

# Charmouth Parish Council

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## **MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL** **HELD ON TUESDAY 24 JANUARY 2023**

**PRESENT:** Cllrs. Melanie Harvey, Julie Leah, Andrew Lightfoot, Katie Moore, Peter Noel (Chair), Martin Sayers, and Judith Sheppard.

**IN ATTENDANCE:** Dorset Cllr Bawden; Lisa Tuck, Parish Clerk; Melissa Kirkby, Deputy Clerk.

### **FC23/01 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS**

There were no members of the public present.

### **FC23/02 DORSET COUNCIL ISSUES**

Cllr Bawden gave her report to the members.

She spoke about what had been happening at Dorset Council. The budgets for the next year had now gone to the Scrutiny Committee. Although inflation of 6% was assumed, they have planned on increasing council tax by 2% due to the cost of living. The shortfall would be made up through efficiency and transformation of services.

There had been comments in the news of the tax on second homes, however, this was still to be discussed in Parliament and the earliest it would be in place would be 2024/25.

Dorset Council have had problems with many of their car park machines and so they are all due for replacement.

The Speed Watch training will take place next week in Lyme Regis and there are four participants from Charmouth.

### **FC23/03 APOLOGIES FOR ABSENCE**

Apologies were received Jane Bremner (Holiday).

### **FC23/04 DISPENSATIONS**

The ongoing dispensation held by all Councillors (except Jane Bremner) relating to the setting of the precept is relevant at this meeting. No other dispensations had been received.

### **FC23/05 DECLARATIONS OF INTEREST**

There were none declared.

### **FC23/06 MINUTES**

It was proposed by Peter Noel, seconded by Martin Sayers and

**RESOLVED** that the minutes of the meeting held on 22<sup>nd</sup> November 2022, circulated to members, were a correct record and these were signed by the Chair.

**FC23/07 TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES**

There were none.

**FC23/08 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 13 DECEMBER 2022**

a) West Dorset Fossil Collecting Code

Judith Sheppard pointed out that this is different to the Parish Council's own code review which she and Melanie Harvey are currently working on, and which will come before the next meeting. A copy of the West Dorset Code was circulated to the members. Judith then talked through the proposed changes requested by the National Trust to the wording which relates to "in situ" specimens and also includes a list of stakeholders. Julie Leah wondered if the fossil collectors knew that their representative was David Sole. The Clerk will reply to Dorset Council with the Parish Council comments. The members were all happy with the proposed changes.

**FC23/09 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 13 DECEMBER 2022**

a) Hedging around the Playing Field and Bowling Green

Peter pointed out that some consultation needs to be undertaken and it needs to be a Full Council decision. There needs to be more detail regarding position and maintenance before further planting takes place. Andrew pointed out that if the decision went back to the PF Committee the planting won't be done this season. It was proposed by Peter Noel, seconded by Judith Sheppard and

**RESOLVED** that the idea of further tree hedge planting (that was not block hedging) was agreed in principle but that further detail was required which would be emailed to all councillors for agreement before any planting takes place. There would be a meeting with the staff about ongoing maintenance and also consultation with the Bowls Club.

**FC23/10 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE HELD ON 10 JANUARY 2023**

- a) Re item PL23/07 (c) Tree Application P/TRT/2022/07877 Hawthorns, Downside Close – T1 Oak Peter Noel reported that the application was to pollard to a max height of 8m from ground. This application was originally refused and another has been submitted to "pollard by approx. 6m to provide clearance of property". There were no objections to the original application, and there were no comments on the new one.

**FC23/11 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 10 JANUARY 2023**

a) FGP23/05 - January Supplier Payments

**Supplier Payments - December 2022:**

HMRC (PAYE)	£2,758.37	BACS
DAPTC	14.00	
Flowbird	134.36	
Lasting Impressions	14.58	
Fishing College	300.00	
C B Potts	397.20	
Amazon	138.11	
SLCC	236.00	
Axminster Tools	20.78	
Nigel J Clarke	160.00	
Lyreco	187.20	
B H Chapman	40.00	
Yellowbox	74.30	
Hardy Tree Surgeons Ltd	834.00	
Water 2 Business - Toilets	416.13	
Garry Pitcher	4.00	
MAC Building Contractors	180.00	
Morgans	49.97	
Bridport Building Supplies	131.48	
Mole Avon	66.96	
Mole Avon	9.95	
ABA Groundcare	390.00	
Joe Turner	96.00	
Joe Turner	96.00	
		<b>£6,749.39</b>
<b>Already paid</b>		
Maison & Gardner	409.00	
<b>Card payments</b>		
Water 2 Business	514.12	
Water 2 Business	63.51	
Water 2 Business	48.91	
		<b>£1,035.54</b>
		<hr/> <b>£7,784.93</b>

