

Charmouth Parish Council

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MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL HELD VIRTUALLY ON TUESDAY 22nd SEPTEMBER 2020 at 7.30pm

PRESENT: Cllrs. Jane Bremner, Maralyn Hinxman, Katie Moore, Peter Noel (Chair), Paul Oatway, Martin Sayers, Judith Sheppard.

IN ATTENDANCE: Mr Andrew Lightfoot, Lisa Tuck, Parish Clerk, Melissa Kirkby, Deputy Clerk

50.20 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

Andrew Lightfoot had applied for co-option as a Councillor and explained his background.

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

52.20 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Daryl Turner.

53.20 DISPENSATIONS

None received.

54.20 DECLARATIONS OF INTEREST

None received.

55.20 MINUTES OF MEETINGS HELD ON 7th and 21st JULY 2020

The minutes had been circulated and it was

RESOLVED that both sets of minutes be approved as correct.

56.20 COUNCILLOR/REPRESENTATIVE VACANCIES

- a) Confirmation had been received from Dorset Council that the latest vacancy following Kay Solomon's resignation, can be filled by co-option.
- b) The application from Andrew Lightfoot for co-option had been circulated and it was

RESOLVED that Andrew Lightfoot be co-opted onto Charmouth Parish Council. Andrew would sit on the Playing Field, Cemetery and Street Management Committee as well as the Planning Committee initially.

- c) Tree Warden/Charmouth Local History Society Vacancies – Judith Sheppard agreed to take on the role of Tree Warden and the Council was reminded that Kay Solomon was also a representative on the Almshouse Charities. Katie Moore agreed to take on this role.

57.20 COUNCIL MEETINGS

The future format of Committee/Council meetings was discussed and it was

RESOLVED that meetings will have to continue to be virtual for the foreseeable future in line with guidelines. It was agreed that monthly Full meetings would be scheduled for 27th October 2020, 24th November 2020 and 26th January 2021, with no meeting in December. From February virtual Committee meetings would be introduced in the normal schedule.

58.20 FORESHORE ISSUES

a) Foreshore Amenities review

- (i) Beach Huts – following the email confirmation earlier in September, it was

RESOLVED that the beach huts be opened for winter lets from 1 October. This is based on the updated risk assessment taking into account far less people being about and including additional hiring requirements relating to Covid-19. Tenants from last winter will be given a discount to account for the month lost at the end of that season due to lockdown.

- (ii) Fossil Walks Code of Practice – There was a discussion about whether this could be reviewed and the numbers amended. It was

RESOLVED that in line with the latest Government guidelines the numbers allowed on walks would have to remain at 6 for the current time, except for school “bubbles” which had previously been included.

- b) Judith Sheppard highlighted the figures from the consultation results which were not overly conclusive especially as the questions asked had been different to those agreed by the Parish Council initially (the East and West beaches had been included the wrong way round). The following statement had been made to the Committee meeting yesterday and Cllr Daryl Turner had since confirmed that the Officers recommendation of a dog restriction on East Beach and no restriction on West Beach had been proposed for approval by the Cabinet on 6 October:

“The proposed recommendations will significantly change the current regulations, contrary to the initial question approved for inclusion in the proposal.

West Beach currently has complete dog exclusion from 1st May to 30th September.

East Beach currently has partial dog exclusion between 10am and 6pm from 1st July to 31st August.

The survey findings were without clear preference for change.

These are the facts and a definitive statement will be issued after the full Council meeting on Tuesday 22nd September.

Many thanks for your consideration.”

Following circulation of the relevant documents prior to the meeting, all options were discussed and it was

RESOLVED unanimously that a letter be sent to the Cabinet Meeting explaining that if the proposed restrictions could not be swapped (to make East Beach unrestricted and West Beach restricted from the river to the prom) then the Parish Council would have no choice as landowner but to withdraw from the process. This is due to continuity and the fact

that the Order would not be able to be enforced when staff are mainly required on the west side during the busiest months of the year.

