

# Charmouth Parish Council

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## CHARMOUTH PARISH COUNCIL MINUTES OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE MEETING HELD AT 18:30 ON TUESDAY 30<sup>th</sup> OCTOBER 2018 AT THE ELMS

In attendance: Cllrs Gerry Bearpark; Graham Bender; Judy Fellingham; Martin Sayers (Chairman); Deputy Clerk, Melissa Kirkby

### PCS12.1 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

There was one member of the public present. The owner of a property in the village spoke about her view that the Council has been unfairly targeting her, regarding her property's encroachment onto Footpath 12. She was very unhappy that the item of Footpath 12 repeatedly appears on the Committee's agenda. It was explained to her that the Committee has been waiting for information from Dorset County Council about what action, if any, they are taking about footpath encroachments along the length of the footpath, not specifically her property. The item is included in the agenda repeatedly as the Committee has not received a reply. Therefore, the item is outstanding as a conclusion has not yet been minuted. Any questions relating to planning permission are not in the remit of this Committee and should be addressed to the Planning Committee and/or West Dorset District Council.

### PCS12.2 APOLOGIES FOR ABSENCE

Cllrs David Clifford and Paul Oatway - away.

### PCS12.3 DISPENSATIONS

None were received.

### PCS12.4 DISCLOSURE OF INTERESTS

There were no disclosures.

### PCS12.5 MINUTES

**RESOLVED** that the minutes of the meeting of the Playing Field, Cemetery and Street Management Committee held on the 28<sup>th</sup> August 2018 and circulated to members were agreed and signed by the Chair.

## PCS12.6 PROGRESS REPORTS

- a. Footpaths –
  - i) Footpaths 16 and 23 – DCC have advised that they have been looking into obtaining a parish grant for the replacement of the broken wooden gates with metal ones. This grant would be for 50% of the cost but they do not know if they will obtain the grant and if they did, whether it would be this year or next. It was agreed to propose to Finance Committee that the Council pay the full cost of £800 for five new metal gates. This would include the one that is on the border of Charmouth but in Catherston Leweston and it was agreed to ask them for a contribution to the cost of that gate.
  - ii) Footpath 4 – broken gate included in the five to be replaced as above.
  - iii) Footpath 12 – Still waiting for response from WDDC as to what action is being taken about encroachments onto the footpath. The Deputy Clerk will continue to chase DCC for an update.
- b. Remembrance Sunday 2018 – Cllr Bearpark confirmed that he had spoken to Rev. Skinner and the hymns would be the same as last year. The leaflets have been printed and have been given out ready for distribution. The rehearsal has been arranged for the Saturday.
- c. Section 106 – It was agreed that the Facilities Manager would obtain quotes for the installation of the low-level lighting to the Scout Hut and also for a new path at the cemetery.
- d. Playground equipment – It was reported that the equipment had been installed and the turf was making a good recovery. The Clerk had sent an article including photos for inclusion in Shoreline magazine. Section 106 money has been received.
- e. Old Lyme Road parking problems – It was noted that the Deputy Clerk had asked a representative from the emergency services to email the office with their opinion on access to Old Lyme Road. The representative said that they would take the Fire Engine up to the road in question and see where the problems were and report back. This information would then be sent to DCC Highways Department, as requested by them.
- f. Barney's Close Parking Problems – The members agreed that the problem did not seem so bad lately. It was agreed that the Clerk should write to DCC Highways Department and ask them to inspect the location and offer any advice and solutions to the problem of cars being parked on the corner of the road.
- g. Village Entrance Benches – It was reported that the benches had been installed.
- h. Cemetery Documents – The members had previously been issued with draft administration documents for the cemetery. These were Burial & Cemetery Rules; Charter for the Bereaved; Grave Ownership & Deed Transferral; Cemetery Burial/Cremation Interment Application; Application to Reserve a Grave Space; Deed of Grant of Exclusive Right of Burial; Grave Digging

Instruction; Application to Erect a Memorial / Additional Inscription; Indemnity for Lost Deeds; Statutory Declaration; Form of Renunciation. It was agreed that the documents should be proposed for Full Council for acceptance except the Burial & Cemetery Rules, which the members would like more time to consider.

- i. Air Quality – The Deputy Clerk reported that she had sent the letter agreed at the last meeting to the resident who had replied that she was unhappy with the response. The Deputy Clerk had spoken to the Committee Chair and it was agreed that the Deputy Clerk would contact the resident again to say that the Council would advertise on social media the rules about bonfires and also ask Shoreline Magazine to include an article about bonfires. The issue had also been passed to the Neighbourhood Plan team. The resident was thankful for this contribution.
- j. Dead End Sign at Old Lyme Hill – Confirmation has been received from the Highways Officer saying that he had issued a works order for the sign’s removal with the caveat that it is not to be replaced.
- k. Speeding at the Lower End of The Street – It is understood that 30mph repeater signs would not be installed as the area is residential with street lighting and therefore 30mph, as in the Highway Code, which all drivers should know. It was agreed that the Deputy Clerk would write to DCC Highways Department to ask if there was anything that could be done about the speed of traffic at the bottom end of the village.

#### **PCS12.7 DISCUSSION ITEMS**

- a. Specific Projects and Budgets for 2019/2020
  - i) Budgets – the budgets for 2019/20 – agreed to propose to Finance Committee to approve the figures previously circulated for Budget Year 19/20.
  - ii) Cemetery Charges – It was agreed to propose to the Finance Committee that the existing charges should remain the same for the cemetery services, with the addition of the new charges for Transfer of Deed £20; Genealogy Search £20; End of Term Renewal for Grave £160; End of Term Renewal for Ashes Plot £80; Burial of a Child under 17 Years of Age £0.
  - iii) Playing Field Charges – It was agreed to propose to Finance Committee that the rents for the playing field agreements remain the same.
- b. Policing and the Community – It was agreed that the Council should invite the Police to the next Annual Parish Meeting.

#### **PCS12.8 CORRESPONDENCE AND COMMUNICATIONS**

- a. A letter had been received from a firm of solicitors asking for a copy of their clients Deed of Exclusive Burial Rights. The Clerk had replied stating that none had been issued so far and that the matter was currently process through Council. Once the documents have been agreed a Certificate will be sent to them and the grave owner.

- b. The Cubs group have requested permission to install some planters / raised beds alongside the left hand side of the HQ. It was agreed that this was acceptable providing the group maintained it.
- c. Green Weigh (a mobile plastic free shop) had contacted the office to say that they had been in contact with Dorset County Council about using the layby at the bottom of the village to site their mobile shop on a Monday morning for a few hours not that the market was closed for the winter. They had checked that they did not need a licence to trade. DCC were happy for them to trade their but asked that they check with the Parish Council. It was agreed that the Committee could see no reason to refuse permission for them to use the layby as requested.

**PCS12.9 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 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. A resident had contacted the office about tree branches overhanging the boundary wall of the playing field and being dangerously close to their property. Three quotes had been obtained to obtain permissions and prune back the three trees which are a Beech, Hornbeam and Maple. It was agreed that the quote from Hardy Tree Surgeons for £330 be accepted and paid from the Playing Field General Maintenance budget.

Meeting closed at 7.30pm

Signed .....

Dated .....

**Proposals to Finance Committee**

Propose that the Council pay the full cost of £800 for five new metal footpath gates.  
 Propose that the existing proposed Budgets for 19/20, and the Cemetery and Playing Field charges remain the same with new charges being added for some cemetery services.

**Proposals to Full Committee**

Propose that Council accept the draft Cemetery administration documents.