**Supplier Payments - January 2023:**

HMRC (PAYE)	£1,950.24	<b>BACS</b>
Amazon	134.75	
Lyreco	162.23	
Flowbird	68.70	
MNR	1658.26	
O Brien Roofing	11747.09	
Daryl Chambers Property Services	480.00	
Prospect Garage	154.00	
Bridport Building Supplies	145.62	
Screwfix	46.59	
DAPTC	42.00	
Mole Avon	41.46	
Charmouth Central Ltd	130.00	
<b><i>Screwfix</i></b>	<b><i>14.56</i></b>	
<b><i>Water 2 Business</i></b>	<b><i>1055.20</i></b>	
<b><i>Flowbird</i></b>	<b><i>35.33</i></b>	
<b><i>Glasdon</i></b>	<b><i>29.88</i></b>	
<b><i>Axminster Tool Centre</i></b>	<b><i>7.84</i></b>	
<b><i>Peter Grinter</i></b>	<b><i>22.00</i></b>	<b>£17,988.73</b>
<b><i>Screwfix</i></b>	<b><i>62.98</i></b>	
<b>Already paid</b>		
Towergate Riskline	469.33	
<b><i>The Flag Shop</i></b>	<b><i>7.99</i></b>	
		<b>£477.32</b>
		<b>£18,466.05</b>

It was proposed by Peter Noel, seconded by Judith Sheppard and  
**RESOLVED** that additional supplier payments (in bold and italics) made for January be approved.

b) FGP23/06 - Bank Reconciliation

It was proposed by Peter Noel, seconded by Martin Sayers and  
**RESOLVED** that the Bank Reconciliation up to end of November 2022 be approved.

c) FGP23/07 - Income and Expenditure against Budget

It was proposed by Peter Noel, seconded by Judith Sheppard and  
**RESOLVED** that the Income and Expenditure against Budget report for April 2022 – Nov 2022 be approved.

d) FGP23/09 - Clerk's Report

The Clerk reported an additional item that VAT to be reclaimed for quarter 3 (£196.28). It was proposed by Peter Noel, seconded by Judith Sheppard and **RESOLVED** that the Clerk's Report for January 2023 be approved.

e) FGP23/10(b) - Budgets 2023/24 (excluding wages)

It was proposed by Peter Noel, seconded by Judith Sheppard and **RESOLVED** that the Budgets for 2023/2024 be approved.

f) FGP23/10(c) - Charges 2023/24

It was proposed by Peter Noel, seconded by Judith Sheppard and **RESOLVED** that the Charges for 2023/2024 were approved.

g) FGP23/10(d) - Precept Requirement 2023/24

It was proposed by Peter Noel, seconded by Judith Sheppard and **RESOLVED** that the Precept be increased by 5% from £92061 to £96664 which leaves £6659 to be funded from the proposed surplus from the current year estimated at approx. £15000.

h) FGP23/11(a) - Internal Audit Report Recommendations

It was proposed by Peter Noel, seconded by Judith Sheppard and **RESOLVED** that the following recommendations made in the interim internal audit report for 2022/23 be accepted and approved:

- The Council should review, update and adopt the risk assessment before 31 March 2023 – this is routinely undertaken annually;
- The Council should consider increasing its fidelity guarantee insurance to cover the year-end balance plus half the annual precept (this will be considered when the insurance is renewed in June 2023).

i) FGP23/13(b) - Swim Buoys

Peter Noel reported that it was proposed by the Foreshore Committee and supported by the F&GP Committee that the quote received from Lyme/West Bay Harbour Master for swim buoys to protect swimmers from boats be accepted. There is 450m of shoreline requiring 12 buoys at a cost in the region of £3,384.00 plus an additional cost of £1200 for laying and removing each year. Julie Leah pointed out that she had read there was possible new legislation on motor boats. If that legislation comes in, would boats be allowed near shore? Judith asked when would any new rules be in place and said that the danger was now. Andrew Lightfoot asked if paddleboards would be restricted as he felt they were a hazard to swimmers. The buoys are to

prevent motor boats/jet skis etc. It was proposed by Peter Noel, seconded by Judith Sheppard and

**RESOLVED** that the “one off” costs to provide the buoys be funded from FSH1 Reserve and the annual costs of £1200 be funded from FSH1 for 23/24 and budgeted for subsequent years.

j) FGP23/14(d) - Jubilee Garden tree surgery

An email had been received from Linda Bearpark with a quote to cut back the tree in the Jubilee Garden. It has previously been discussed that the cost of £400 could be partially met by Linda’s Jubilee fund, the Council could fund half the work (£200) from the remainder of the previously agreed Jubilee pot included in Reserve GEN6.

