

Charmouth Parish Council

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MINUTES OF THE ANNUAL MEETING OF CHARMOUTH PARISH COUNCIL HELD REMOTELY ON TUESDAY 4TH MAY 2021

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

IN ATTENDANCE: Lisa Tuck, Parish Clerk; Melissa Kirkby, Deputy Clerk.

FC21/1 ELECT A CHAIR OF THE COUNCIL AND RECEIVE THE CHAIR'S DECLARATION OF OFFICE

Peter Noel was nominated as Chair which he accepted. It was

RESOLVED unanimously that Peter Noel be elected as Chair for the coming year.

FC21/2 ELECT A VICE-CHAIR OF THE COUNCIL

RESOLVED unanimously that Judith Sheppard be elected as Vice Chair for the coming year.

FC21/3 REPRESENTATIVES TO EXTERNAL ORGANISATIONS

- a) To appoint a representative to the Friends of Charmouth Library – Martin Sayers to continue.
- b) To appoint a Footpath Liaison Officer(s) – Michael and Judith Sheppard to continue.
- c) To appoint 2 Trustees for Charmouth Heritage Coast Centre – following the recent resignation of Judith Sheppard it was agreed to ask the Chair of Trustees if the Parish Council could have Advisers instead of Trustees. This would come back to the Council when a response has been received.
- d) To appoint 2 Trustees for the Almshouse Charities – Paul Oatway and Katie Moore to continue.
- e) To appoint a Public Transport Representative – Julie Leah was appointed.
- f) To appoint 2 representatives for the DAPTC Western Area Committee – Peter Noel and Paul Oatway to continue.
- g) To appoint a representative for the St Andrews Community Hall Management Committee – Paul Oatway to continue.
- h) To appoint a representative for the Bridport Area Partnership Committee – Martin Sayers to continue.
- i) To appoint a representative for the Lyme Regis Area Partnership (LymeForward) including the Coastal Communities Team – Paul Oatway to continue.
- j) To appoint a Tree Officer – Judith Sheppard to continue.
- k) To appoint a Highways Officer – Martin Sayers appointed.
- l) To appoint a representative to the Twinning Association – Maralyn Hinxman appointed.
- m) To appoint a Flood Warden/Deputy – Gerry Bearpark to continue.
- n) To appoint a representative for the Dorset Partnership for Older People Project – Maralyn Hinxman appointed.
- o) To appoint a representative to the Charmouth Local History Society (Pavey Group) – no rep appointed.
- p) To appoint a representative to Charmouth Plastic Free – Julie Leah appointed.

RESOLVED that the Representatives to External Organisations (items a-p) be agreed for the coming year.

FC21/4 APPOINTMENT OF A FORESHORE COMMITTEE

RESOLVED that the Foreshore Committee consist of Maralyn Hinxman, Julie Leah, Katie Moore, Paul Oatway and Judith Sheppard.

FC21/5 APPOINTMENT OF A PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

RESOLVED that the Playing Field, Cemetery and Street Management Committee consist of Jane Bremner, Maralyn Hinxman, Andrew Lightfoot, Katie Moore and Martin Sayers.

FC21/6 APPOINTMENT OF A PLANNING COMMITTEE

RESOLVED that the Planning Committee consist of Julie Leah, Andrew Lightfoot, Katie Moore, Paul Oatway and the Chair/Rep of the Neighbourhood Plan SG.

FC21/7 APPOINTMENT OF A FINANCE AND GENERAL PURPOSES COMMITTEE

Standing Orders dictate that the Finance and General Purposes Committee should consist of the Chair and Vice Chair of Council, the Chairs of the Foreshore Committee and the Playing Field, Cemetery and Street Management Committee and one other Councillor.

RESOLVED that the Finance and General Purposes Committee consist of Peter Noel (Chair of Council), Judith Sheppard (Vice Chair of Council), Chairs of Foreshore and Playing Field when appointed and Jane Bremner as the additional member. If there is an overlap of current members being Chair of either the Foreshore or Playing Field Committees, Martin Sayers agreed to be the second additional member.

FC21/8 APPOINTMENT OF AN HR COMMITTEE

RESOLVED that the HR Committee consist of Jane Bremner, Maralyn Hinxman, Andrew Lightfoot, Katie Moore and Martin Sayers.

FC21/9 APPOINTMENT OF AN EMERGENCY COMMITTEE

RESOLVED that the Emergency Committee consist of Peter Noel, Paul Oatway and Judith Sheppard initially. Additional membership will be considered at a later date.

FC21/10 CONSIDERATION OF THE CREATION OF AN ENVIRONMENT COMMITTEE

Following a suggestion from Julie Leah, after discussion it was

RESOLVED to create an Environment Working Group rather than a Committee which would report back to whichever Committee the issue being discussed refers. This Working Group would consist of Jane Bremner, Maralyn Hinxman, Julie Leah, Andrew Lightfoot and Peter Noel.

