

# Charmouth Parish Council

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## **MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL** **HELD ON TUESDAY 5 DECEMBER 2023**

**PRESENT:** Cllrs. Jane Bremner, Melanie Harvey, Julie Leah, Andrew Lightfoot, Katie Moore, Peter Noel, Sally Roberts and Martin Sayers.

**IN ATTENDANCE:** Belinda Bawden, Dorset Councillor;  
Lisa Tuck, Parish Clerk.

The Chair welcomed everyone to the meeting and as this is the last Full Council meeting of 2023, noting that the Council isn't thanked very often, Jane thanked Councillors for their hard work. Belinda Bawden stated that during her recent campaigning, Charmouth residents seemed generally content.

### **FC23/95 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS**

There were no members of the public present.

### **FC23/96 DORSET COUNCIL ISSUES**

Dorset Councillor Belinda Bawden's report had been circulated to all Councillors prior to the meeting and she updated the meeting where appropriate.

Belinda also mentioned:

- Promotion of the Axe Valley and West Dorset Ring and Ride Service;
- Comments about less Christmas lights than previously;
- How amazing the lamp post poppies had looked and the gentleman who had got off the bus specifically to look at them;
- Signage of the coastal path from Higher Sea Lane.

### **FC23/97 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Judith Sheppard (holiday).

### **FC23/98 DISPENSATIONS**

There were none received.

### **FC23/99 DECLARATIONS OF INTEREST**

Andrew Lightfoot declared an interest on item FGP23/122(d) to be dealt with "in Committee".

### **FC23/100 MINUTES OF PREVIOUS MEETINGS**

It was proposed by Jane Bremner, seconded by Martin Sayers and

**RESOLVED** that the minutes of the meeting held on the 26 September 2023, be signed by the Chair as a correct record.

**FC23/101 MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)**

There were no matters arising.

**FC23/102 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 24 OCTOBER 2023** – There were no items to highlight.

Cllr Belinda Bawden left the meeting.

**FC23/103 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 24 OCTOBER 2023** - There were no items to highlight.

**FC23/104 TO RECEIVE AND CONSIDER THE REPORT OF THE PLANNING COMMITTEE HELD ON 3 OCTOBER 2023** – There were no queries on the minutes.

**FC23/105 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 14 NOVEMBER 2023**

a) Supplier Payments – payments for October were noted and it was

**RESOLVED that the additions (bold italics) for November be ratified as having been paid by delegated authority.**

**Supplier Payments - October 2023:**

HMRC (PAYE)	3437.46	<b>BACS</b>
Amazon	28.66	
Lyreco	53.06	
Amazon	7.49	
Amazon	26.74	
Water 2 Business	458.58	
Flowbird	249.71	
Screwfix	144.99	
G W Machinery	122.98	
Buglers	677.21	
Charmouth Central Ltd	143.00	
Morgans	36.10	
Worknest	2960.40	
Worknest	261.00	
DAPTC	45.00	
		<b>£8,652.38</b>
<b>Already paid</b>		
Kitson & Trotman	3007.20	
Dorset Council	9.59	
PW Decorating	595.00	
Bloms Bulbs	269.73	
Viking	4.26	
		<b>£3,885.78</b>
		<b>£12,538.16</b>

## Supplier Payments - November 2023:

HMRC (PAYE)	2783.21		<b>BACS</b>
RC Property Care	360.00		
MNR Mowers	849.00		
Mark Wickenden	778.34		
Dorset Council	1255.20		
Dorset Council	388.80		
Kitson & Trotman	2714.40		
Mole Avon	9.75		
Screwfix	52.16		
Screwfix	39.98		
Martins Excavations	720.00		
Water 2 Business	476.75		
Flowbird	186.64		
Cartridge Save	85.98		
Prospect Garage	301.42		
<b>C B Potts</b>	<b>397.20</b>		
<b>Lower Char Community Project</b>	<b>200.00</b>		
<b>RBL Poppy Appeal</b>	<b>50.00</b>		
<b>Charmouth Central Ltd</b>	<b>77.00</b>		
<b>Cloud Nine Florist</b>	<b>195.00</b>		
			<b>£11,920.83</b>
<b>Already paid</b>			
Photomounts	20.01	Paypal	
<b>DVLA</b>	<b>200.00</b>		
<b>Sovereign Design Play Systems</b>	<b>22861.19</b>		
<b>Trevor Jarvis</b>	<b>10.00</b>	Cheque	
			<b>£23,091.20</b>
			<b>£35,012.03</b>