Judith Sheppard spoke about her views on keeping the tree due to the expense, and to use shade appropriate plants and make it a nice garden without removing trees. The cost of a few shrubs would cost about £40.

Andrew Lightfoot said that at the Playing Field Committee it had been agreed that volunteers would be used to maintain the garden. Judith asked if the agreement included any control on what was planted. She pointed out the difficulties with allowing volunteers to decide on the planting as it would cause future problems. It was proposed by Peter Noel, seconded by Katie Moore and

**RESOLVED** that the item would be referred back to the Playing Field Committee to decide on the details of the planting.

k) FGP23/17(d) - Urgent arboriculture work.

Peter Noel reported that unfortunately, the survey has indicated £5315 of work is required immediately and a further £3420 would need to be budgeted from April 2023. Peter and the Facilities Manager have looked at all the trees involved and it doesn’t seem possible to get a second professional opinion as so few surgeons are qualified. Julie Leah asked where the trees were located and Peter replied that they were all across the village on Council owned land. Julie and Andrew Lightfoot asked to see the report. It was proposed by Peter Noel, seconded by Katie Moore and

**RESOLVED** that the urgent tree work amounting to £5315 be agreed and carried out, unless there were any objections by the members once they have read the full arboriculture report. This would be using money from the 21/22 surplus which stands at £31633 uncommitted funds.

## FC23/12 MEETINGS

a) Calendar of meetings 2023

It was proposed by Peter Noel, seconded by Martin Sayers and

**RESOLVED** that the Calendar of meetings for 2023 be approved.

## b) Annual Parish Meeting 2023

Peter Noel suggested the APM be held on Tuesday 16 May 2023, at the Village Hall in Wesley Close again. He asked if the Chairs of the Committees would like to speak about their own sections, which they agreed. The proposed speakers being, Fostering Dorset/Mockingbird; Chris Loader MP; and the Youth Club. As the Youth Club have received some Council funds it would give them the opportunity to say what they have been doing and what they have planned. Peter asked if the members had any other ideas. Julie Leah asked about having information boards from other organisations. The Clerk asked for a list of who to invite to provide boards. It was proposed by Peter Noel, seconded by Judith Sheppard and

**RESOLVED** that the APM would be at The Village Hall on 16<sup>th</sup> May and the invited speakers would be Fostering Dorset/Mockingbird; Chris Loader MP; and the Youth Club, with information displayed about other organisations and events.

### **FC23/13 EMERGENCY PLAN WG**

Judith Sheppard reported that the Plan is almost finished.

### **FC23/14 NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL**

a) Peter Noel reported that he had attended the DAPTC Western Area Meeting on 14 November 2022. He said that Neil Wedge was there, and there were only a few in attendance. Neil did a question and answer session. Two other attendees turned up including the Chair, Chris Turner. All the current officers were re-elected. Neil mentioned that Steve Ford of Dorset Council is going to hold meetings with Towns & Parishes that have declared a climate emergency and then after that meet with everybody else who hasn't declared. On 9 March DAPTC are holding a networking meeting 10am to 3pm at Kingston Mauward. Rather disappointing that there was only seven people who attended, plus Neil Wedge.

### **FC23/15 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS**

- Rivers Festival – Julie Leah reported that there will be meeting on the 18<sup>th</sup> February about what local people could contribute to the River Festival being held on 27<sup>th</sup> May. There will be a procession that will not need a road closure. They have a big dragon head that will be decorated with something to do with the river. The Scouts (who are involved with the river monitoring) will be attending, also Surfers Against Sewage and Wessex Water. They would like the Parish Council to have a presentation of everything the outside staff do to keep the foreshore maintained. She will give the Foreshore Committee details of what is required.
- Charmouth Fire Station recruitment – banners authorised and press releases circulated.
- Cllr Belinda Bawden – Gave clarification on higher Council Tax for 2<sup>nd</sup> homes.

