starting to formulate a Budget. There is lots of work to do and an understanding of County Council functions to be had. Cllr Turner has a meeting with him shortly to discuss the County Council Environment and Economy Budgets. In this year the Environment and Economy Budget is balanced, however he is seeing a downward decline in Highways Infrastructure.

Interim Head of Service is Matt Prosser who this week has been recommended to lead the new Dorset Council following a selection process. If approved by the full Shadow Council he will become the first CEO of Dorset Council.

The Dorset Youth Council is going into Dorset County Council to “takeover” for one day in October.

#### 113.18 WEST DORSET DISTRICT COUNCIL ISSUES

Cllr Turner reported that the Paper to the Shadow Executive for the asset transfer to local Councils was not approved on the 17th September. As Cllr Turner has indicated in the past there will be little movement in the devolution of services to Town and Parish Councils before May 2019.

He also reported that the toilet cleaning contract will return to the Scrutiny Committee at WDDC in November. Cllr Turner will continue to push for improvements over the whole contract area.

Cllr Reynolds reported that she could not really add a lot to what had already been said. She did want to add that through WDDC and Dorchester Home Start she had been able to set up a Home Start Group for Lyme Regis and Charmouth with volunteers from both areas that will be starting their ten week training course after the next half term, completing in January 2019. They will then be able to set up a Home Start group directly after that.

Cllr Reynolds also reported that following the demise of the Woodroffe School’s Combined Cadet Force, she had been involved in setting up, with contacts from WDDC, a new Army Cadet Force for the area. This would hopefully involve youngsters that had been involved with the CCF. She asked that the Council try to make the village residents and especially youngsters aware of the new venture, which will hopefully start at the end of October.

#### 114.18 APOLOGIES FOR ABSENCE

Cllr David Clifford (away); Cllr Judy Fellingham (away).

**RESOLVED to accept the apologies and the reasons given.**

115.18 DISPENSATIONS

None received.

116.18 DECLARATIONS OF INTEREST

Cllr Oatway reiterated an interest in a property discussed in the Planning Committee Minutes.

117.18 MINUTES

- a) **RESOLVED that the minutes of the meeting held on the 24<sup>th</sup> July and the special meeting on 14<sup>th</sup> August 2018, circulated to members, be agreed as a correct record and were signed by the Chair.**
- b) **RESOLVED that the minutes of the special meeting on 14<sup>th</sup> August 2018, circulated to members, be agreed as a correct record and were signed by the Chair.**

118.18 TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

- a) 95.18 – Community Hall Representative – Cllr Noel explained that , although representative from the Council is required, the Community Hall meetings were on the same evening as the Council meetings. Therefore, minutes of the Community Hall meetings would be sent to Cllr Bender via the Parish Office.

119.18 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE ON 28<sup>TH</sup> AUGUST 2018

- a) FS 11.7(b) First Aid Policy Amendment – Due to the complexity of the issue it was agreed that it would be referred back to the Foreshore Committee to undertake further investigations regarding the legal requirements etc. and draft a First Aid Policy document.
- b) FS 11.7(f) Dog Policy Amendment – Cllr Sheppard reported that following correspondence received by the Foreshore Committee an amendment should be made to the Dog Policy to allow for guide dogs on the beach. It was

**RESOLVED that the Dog Policy be amended to read “No restrictions for Guide Dogs whilst wearing a harness and working as an assistance dog”.**

120.18 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 28<sup>TH</sup> AUGUST 2018

Cllr Sayers updated the members on matters being dealt with by the Committee. Broken footpath gates is still ongoing despite frequent communications with the Senior Ranger at DCC. Cllr Turner said that if the correspondence was forwarded to him, he would look into it.

Cllr Sayers raised the issue of speeding traffic at the eastern side of the village. The issue had been discussed at Committee following a resident’s complaint. The Committee had felt that the investigations into speeding in the village in recent years, showed there was not a big enough problem to make the DCC take any action. Cllr Sayers thought that since the double yellow lines have been installed near the fire station, the traffic does seem to have increased in speed. Cllr

Oatway pointed out that 30mph repeater signs would only be installed by DCC if there were no street lights.