- c) Beach Management Plan Review 2021/2 – the process of reviewing the Plan has commenced and this will be brought back through the Foreshore Committee in due course.
- d) A request has been received from CHCC to fly kites on the beach, it was

RESOLVED that CHCC be granted permission to fly kites on the beach provided that a specific risk assessment be provided.

- e) It was reported that 3 of the old beach huts had been sold on Ebay at significant prices (£262.78, £474.09, £417.61 after fees taken). It was

RESOLVED that the remaining huts be sold to local people at a fixed price of £250 via the Website/Facebook on a “first come, first served” basis by email, this is because Ebay now won’t let us sell via Paypal any more.

- f) The Just Park app is now up and running. Thanks go to Melissa for setting this up. All in all the car park machine/card payments are now working well.
- g) Factory Pointing – following a request from CHCC, for the traders to be allowed to glean as much as possible from the remainder of the season, it was

RESOLVED that this work should recommence after the October half term in November. This to be confirmed by MAC Building along with the cost of the setting up of the site and erecting scaffolding etc. An additional £3500 plus VAT was noted as the additional expenditure when the site shut down in July.

Paul Oatway reminded the Council that he had requested that the scaffolding be set up in such a way as to not allow debris to fall between the boards in front of the shops. The Surveyor/builder should be reminded of this.

- h) Judith Sheppard thanked the Volunteers who had helped make the village a nicer place this season. Maralyn and Malcolm Hinxman for keeping the bins tidy after hours and Lyn Young and her team for instigating the “poo patrol”.

59.20 PLAYING FIELD AND CEMETERY ISSUES

- a) Playing Field amenities review
 - (i) Pavilion – following confirmation that the Football Club will not have teams for the coming season, once the Bowls Club stop for the winter, the pavilion will be cleaned and re-decorated.
 - (ii) Playground – it was reported that the current regime is working efficiently and will continue unless alternative guidance is issued.
- b) Remembrance Day Parade/Service – Sunday 8th November - Further to correspondence with Chris Martin, Vicar, it looks like there will not be a church service this year, therefore an enquiry has been made to DC regarding changing the times of the road closure to allow the silence at 11am to be held at the war memorial with minimal numbers from groups. Confirmation of the road closure being granted is awaited and the groups will then be contacted.
- c) Use of Playing Field for contemporary dance classes – this was approved by the Clerk in line with other approvals.

- d) Emergency Active Travel Fund – Tranche 2 – following a response to Daryl Turner confirming that the Council wished to be included in this initiative, it is thought that the PC would now have to formally request a TRO(s). It was

RESOLVED that a consultation exercise be carried out with regard to making The Street and Lower Sea Lane a 20mph zone prior to application. This would be advertised in Shoreline and on Facebook/Website with the results being brought to the next meeting in October.

60.20 FINANCE AND GENERAL PURPOSES ISSUES

- a) Supplier Payments/Direct Debits (July, August and September) – the documents circulated had been approved through delegated authority by the Chair and Vice Chair and it was

RESOLVED that these be accepted retrospectively.

Supplier Payments - July 2020:

HMRC (PAYE)	£1,602.21	Bacs
Mole Avon	44.98	
The Cumbria Clock Co	1518.00	
Doodle Cloud	54.00	
Kitson & Trotman	3498.00	
Garry Pitcher	71.96	
Buglers	166.81	
Target Pest Control	850.00	
Lyreco	64.49	
Martin Diplock	738.00	
Flowbird	18.59	
H Leaf & Son	1875.36	
Prospect Garage	250.59	
Fortnam, Smith & Banwell	117.00	
Water 2 Business	64.24	
C B Potts	801.07	
A J Supplies	50.40	
Creative Solutions	194.14	
Hardy Tree Surgeons	4980.00	
Townsend Engineering	480.00	
Shanie's	120.00	
Charmouth Central	130.00	
DAPTC	496.73	
MNR Mowers	48.90	
MAC Building	15679.55	32312.81
		33915.02
Beaminster Sheds	5016.00	24-Jun
Peter Grinter	10.00	24-Jun
British Gas - Gas	37.32	17-Jul