- Request received by a resident for support from the Parish Council to stop pavement parking in Wesley Close opposite the Village Hall instead of in the designated car park at the rear of the properties (double yellow lines/more regular visits from the Parking Warden?) Reporting to DC suggested. The members agreed for the Clerk to write to Sovereign Housing about the parking problem. Could they encourage a safer environment and asking residents to park in the car park.
- DAPTC have asked to use Charmouth's website as an example to other Towns and Parishes, particularly relating to the Register of Interest completion. There were no objections. It's a compliment to the Parish Council that we are all up to date.
- 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:
  - Community & Culture Project Funding information and a Questionnaire on Street Trading - up and coming deadlines;
  - NALC/SLCC Civility & Respect Project - Supporting Guidance for the LGA Model Code of Conduct and Standards in Public Life;
  - Important Employee Relations Courses for New Year;
  - Climate and Environmental Issues survey and upcoming online event – Julie is interested in attending.
- Dorset Council:
  - Flood warnings – how you can prepare your community;
  - Temporary Closure of Stonebarrow Lane 0800-1800 13 January;
  - News release – Charmouth Footbridge Improvements;
  - Open licence applications – weekly;
  - Temporary footpath closure – Charmouth footbridge;
  - Platinum Jubilee Fund for Village Hall Capital repairs;
  - Salt bin refilling – change to ordering for the remainder of the season.
- Cllr Belinda Bawden:
  - LRTC Community Briefing;
  - 2030 Vision Project – upcoming events;
  - Special democracy, civility and voluntary sector bulletin;
  - Press release: Education for children in care is improving;
  - Press release: 750 trained embedded digital champions;
  - Free workshop for farmers and landowners as Direct Payments are brought to a close;
  - The consultation on Parliamentary constituencies;
  - Dorset Community Foundation;
  - Safeguarding Families Together.
- Dorset Coast Forum:
  - DCF eNews December 2022 and January 2023;
  - Year of the Coast 2023.



- Dorset CPRE:
  - Dorset CPRE December Newsletter, two reports on State of Brownfield and Hedgerows now available;
  - Dorset CPRE Calls on Dorset Council to Consult Communities on Key Policies for next Draft Local Plan;
  - Dorset CPRE November Newsletter.
- Climate and Ecological Emergency Support:
  - Reminder for C&EE support group meeting Tuesday 17th Jan 12.30pm:
  - Notes and recording from Dec C&EE support group and date of January meeting;
  - Notes from councillors Climate and Ecological Emergency Support group in November and reminder for meeting on Monday 12th Dec at 7.30pm.
- St Andrew's Community Hall:
  - Information on newly appointed Trustees;
  - November minutes and latest finances;
  - Notice of next Management Committee meeting – 7 February 2023.
- Sport England:
  - Active Places Data Platform – Upcoming redevelopment project;
  - Active Places Newsletters for December 2022 and January 2023.
- BLAP:
  - Steering Group Agenda 8 November 2022 and subsequent notes;
  - Bulletins;
  - Parish Liaison meeting date – 31 January 2023.
- Enquiries via website contact form:
  - Driftwood removal;
  - Reed bed – removal of reeds to transplant;
  - Malfunctioning Christmas Lights;
  - One taker for a hedgehog highway door;
  - Black ice across road on approach to roundabout;
  - Who decided the colours that the beach huts would be painted;
  - Request for signage of East Beach closure at the entrance to the car parks.
- WATAG:
  - News 11 and Minutes of General Meeting 118;
  - Notice of AGM and General Meeting 119 – 26 January 2023.
- River Char Community Project Newsletter with dates of events.
- Flood Wessex – ongoing updates on groundwater situation.
- National Highways - A35 Penn Duals safety improvement work.
- Dorset CAN - Invite to Dorset Climate Action Network's Burns Night Ceilidh - Saturday 27th Jan.
- Dorset National Park Winter Newsletter.
- NALC Open Letter – Local Leadership through Challenging Times.
- Volunteering Dorset/Help and Kindness – Warm Welcomes and Community Support.
- Charmouth Library – tree work.

**FC23/16 EXCHANGE OF INFORMATION**

Martin Sayers, Julie Leah and Katie Moore have all signed up to participate in a Dorset Council 20pmh Webinar on the 7<sup>th</sup> February.

**FC23/17 IN COMMITTEE**

It was proposed by Peter Noel, seconded by Jane Bremner and

**RESOLVED** to go 'In Committee'

a) FGP23/20(a) Wages budget 2023/24

It was proposed by Peter Noel, seconded by Martin Sayers and  
**RESOLVED** that the wages budget detail be approved.

The meeting closed at 9.10pm.

DRAFT