b) Bank Reconciliation up to 30 September 2023

**RESOLVED that the Bank Reconciliation be accepted and approved.**

c) Income and Expenditure against Budget April 2023-September 2023

**RESOLVED that the Income and Expenditure against Budget April 2023-September 2023 be accepted and approved.**

d) Clerk's Report

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

e) Charity Fund Donations – Following circulation of the report, it was

**RESOLVED that donations be made under Section 137 as set out.**

- f) Beach Huts – it was  
**RESOLVED that the purchase of 4 huts be approved in principle as set out in the minutes. To be confirmed in January when the budgets have been formally approved.**
- g) Signage Project – it was  
**RESOLVED that an amount of up to £8500 (from Gen Reserve GEN6) be approved unconditionally to cover the estimate from Sally King of £7812.88 plus VAT (agreed in September in principle) to ensure that the signage is updated by the 2024 season.**
- h) Webcam – it was  
**RESOLVED that approval be granted for the siting of a webcam by CHCC and a donation of £750 to CHCC For the initial set up of the webcam (from Gen Res FSH1).**
- i) Notice board – in line with the proposal from the F&GP Committee, it was  
**RESOLVED to purchase a new pin board for the main notice board at a cost of £179 plus VAT from Gen Res SN1.**
- j) Climbing Frame – in line with the proposal from the F&GP Committee, it was  
**RESOLVED to accept the quote to refurbish the square climbing frame at a cost of £700 plus VAT from Gen Res PF1. This would now be able to be taken apart using similar rounded safety bolts that have been used on the new equipment.**
- k) Renewal of Energy Contracts – following discussion at the F&GP Committee and updated information received from the Clerk, it was  
**RESOLVED to accept the quote from EDF (current provider) to renew all electricity and gas accounts from March 2024 for 3 years.**
- l) Balloon and Sky Lantern Release Policy – it was  
**RESOLVED that the current policy be approved with no alterations.**
- m) Tractor training – due to no further information being received, this would be deferred until the next F&GP Committee meeting.
- n) Land owned by CPC – to be dealt with In Committee.
- o) Building Valuations – to be dealt with In Committee.
- p) Flying a flag at the Elms during the winter – Jane Bremner reported that to date 7 Ukranian flags had been purchased for flying at the Elms. It was agreed that this practice should continue all year round and initially a further 3 flags would be purchased to enable replacement if/when they are damaged by the wind and rain.
- q) Computer/Wifi Booster update – it was noted that the cost of the new computer had increased by £25 since quoting. It was also reported that the wifi adaptor quoted for was not really fit for purpose and it was  
**RESOLVED that the wifi at the Elms be “future proofed” with the installation of a new mesh network at a cost of £608.32 plus VAT. This would be slightly offset by the credit of the previously quoted booster.**

**FC23/106 TO RECEIVE AND CONSIDER THE REPORT OF THE HR COMMITTEE HELD ON 15 NOVEMBER 2023** - Noted. The proposal would be taken "In Committee".

### **FC23/107 MEETINGS**

- a) December 2023/January 2024 meeting dates – Councillors were reminded of the upcoming dates which had been set due to the Christmas and New Year holiday:  
12 December – PF and Fsh Cttees  
16 January 2024 – Plng and F&GP Cttees  
30 January 2024 – Full Council
- b) Meetings Calendar 2024 – following circulation of the meetings calendar for 2024, it was agreed with the addition of a date of Tuesday 9 April for the Annual Parish Meeting which once again would be held at the Village Hall. It was noted that no Cttees would be held in April/May due to the elections and that the Annual Meeting of Council has to be held within 14 days of the election on 2 May, therefore Tuesday 14 May.