British Gas - Electricity	11.80	20-Jul
ZOOM	11.99	11-Jul
	£39,002.13	

Other payments made:

Mrs Gale - Beach Hut refund	32.25
Beach Car Park - Fine paid to us in error	40.00

Online payment - CARD

DVLA	265.00
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Cheque

Morgans	109.31
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£39,448.69

Supplier Payments - August 2020:

HMRC (PAYE)	£1,602.08	Bacs
Catridge Save	194.97	
C B Potts	413.64	
C B Potts	397.20	
MNR Mowers	23.15	
Axminster Printing Co	134.00	
Safety Signs for Less	21.89	
Bridport Glass and Tile	79.56	
A J Supplies	408.00	
Francis Bugler	2329.86	
Prospect Garage	169.95	
Precision Waterjet	48.00	
Flowbird	12.00	
Mark Wickenden	543.56	
PKF Littlejohn LLP	720.00	
Shanies	120.00	
A W Brooker & Son	3750.00	
Fortnam, Smith & Banwell	234.00	
Highwood	621.71	
		10221.49
		11823.57

Other payments made

<u>Morgans</u>	28.14	Cheque
ICO	40.00	21/8
British Gas - Gas	35.43	Card 29/7
British Gas - Electricity	12.82	Bacs 10/8
ZOOM	11.99	Bacs 10/8
Clarissa Cowen Beach Hut refund	27.75	Paypal
		12/8
		Bacs 17/8

	<u>£11,979.70</u>	
Direct Debits (June/July):		
Santander charges	£137.75	
Onecom - Elms lines (inc broadband)	£188.46	
Onecom - Fsh lines (inc broadband)	£172.44	
Water2Business (Foreshore)	£140.00	
WDDC - Foreshore/Cemetery Rates	£2,549.45	
WDDC - Elms Rates	£651.50	
DCC - Foreshore/Cemetery Bins	£629.20	
EDF Gas - Elms	£126.00	
EDF Energy - Foreshore	£480.00	
EDF Energy - Elms	£168.00	
EDF Energy - Playing Field Pavilion	£36.00	
EDF Energy - Depot	£20.00	
EDF Energy - Cemetery Chapel	£40.00	
Wages/Pension	£20,161.40	
HMRC (VAT)	£0.00	
	<u>£25,500.20</u>	
Supplier Payments - September 2020:		
HMRC (PAYE)	£2,000.51	Bacs
Mole Avon	106.60	
Amazon	47.49	
Dorset Cleaning Supplies	378.05	
Flowbird	267.31	
Creative Solutions	60.10	
A J Supplies	26.40	
Shanies	180.00	
Vale Fire Safety	222.00	
BBS	62.99	
		1350.94
		3351.45
<u>Other payments made</u>		
Morgans	71.38	Cheque
K Townsend travel	46.80	Bacs 11/9
British Gas - Electricity	13.45	Bacs 11/9
ZOOM	11.99	Paypal 12/9
Autoglass	108.06	Card 7/9
	<u>£3,603.13</u>	

b) Bank Reconciliations (June, July and August) – It was

RESOLVED that the bank reconciliations for June, July and August as circulated be approved.

c) Income/Expenditure against budget (April-August) – It was
RESOLVED that the income/expenditure against budget for April-August be approved.

d) Reserves Schedule (August 2020) – It was
RESOLVED that the updated reserves schedule for August 2020 be approved.

e) Projection of income/expenditure to 31 March 2021 and proposed redistribution of funds to accommodate income shortfall due to Covid-19. It was

RESOLVED that the projected shortfall of £13572 to be taken from EM Res GEN8 19/20 Unspent Budgets unallocated amount of £23032.32.