FC21/11 CONSIDER WHETHER OR WHEN THE MEETING SHOULD BE ADJOURNED TO HEAR COMMENTS FROM THE PUBLIC

RESOLVED that comments from the public should continue to be at the start of the meeting for no more than half an hour in total as currently (3 min per speaker).

FC21/12 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

No members of the public were present.

FC21/13 DORSET COUNCIL ISSUES

Dorset Councillor Daryl Turner was not in attendance and had sent his apologies.

FC21/14 APOLOGIES FOR ABSENCE

No apologies for absence were received.

FC21/15 DISPENSATIONS

None received.

FC21/16 DECLARATIONS OF INTEREST

None declared.

FC21/17 MINUTES OF THE MEETING HELD ON 23RD MARCH 2021

RESOLVED that the minutes of the meeting held on the 23rd March 2021 be agreed as correct and signed by the Chair.

FC21/18 TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

There were no matters arising from the minutes.

FC21/19 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 27TH APRIL 2021

- a) FS17.21i. – Increase in Wild Campers – following the Foreshore Committee's discussion, it was **RESOLVED that the Clerk seek legal advice as to how wild campers could be deterred/dealt with. The cost of this legal advice would be taken from the current legal fees budget of £1500.**
- b) Foreshore Amenities – confirmation of ongoing reviews – it was noted that there is no change to the approach agreed in March relating to the Covid Roadmap.
- c) It was noted that the Great Dorset Beach Clean is to take place on Saturday 22 May 2021 from 10am-1pm. This is organised by the Heritage Coast Centre.

FC21/20 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 27TH APRIL 2021

- a) Greens Mower – following the Committee meeting an approach has been received from the Bowls Club seeking financial assistance towards the purchase of a cylinder greens mower from a golf club near Dorchester at a maximum cost of £500. It was **RESOLVED that a donation of £200 towards the greens mower be made from Earmarked Reserve PF3 specifically for a new greens mower. This mower would be the property of the Bowls Club.**
- b) Playing Field Amenities – confirmation of ongoing reviews were noted
 - i) Pavilion – to be open to the Bowls Club who are complying with Covid guidelines on social distancing and cleaning. If any other groups request use, this will be managed accordingly;
 - ii) Playground/outdoor gym – remain open in line with Government Covid guidelines.

FC21/21 TO RECEIVE AND CONSIDER FINANCE ISSUES

- a) Supplier payments (April 2021) – these payments had been approved through the scheme of delegation and it was

RESOLVED that the Supplier Payments for April 2021 be accepted.

Supplier Payments - April 2021:

| | | |
|----------------------------|-----------|----------------|
| HMRC (PAYE) | £1,750.35 | Bacs |
| Morgans | 134.04 | |
| Dorset Planning Consultant | 565.20 | |
| Charmouth Central Ltd | 120.00 | |
| Greig and Allen | 177.49 | |
| Prospect Garage | 281.38 | |
| Shanies | 60.00 | |
| Highwood | 241.26 | |
| Catridge Save | 46.87 | |
| Orona | 608.69 | |
| Creative Solutions | 67.18 | |
| | | 4052.46 |
| | | -241.26 |
| | | 3811.20 |

Other payments made

| | | |
|-------------------------|------------------|-------------|
| <i>Safety Label</i> | 41.09 | Card 15/4 |
| <i>Photomounts UK</i> | 22.87 | Card 15/4 |
| <i>Groves Nurseries</i> | 188.97 | Bacs 23/3 |
| <i>L Thresher</i> | 72.00 | Bacs 14/4 |
| <i>Mrs Holcombe</i> | 111.00 | BACS 12/4 |
| <i>Screwfix</i> | 29.98 | Card 8/4 |
| <i>Bloom and Wild</i> | 30.00 | Card 7/4 |
| <i>Zoom</i> | 11.99 | Paypal 11/4 |
| <i>Protek</i> | 156.48 | Card 14/4 |
| | £4,716.84 | |

Direct Debits (February/March):

| | |
|-------------------------------------|---------|
| Santander charges | £97.82 |
| Onecom - Elms lines (inc broadband) | £193.20 |
| Onecom - Fsh lines (inc broadband) | £179.38 |
| Water2Business (Foreshore) | £68.00 |
| WDDC - Foreshore/Cemetery Rates | £0.00 |
| WDDC - Elms Rates | £0.00 |
| DCC - Foreshore/Cemetery Bins | £465.60 |
| EDF Gas - Elms | £126.00 |
| EDF Energy - Foreshore | £270.00 |
| EDF Energy - Elms | £116.00 |
| EDF Energy - Playing Field Pavilion | £16.00 |
| EDF Energy - Depot | £20.00 |

| | |
|-------------------------------|-------------------|
| EDF Energy - Cemetery Chapel | £52.00 |
| Wages/Pension (inc employers) | £17,252.56 |
| HMRC (VAT) | £3,360.64 |
| | £25,170.74 |