### **FC23/108 REPORTS FROM REPRESENTATIVES OF ORGANISATIONS**

- a) DAPTC Western Area – Peter Noel had attended this meeting;  
b) Charmouth Central Library – Martin Sayers had attended the AGM.

### **FC23/109 CORRESPONDENCE**

Highlighted items:

- Following a complaint from a resident, the dangerous parking in Wesley Close around the green on the junctions was reported to DC, to date no closing report has been received;
  - A35 Parishes Meeting was held at Wootton Fitzpaine on 13 Oct – no rep from Charmouth could attend;
  - Comment made to Bridport News regarding the new Post Office outreach service - "Although the Parish Council is sorry that the current service will not be continuing, it is pleased that the mobile unit will continue to provide a post office service to Charmouth parishioners moving forward."
  - Julie highlighted to Dave Humphrey that a photograph had been posted on Charmouth Notice Board Facebook page of the amazing work you and the team have done to clear the Foreshore. So far, you've had 42 likes (including hearts!) and five "thank you, amazing, much appreciated" type of comments. It is quite extraordinary what you have done.
  - Following a complaint from a resident about the flooding of the footpath from Lower Sea Lane to the bridge, Dorset Council has informed that they have a firm stance on muddy or wet paths. If the path is not passable in suitable footwear (ie Wellington boots), then they will try and remedy the issue. If this issue continues to be reported, they will also recommend that the parish fund any improvements as the issue is considered low priority. It also may be an idea to contact each land owner either side of path in the future and asking them to improve the drainage from within their boundaries. The resident has asked that the Parish monitor the situation.
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- NALC Chief Executive's Bulletin/Newsletter received weekly and circulated
  - Dorset Council latest news received weekly and circulated
  - DAPTC E-News and Training News received weekly and circulated

- DAPTC:
  - Working Together Webinars – several emails all circulated;
  - CHANGE IN DATE - Parishes & Towns of Culture | Dorset Council Area Meeting Now Tue 5 Dec 11:30am;
  - Grants & Funding Update from Dorset Council;
  - Confirmation of DAPTC Subscription Charges for 2024-2025;
  - 2023 DAPTC Annual General Meeting;
  - Winter health and care marketplace events;
  - Minutes of the DAPTC Western Area meeting held on 18 October 2023;
  - Providing Access to the DAPTC Website for Councillors and your colleagues;
  - DAPTC Western Area Meeting - via ZOOM at 7.00 on Thursday 19 October.
- Dorset Council:
  - Open Licence Applications received weekly;
  - Dorset AONB Annual Forums 2023;
  - Proposed road closure Lower Sea Lane – due to the fact that this would cause significant disruption/safety issues if undertaken in school holidays or term time, a different approach is now being taken;
  - Polling Station Review – response sent from Charmouth confirming that the use of the Village Hall in Wesley Close is still the best option;
  - Dorset Community Tree Project Webinar attended by Julie Leah – report to be considered at a future Committee;
  - Dorset Highways - Salt bins and Dumpy bags 2023/24 season;
  - Elections poster.
- Cllr Belinda Bawden – all circulated:
  - Dorset Councillor report and update on Broad Street closure and Axe Valley Ring and Ride;
  - Grants;
  - Broad Street road closure - could we turn this disaster into an opportunity for a Christmas Market?
  - Road Traffic Regulation Act 1984, Emergency Temporary Closure Of A3052, Lyme Regis;
  - Government funding for maritime 'green and blue' enterprise and innovation awarded to the South West;
  - Storm Ciaran - news from Lyme and Charmouth;
  - Emergency planning - Lyme Regis and Charmouth, proposed meeting.
- Dorset CPRE:
  - Dorset CPRE October-November 2023 Newsletter (circulated).
- Climate and Ecological Emergency Support:
  - Notes from Sept C&EE support group and reminder for next meeting 18 Oct 12.30pm;
  - C&EE support meeting Wed 18 Oct 12.30pm. Household waste and where it all goes;
  - Notes from Oct C&EE support meeting and reminder for Thurs 16 Nov 7.30pm;
  - Invitation to Talk and Supper Evening: Blowing the Whistle on Big Oil. Weds 6 Dec 7.30pm.
- St Andrew's Community Hall (all circulated to rep):
  - Minutes of October meeting and Agenda for next meeting 05/12/23;
  - St Andrew's Community Hall temporary closure due to ceiling.
- Dorset Coast Forum