Jane Bremner was pleased to see that some income streams were in a better position than would have been predicted earlier in the year.

Thanks to be given to the Facilities Manager and team for ensuring as much money was taken on the car park when the machine was not working.

f) Weekly Chair/Vice Chair Checkpoint Reports – in line with delegated authority agreed by email March 2020 (as previously circulated/published – 5 July-13 September 2020). It was

RESOLVED that the check point reports from 5 July-13 September 202 be approved.

g) Elms working/letting review - It was

RESOLVED that in line with latest guidelines being announced, Lisa and Melissa should go back to working from home with only Katherine and Dave in the office. The office would be closed to the public including the MH Room as otherwise the building will need to register with the NHS Track and Trace system and keep details of all visitors. The position will be reviewed at each subsequent meeting in line with ongoing Government guidance.

h) 2019/20 Audit completion – the external audit report had been circulated and it was

RESOLVED that the Audit report for 2019/20 from PKF Littlejohn, which showed no matters arising, be accepted and approved.

i) Asset Register 2019/20 – the asset register as at March 2020 had been circulated and it was

RESOLVED that the Asset Register for 2019/20 be approved.

j) Decrease in credit interest – It was noted that the interest on the bank accounts had reduced as follows: Santander (reduced from 0.05% to 0% for current account and from 0.65% to 0% for Business Deposit Account) and NatWest (reduced from 0.20% to 0.01% from 29/5/2020).

k) Fire Risk Assessment Review for all buildings – Following a quote from the supplier of the original risk assessment (extinguisher service company Vale Fire) amounting to £100 per building, it was

RESOLVED that the quote to update the fire risk assessments on all Council buildings be accepted and the £100 plus VAT for each building be taken from the relevant building maintenance budget.

- l) Memorial benches – it was noted that the Foreshore is full to capacity with memorial benches and therefore it was

RESOLVED that no more memorial bench requests for the Foreshore would be accepted until any of the current benches reach the end of their life – plaques can still be accepted to be attached to the millstones.

- m) Erection of Traders Christmas Trees/Lights – In view of the potential demise of the Events Committee, it was

RESOLVED that the Council would provide the labour for the erection of the traders Christmas Trees and lights above the shops (not the lamp post lights as these are erected by an outside contractor). It was confirmed that the Facilities Manager is happy with the proposal and the insurance company has confirmed cover based on risk management.

- n) Amendment of DD Electricity payments – it was noted that the monthly electricity payments at the Foreshore had decreased from £240 to £135 per month from 5/10/2020 and the Chapel had increased from £20 to £26 per month from 5/10/2020.

61.20 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.

62.20 CORRESPONDENCE

- Mrs McVeigh re lack of social distancing in the village (physical letter) – seeking more banners/signage. Letter sent back sympathising and hoping that things calm down when the school holidays end.
- Freedom of Information Request from Dr A D S Farmer Re: Transfer of land from Miss Evans 1945 conveyance/plan sent 17/9/2020
- Letter of thanks to Terry for his help in finding a missing wedding ring – passed on to Dave
- Chris Loader MP, Improving Broadband Coverage in West Dorset – widely advertised within the village and response to be sent
- Steven Yarde (Bridport TC), Virtual Meeting Regarding the Creation of a Bridport Youth Forum – confirming as 9.30am Thursday 1 October – No one is able to attend on behalf of the Parish Council
- Special Request granted for a fossil walk with Chris Pamplin for 10 on 4 October – assume this will now not take place due to latest restrictions – reminder of latest rules to be sent
- Request from a resident about moving the bus shelter outside the Elms further down to avoid people sitting on the wall of the East Wing – noted but not possible due to width of pavement and land ownership by the gate to the Coach House.
- Complaint re Parking on the pavement by Winton House, The Street, Charmouth DT6 6PN opposite Charmouth Stores – suggest this be sent to Dorset Council. It was agreed that the Parish Council should support this request and ask if physical barriers/bollards could be erected on the pavement to prevent parking.