- a) PCS 11.8(d) Old Lyme Road Parking Problems – The Committee had received a complaint from a resident about parking on both sides of the road making the access for emergency vehicles extremely difficult. It was

**RESOLVED that Dorset County Council, Highways Department be contacted requesting instalment of double yellow lines down the right-hand side of the Old Lyme Road.**

121.18 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE ON 18<sup>TH</sup> SEPTEMBER 2018

- a) P15.5a Response to questions – Cllr Oatway read to the members a draft letter composed by the Planning Committee's Chair replying to a resident's questions. These questions, which the resident had emailed to the Council on 6<sup>th</sup> September related to:
- i) the Planning Committee's decision that his property fell within a flood zone which he disputed – the Council's draft response was that the Planning Committee would not retract its comments to WDDC.
  - ii) the accuracy of the Tree Protection Orders for Charmouth and their effect on his garden – the Council's draft response was that any apparent errors or omissions should be discussed with the WDDC's Tree Officer.
  - iii) the Council's apparent lack of response to the Management Realignment Zone review document – the Committee's draft reply was that the report had only been received on 16.07.18 and a full response is in the process of being formulated. The Council has also been active in this area already seeking a review of the SMP2 via the local M.P. Sir Oliver Letwin, and writing to the co-ordinators of this part of the shoreline to make sure the potential losses to traders due to coastal erosion is included.

The members all agreed to the content of the draft letter as read out by Cllr Oatway and that the letter would be sent in reply to the resident's questions.

122.18 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 18<sup>TH</sup> SEPTEMBER 2018

Cllr Noel reported that as a follow up to 14(d) on the Finance Minutes the Audit for 2017/18 has now been completed with no matters arising. It was

**RESOLVED that the Council approved the report from the Auditors and noted the invoice for payment which is the basic fee of £600 plus VAT with no additions and is within the budgeted figure.**

- a) FG10.4 Accounts for approval – September additions

There was one addition to the accounts approved at Finance Committee, EDF £17.26.

**RESOLVED that the additions to the Accounts for Approval for September be accepted and approved.**

Accounts For Approval – September:

HMRC (PAYE)	1,753.30		
Joe Turner Plumber	36.00		
Bridport Building Supplies	£102.42		
C B Potts	£240.89		
Hardy Tree Surgeons	£312.00		
Merryhill Envirotec	£1,374.00		
Helping Hand	£29.78		
Orona	£622.68		
Vale Fire	£222.00		
Martins Excavations	£144.00		
Michael Jones	£1,957.20		
Mole Avon	£84.00		
Buglers	£400.79		
Beaminter Flowers	£270.00		
EDF	£21.83		£7,570.89
Photomount	£9.99	CARD	
247 Blinds	£243.20	CARD	
Direct Lighting	£58.86	CARD	
Tony's Textiles	£81.40	CARD	£393.45
Morgans	£35.95	Cheque	£35.95
EDF Gas	£17.26		
	<u>£8,017.55</u>		

b) FG10.5 Clerk's Report for Sept

**RESOLVED that the Clerk's Report for September 2018 be accepted and approved.**

c) FG10.6 Report of Accounts – June/July

	Current Ac	Deposit Ac
Cash Book Balance at 31 May 2018	70,733.24	186,680.75
<b>Income:</b>		
Transfer to Current Account	0.00	0.00
PF rents/services	86.00	
Cemetery Fees	330.00	
Foreshore - Rents/Car Park/Beach Huts etc	47,694.02	
Elms Rent/MH Room	2,041.20	
Recovered - benches etc	2,123.17	
Interest	<u>5.37</u>	124.82

52,279.76

**Expenditure:**

Transfer from Deposit Account	0.00
Accounts paid in June (inc PAYE)	40,127.47
Accounts paid in July (inc PAYE)	18,701.73
B&CE Holdings Ltd (Pensions)	673.26
Petty Cash	87.13
Land Registry	3.00
Refund/donation	206.00