- DCF eNews November 2023
- BLAP (all forwarded to reps):
  - Bulletins
  - BLAP Parish Liaison meeting 15/09/23 – minutes and notice of next meeting 30 October;
  - BLAP Parish Liaison meeting 30/10/23 – minutes and notice of next meeting 13 December;
  - Bridport Museum – the Right Stuff invitation;
  - BLAP Steering Group meeting 7 December 2023 – members slot;
  - BLAP Steering Group meeting 07/12/23 – agenda and mins of last meeting 07/09/23.
- Enquiries via website contact form:
  - Stamp Club – Room hire charges 2024;
  - Parking enquiry – old road to cemetery;
  - Enquiry about memorial trees;
  - Enquiry about the bench in memory of Miss Evans – not on Evans Cliff but in Higher Sea Lane;
  - Enquiry re name of the Hollands Room;
  - Enquiry from someone interested in being part of Speedwatch – forwarded;
  - Newlands – display of posters on main notice board;
  - Enquiry about paddle board concessions at Charmouth Foreshore.
- River Char Community Project notices – circulated;
- Jurassic Coast News November 2023;
- WATAG Minutes of meeting 122 – forwarded to Julie Leah as Public Transport rep;
- BLINK Letterbox 8 – footpath between Bridport and Lyme Regis;
- Environment Agency – Storm Ciaran flooding;
- Dorset Police Newsletters for September and October 2023;
- Flood Warden Autumn Newsletter 2023;
- Crewkerne outreach Post Office service consultation 3 Nov-1 Dec – advertised;
- Inspection of library trees undertaken – Library informed of service now offered by DC.

#### **FC23/110 EXCHANGE OF INFORMATION**

- a) Julie Leah updated the Council about the River Char Community Group's nurdle clean up event;
- b) Andrew Lightfoot confirmed that the Environmental Exchange at the Bank House Café had been successful with different people attending each time;
- c) Jane Bremner confirmed that the oak tree from the Rotary Club should be received very shortly;
- d) Peter Noel wasn't sure if he would be able to attend the January meeting;
- e) Martin Sayers reported that he didn't think the Charmouth Speedwatch had moved forward as yet.

**RESOLVED to go "In Committee".**

#### **FC23/111 IN COMMITTEE**

- a) Land owned by CPC – After declaring an interest earlier, Andrew Lightfoot left the meeting for this item. It was confirmed that the piece of land in question is not designated as a green space in the NHP and it was

**RESOLVED that further discussions could be held about obtaining a valuation and ultimately the sale of the land. However, any prospective purchaser would be liable for all legal/valuation fees and there would need to be a covenant written into the deed to**

**protect the land from building in the future. If the enquirer agrees to the terms, the lowest quote of £150 plus VAT received to value the land should be accepted initially.**

- b) Building Valuations – following confirmation that the Council’s current valuer is no longer able to undertake the building valuations for insurance purposes, contact with three recommended surveyors had been made and two quotes had been received. It was  
**RESOLVED to accept the lowest quote of £900 plus VAT from Keith Luxton (Honiton) which reflected a significant discount for the ‘bulk order’.**
- c) Worknest Advice – following circulation of the confidential report it was  
**RESOLVED that the advice of Worknest be accepted and the proposal in the report be instigated.**

The meeting closed at 9.10 pm.

DRAFT