- Dorset Association of Parish and Town Councils DAPTC E-News 4th September '20 – circulated to Councillors
- National Association of Local Councils, CHIEF EXECUTIVE'S BULLETIN – circulated to Councillors
- Dorset Council Latest news and information from Dorset Council, 11 September – circulated to Councillors
- Claire Peters-Way (Bridport TC) BLAP Parish Liaison Meeting 30-09-20
- Ben Jones/Julian Turner RE: Noise
- LymeForward Manager Lyme Forward Newsletter, seeking Charmouth information
- Dorset Council A planning special from Dorset Council, 11 September
- Dorset Coast Forum DCF eNews September 2020
- Mark A Foxwell, Dorset Council, following complaints about Toilets stench
- Claire Peters-Way (Bridport TC) BLAP - collection
- Angela Beardwood Attached.. Final Agenda for tonight 7 pm
- Active Places Newsletter September 2020
- Emma Cary Property Flood Resilience study for the Environment Agency – circulated to all vulnerable properties listed in the flood plan
- Martin Sayers – picture of new Parish gate
- Lisa and Mary LymeForward newsletter
- Cllr. Daryl Turner, Road works report - West, Wey, Port
- Angela Beardwood Meeting tomorrow 1st Sept @ 7pm
- Claire Peters-Way (Bridport TC) Bridport Local Area Partnership - Elections 2020
- Jo Seaman Report on the COVID-19 volunteer group
- Complaint from a Riverway resident about the road sign – referred to DC
- Angela Beardwood St Andrews Agenda 18th August 2020 7pm
- Alert@neighbourhoodalert.co.uk Witness Appeal Following Attempted Burglary In West Dorset 17/08/2020 09:59:05 [335064]
- Complaint from a resident about overnight camping and dogs on beaches
- Claire Peters-Way (Bridport TC) BLAP Parish Liaison - Notes
- James Potten, DC, Statement: IRONMAN 70.3 Weymouth event postponed until 2021
- From Peter Noel to Pete Wild re East Beach Cafe
- Esther & Daisy Jurassic SUP & Fitness Ltd, Re: Paddle Board Instruction
- Complaint from a resident, RE: Bins in beach
- Angela Beardwood, St Andrew's Community Hall Meeting Tuesday 18th August
- Daptc Devolution Consultation / Survey - NALC
- Dorset Coast Forum Dorset Coast Forum eNews - August 2020
- Bob & Vee Driscoll X51/X53 Bus service FURTHER REVISION wef Sun 09 August
- Complaint about a neighbours fence – referred to DC
- Complaint about a spike in the sand at low tide – located and removed
- Angela Beardwood, St Andrews Community Hall Partial/Restricted opening of the hall
- Charmouth PTA, request for permission to hold virtual duck race – granted with conditions as in previous years about not using Evans Green
- Mrs A Dudgeon, RE: Environmental Pollution at Cove Cottage, Higher Sea Lane – referred to Wessex Water
- Complaint from a resident about overnight camping and dogs on beaches
- Complaint about Dogs on Charmouth Beaches in summer
- Angela Beardwood, Hall Webinar