59,798.59

**Direct Debits:**

Santander charges	205.26
BT - Main Office Phone	69.14
BT - Fsh Office	119.54
BT - Fsh Emergency Phone	54.50
BT -Autodialler/Broadband	182.44
Water2Business (Foreshore)	297.00
WDDC - Foreshore/Cemetery Rates	2,442.00
WDDC - Elms Rates	568.00
DCC - Foreshore/Cemetery Bins	945.00
EDF Gas - Elms	176.00
EDF Energy - Foreshore	374.00
EDF Energy - Elms	86.00
EDF Energy - Playing Field Pavilion	110.00
EDF Energy - Depot	21.00
EDF Energy - Cemetery Chapel	14.00
Public Works Loan Board	0.00
Wages - Net	16,925.23
HMRC (VAT)	0.00

Credit received £77

22,589.11

Cash Book Balance at 31 July 2018

40,625.30    186,805.57

**Represented by:**

Santander Current Ac		40,625.30
Santander Deposit Ac	Working	241,912.90
	Contingency	1,542.28
	Earmarked Reserves	<u>161,071.39</u>
		186,805.57

Nat West Account 1,000.00

Nat West Savers Account 2,407.65

**RESOLVED that the Report of Accounts for June/July be accepted and approved.**

- d) FG10.7 Monthly Accounts – June/July

**RESOLVED that the Monthly Accounts circulated for June and July 2018 be accepted and approved.**

- e) FG10.14(c) Suzuki essential work – to note retrospectively for emergency work carried out for the vehicle to pass the MOT.

**RESOLVED that the expenditure of £1076.69 from Machinery Repair/Replacement budget be retrospectively approved.**

#### 123.18 POLICE AND THE COMMUNITY

Cllr Noel wanted to raise the issue of police in the village and particularly the way recent incidents were dealt with. The Police no longer attend Council Meetings and so there is no communication lines between the Police and residents. Cllr Solomon asked if there was a community officer, which there isn't. It was agreed that the issue would be sent to the Playing Field, Cemetery and Street Management Committee to discuss.

#### 124.18 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF COUNCIL

- a) Cllr Noel reported that he had been to a BLAP meeting which he thought was not particularly useful.
- b) Cllr Bender had been to the Charmouth Local History Society meeting who are looking into the Blue Plaque scheme for properties in the village.
- c) Cllr Oatway had been to the meeting of Lyme Forward's Health and Wellbeing Group where the issue of future local medical services was discussed. Cllr Oatway reported that in his opinion LymeForward's Health and Wellbeing Group has undertaken a sterling piece of work attempting to unpin the options and influence the provision of primary medical services in Lyme and Charmouth. The Virgin Medical contract which runs the Lyme Bay Medical Centre but also provides clinics, minor surgeries, medical procedures not undertaken at surgery level for Lyme Regis and Charmouth, comes to an end soon and the provision for the future is unclear. The LymeForward Steering Committee's report (previously circulated to members) shows the group have hit an information and dialogue impasse.

Cllr Oatway and members of the Steering Group support the view that LymeForward would have more creditability when talking to the Clinical Commissioning Group (CCG) if they had the overt support from the three local councils that the LymeForward area covers. There is a real risk that the CCG may consider LymeForward a 'fringe group' and marginalise them from any discussions, whereas endorsement from the democratically elected parish/town councils may enable LymeForward to 'push open the door' when talking to the CCG and other health service providers.

A draft joint letter had been circulated to the members and Cllr Oatway was seeking approval that the letter be signed by the Parish Clerk. It was

**RESOLVED that the draft letter circulated to members (with necessary amendments) be approved and signed by the Clerk to send to the Clinical Commissioning Group, solely on behalf of Charmouth Parish Council.**

125.18 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS

An email was received from N J Clarke Publications stating that the information used in the tide predictions displayed by the staff at the foreshore, was his copyright. He stated that the information would be available for the Council to use if an advertisement was placed in the guide for £120. Cllr Sheppard asked why the staff could not use the information available freely on the internet. It was explained that websites only give information for a few days in advance which was not practical.

**RESOLVED that a full-page advert would be placed with N J Clarke Publications in the Tide Times 2019 at a cost of £120.00**

126.18 EXCHANGE OF INFORMATION

Cllr Noel asked about the Remembrance Day parade and how many Councillors would be attending on the day. Cllrs Oatway and Sheppard said they would be away. Cllr Noel said that as he would be returning on a long-haul flight and was not sure if he would be able to attend. In which case he asked that Cllr Sayers lay the wreath.

Meeting closed at 8.30pm

Signed .....

Dated .....