- b) Income and Expenditure against budget - April 2020-March 2021 – it was
RESOLVED that the income and expenditure against budget for the financial year from April 2020-March 2021 be accepted and approved.
- c) Reserves as at 31 March 2021 – it was
RESOLVED that the reserves schedule as at 31 March 2021 be accepted and approved.
- d) Asset Register as at 31 March 2021 – it was
RESOLVED that the asset register as at 31 March 2021 be accepted and approved.
- e) End of year Finance Report
- i) Approval of report – it was
RESOLVED that the end of year finance report be accepted and approved.
 - ii) Allocation of Surplus – it was agreed that a report would be brought to the next Finance and General Purposes Committee detailing the proposed allocation of the surplus to specific reserves.
- f) 2020/21 Audit
- i) Annual Accounts – it was
RESOLVED that the Annual Accounts be accepted and approved.
 - ii) Annual Return to Auditor
 1. Annual Governance Statement – it was
RESOLVED that the Annual Governance Statement 20/21 be accepted and approved.
 2. Annual Accounting Statements – it was
RESOLVED that the Annual Accounting Statements 20/21 be accepted and approved.
 - iii) Internal Audit Report – it was noted that this would be received following the internal auditors visit on 18 May.
 - iv) Bank Reconciliation – it was
RESOLVED that the bank reconciliation as at 31 March 2021 be accepted and approved.
- g) New Vehicle – following a report from the Working Group, it was
RESOLVED to accept the recommendation to instruct Devon based Torque-GT to source a small utility pickup from Japan of the specification required up to a total of £9000 plus

VAT. This expenditure would be taken from General Reserve MC1 currently standing at £11143.85.

- h) Machinery requirements – Following the trial of a second hand “banks” mower from Axminster Garden Machinery by the Facilities Manager, it was
RESOLVED to purchase the mower at a cost of £500 (£2500 new) in line with health and safety issues related to staff cutting the grass on banked areas. This expenditure would be taken from the current Vehicle/Machinery Replacement Budget of £1000.

FC21/22 TO RECEIVE AND CONSIDER HR ISSUES

- a) Employee Handbook – Jane Bremner explained that the document which had been circulated had been considered and approved by the members of the HR Committee and was very much a starting document for review on an annual basis. It was
RESOLVED that the Employee Handbook be accepted and approved.

FC21/23 MEETINGS

- a) It was noted that a special meeting to discuss the Neighbourhood Plan for submission would be held on Tuesday 25 May 2021 at 7.00pm at Charmouth Community Hall (to allow for social distancing). The papers would be circulated to Councillors tomorrow to allow plenty of time for consideration.
- b) Annual Parish Meeting – due to the difficulties of holding this meeting virtually (large attendance usual) and the implications of holding it “face to face” prior to the potential relaxation of Covid restrictions on 21 June, it was agreed that a date of Wednesday 7 July 2021 be worked towards. This would be held in St Andrew’s Community Hall and would be postponed if the Government stall on the current roadmap dates. It was also agreed that this would be a basic meeting this year with no speakers being invited.

FC21/24 PARISH EMERGENCY PLAN

Paul Oatway and Judith Sheppard confirmed that they still hadn’t managed to meet to discuss this and would ensure that it is a priority for this year’s work.

FC21/25 REPORTS FROM REPRESENTATIVES OF ORGANISATIONS

- a) Martin Sayers reported that he had attended the Library Annual Meeting. The finances were in good shape and they are very grateful for the Section 137 help from the Parish Council towards the rent to enable the outreach Post Office to operate there one day a week.
- b) Paul Oatway stated that he hadn’t received any invitations to the Coastal Communities meetings recently.
- c) Paul Oatway reported that the Almshouse Charities had received some requests, not Covid related and congratulated Mr Rob Love on its promotion.

FC21/26 CORRESPONDENCE AND COMMUNICATIONS

- Email from Kidmore Close Residents Association re light pollution – after a discussion it was agreed to write to the business in question (after consultation with the neighbouring parish) to see if

anything can be done to shield the lights and direct them to where the light is required. Dorset Council Environmental Health team would be copied in too.