- Dorset Coast Forum, Stakeholder engagement exercise - Proposed new version of Merchant Shipping Notice 1768 Ships' Medical Stores
- Daptc, Feedback - Corona Virus Update 28 July 2020
- Angela Beardwood, Agenda for St Andrews Community Hall Meeting
- Complaint from a resident RE: Yellow Lines Outside Little Tea Gardens
- Cllr. Daryl Turner, re Extension to school bus contracts
- Cllr. Daryl Turner, re Spear Phishing
- Jonathan Mair Use of Dorset Council Logo by Extinction Rebellion
- Bob & Vee Driscoll Re: UPDATE Re: X51/X53 Bus service FURTHER REVISION wef Sun 26 July
- Daptc Councillors and the six month rule
- Claire Peters-Way (Bridport TC) BLAP Parish Liaison Agenda 30-07-2020
- Lyme Forward LymeForward weekly update w/c 21/07/2020
- James Potten News releases: Road repair funding and Economic Growth Strategy
- Flood Wessex Wessex Flood Warden Newsletter Feedback
- Floodwessex@environment-agency.gov.uk Wessex Flood Warden Newsletter - July 2020
- Communications Team Letter from Dorset Race Equality Council
- Cllr. Daryl Turner, re renewal of the lines outside the school
- James Potten, DC, NEWS: Draft Climate Emergency Strategy published, target date set
- Matilda Manley RE: URGENT - Litter Free Summer campaign along the Dorset Coast - deadline if you would like to join in
- Complaint from a resident about trees and parking at Double Common
- Calum McGregor, CPRE Let's regenerate the countryside
- Claire Peters-Way (Bridport TC) BLAP Parish Liaison Meeting date
- Dorset Coast Forum Dorset Coast Forum eNews - July 2020
- Daptc DAPTC Constitution Review and Consultation

63.20 EXCHANGE OF INFORMATION

- a) Paul Oatway reported that he had been keeping in touch with the Covid-19 Volunteers and that people with significant hardship had been referred to the Almshouse Charities, however no requests had been received for assistance to date.

64.20 IN COMMITTEE

- a) Lease 7 update – It was

RESOLVED that the most recent offer received via the Agent be accepted on a lease as previously with an opt out clause after 2 years and a rent review at the same time.

- b) Lease 3 update/review – assignment of the lease is almost complete to the sole proprietor and the financial position will be reviewed prior to the October meeting.
- c) Lease 5 information – Peter Noel and Judith Sheppard updated the Council following their recent meeting with the tenant.
- d) Lease 10 update – the current tenant is to leave at the end of September and it was noted that Martin Diplock has been instructed to market this space. The fee will be the same as for the previous letting of this property.
- e) Lease 15 new agreement – the current 10 year agreement expired 31/8/2020. The tenant has agreed to new 5 year agreement with an increased rent, increasing by inflation each year. It was

RESOLVED that a new 5 year agreement with an increased starting rent be issued.

- f) Lease 4 review – the financial position would be clarified prior to the October meeting.
- g) Lease 17 inspection – The minor faults identified on the recent inspection had all been rectified by the Facilities Manager for minimal cost.
- h) Elms reconfiguration update – A meeting had been held with the Chair of the CLHS where she was informed that there is no official tenancy agreement, only a memorandum of understanding with no specification as to which room is occupied. A peppercorn rent of £5 per year is paid. She seemed to understand that they would have to move and was to come back with a “sweetener” request as to what they would require. A letter has now been received stating that they do not wish to vacate the current room and feel, “the true value of the CLHS its role past present and future in Charmouth village, support of local businesses and its core aim to preserve and promote Charmouth local history is not being fully recognised”. It was

RESOLVED that the quality of the Parish admin is being affected by the lack of space on the same floor as the current office and therefore the CLHS would be asked to move to the ground floor room by 1 December 2020. Help with the move would be provided if necessary. It was felt that appreciation of the group had been shown by significant financial assistance in kind over 20+ years.

- i) Staff
 - (i) Updated wage rates – Clerk/Deputy – it was reported that the NJC had approved a 2.5% increase from 1/4/2020. It was

RESOLVED that the Clerk and Deputy Clerk’s hourly rates be updated accordingly and backdated to 1 April 2020 (these figures are within the budget allowance).

- (ii) Clerk’s hours – In line with hours worked and overtime accumulated regularly, it was

RESOLVED that the Clerk’s hours revert to her original contracted hours of 25 per week with immediate effect.

Meeting closed at 8.55pm.