- Message from the new High Sheriff of Dorset – it was felt appropriate to send details of the Charmouth Covid Volunteers.
- Original letter from Chris Loder MP, together with additional comments on his own opinion seeking the Parish Council's views on the Dorset National Park proposal. This has been followed by facts from Dorset National Park which have also been circulated. It was agreed that the newly formed Environment WG would consider this and report back to the F&GP Committee.
- Email from a trader in the village expressing concern at mobile traders. It was agreed that the Parish Council has no jurisdiction on this issue and the complainant would be referred to Dorset Council regarding licensing.
- As usual weekly newsletters from DAPTC, DC and NALC are received and circulated
- Email from a resident about various issues, policy on commercial concessions, groups of people barbecuing at the foreshore, dogs off leads in the field car park and flags/outdoor seating on east beach. Responses have been sent and the Chair has telephoned.
- Notice from SLCC regarding the court ruling that remote meetings remain illegal from 7 May.
- Email from a resident of Raymonds Hill seeking a parking permit for Charmouth – reply sent.
- Daptc – Zoom meeting re Summer Visitor Opening - 5pm 31st March 2021
- Claire Peters-Way (Bridport TC) BLAP Parish Liaison Agenda 05-05-21
- Joint DC/BCP Skills & Learning Adult Community Education would be happy to talk about options when the Neighbourhood Plan is complete
- Email regarding a Family Fun Fair seeking land to set up in Charmouth – reply sent explaining that the Parish Council do not own any suitable land.
- Notes from 9th Climate and Ecological Emergency Support Meeting 12 April 2021
- Chris Loder MP, Broadband Update - publicised
- Dorset Volunteer Centre: summer beach clean 'response group'
- Enquiry from a resident about overnight camping at the Foreshore – forwarded to the Foreshore Committee
- Dorset Coast Forum eNews April 2021
- Claire Peters-Way (Bridport TC) Bridport Local Area Partnership - Review 2021
- St Andrew's Community Hall Meeting details – forwarded to Paul Oatway
- CPRE - Campaign wins and the latest countryside news
- Dorset National Park Spring Newsletter
- Climate and Ecological Emergency Support meeting Monday 12 April 7.30pm
- Wessex Flood Warden Newsletter - Spring 2021 - forwarded
- Letter from Chris Loder MP seeking information on pros and cons of virtual meetings for the call for evidence survey – facts provided. Also a plea from DAPTC to ensure that comments are made on this subject to enable authorities to have choices moving forward.
- Enquiry from Beauty Glow seeking a trading pitch at Charmouth Foreshore – a response has been sent explaining the position
- Dorset CPRE March News including latest in the planning campaign
- DC NEWS: Council warns of long delays at Household Recycling Centres over Easter
- Mary Anning short film (Sea Dragon) - update
- LymeForward - working together to coordinate services
- Request to complete Dorset Council's survey of DAPTC's service provision – completed

- Mike Seaman, National Coastwatch: thanks for parking permits
- Enquiry regarding the lease for the beach café – letter sent explaining the situation
- Contact made to the Chair re Char Valley Community Project regarding the River Char – enquiries received from residents have been referred to Char Valley PC
- Enquiry from the family of a resident of a local nursing home seeking the Council's intervention regarding the decision taken regarding the celebration of the resident's 101st Birthday – a reply was being prepared and luckily the situation was resolved by the home.

FC21/27 EXCHANGE OF INFORMATION

- a) Jane Bremner stated that she had spoken with the Facilities Manager and established that the new member of staff had settled in well and was a welcome part of the team.
- a) The Chair reported that he had become aware of funds through Dorset Council to help coastal towns manage the issues associated with Covid for the forthcoming season. It was agreed that additional staff to cover evenings at the Foreshore/Beach would be very helpful to enable the toilets to stay open longer and keep the rubbish down in the interests of public health and safety. Advice would also be readily available to visitors regarding Covid regulations as well as general information. It was
- RESOLVED that an application should be made to seek funds to employ staff in the evenings through June, July and August.**

FC21/28 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 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

- a) Lease 17 – complaint – this issue would be monitored in conjunction with the agent and appropriate action taken if necessary.
- b) Lease 3 – Rent – Following discussions at the Foreshore Committee it was
- RESOLVED that due to the continued lockdown and the impact on this new business, in order to enable the lease to continue, 50% rent would continue for all of this financial year, allowing the tenant to invoke the break clause in the lease in 2022 if appropriate.**
- c) Lease 4 – Rent Review – Following discussions at the Foreshore Committee it was
- RESOLVED that, in view of the issues experienced due to Covid over the last year, there would be no rent increase for the remaining two years of the current lease.**
- d) Lease 5 – New Lease – Following discussions at the Foreshore Committee it was
- RESOLVED that the lease be renewed on the same terms as currently at the current rent for the first two years. Rent for years 3 and 4 would be set at a 2.5% increase and for years 5 and 6 at a further 3.5% increase.**

Meeting closed at 9.35pm.