

Charmouth Parish Council

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MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL HELD ON TUESDAY 11th JANUARY 2022

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

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

FC22/01 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

No members of the public were present.

FC22/02 DORSET COUNCIL ISSUES

Cllr Daryl Turner had submitted a written report to the Clerk which had been previously circulated to councillors.

FC22/03 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Daryl Turner (Dorset Council), not attending in person meetings, and Cllr Jane Bremner, away.

FC22/04 DISPENSATIONS

All Councillors have a dispensation to enable discussion about the precept. The Clerk had not received any further written requests for dispensation from Councillors.

FC22/05 DECLARATIONS OF INTEREST

There were none.

FC22/06 MINUTES OF PREVIOUS MEETINGS

RESOLVED that the minutes of the Meeting held on the 23rd November 2021, be signed by the Chair as a correct record.

FC22/07 MATTERS ARISING FROM THE MINUTES

There were none.

a) New proposed PSPO for anti-social behaviour on Dorset Beaches

Cllr Sheppard explained that as staff had been trained, it seems sensible to join in with the new PSPO. This would help with anti-social behaviour such as overnight camping at the foreshore. Cllr Sheppard proposed, Cllr Sayers seconded, and it was

RESOLVED that the Parish Council would request to be part of Dorset Council's new PSPO for anti-social behaviour on Dorset beaches.

b) Application for a paid fossil walk permission;

Cllr Sheppard explained that a new application for taking paid for fossil walks had been received from Daniel Brownley. As an existing fossil leader no longer takes walks at Charmouth it was decided that there was enough capacity for another walk leader. Cllr Sheppard proposed, Cllr Moore seconded, and it was

RESOLVED that Daniel Brownley be given permission to lead paid for fossil walks across Charmouth Parish Council land.

c) Renewal of car park machine maintenance contract;

Cllr Sheppard explained that the service contract was due for renewal as the existing one is due to expire on 13th February 2022. She reported that the machine had been very good with few issues and car park takings were very good. Cllr Sheppard proposed, Cllr Noel seconded, and it was

RESOLVED to renew the car park machine contract with Flowbird for another year 2022/2023 at a cost of £694.57 +VAT.

d) CHCC

i) CHCC window maintenance

Cllr Sheppard explained that there is an ongoing issue about the windows. She would like the landlord/tenant meetings to be re-instated to discuss such issues. The Clerk will contact CHCC to arrange this.

ii) Metalwork maintenance.

The Clerk had checked the terms of the lease and the CHCC is responsible for the metal work.

a) Footpath 12

i) Update of recent meeting circulated to Committee members

Cllr Sayers explained that a meeting had taken place with Russell Goff and Sue Phillips of Dorset Council regarding Footpath 12. He explained that a resident was upset as the current Definitive Map shows a route through his garden, and he had gathered support from the neighbours. Cllr Sayers said he had written to the resident explaining that the process was with Dorset Council and would be a very slow process. The route of Footpath 12 has come to attention because of the development of Cove Cottage and the parking on the footpath. Dorset Council are investigating the width of the route. Cllr Sayers reported that at their site meeting Russel Goff also said that he would arrange for cutting of the overgrown middle section of the path.

ii) Consultation

Deputy Clerk explained that the consultation was only referring to the very top section of Footpath 12 where it should join onto Higher Sea Lane. There was a drafting error on the Definitive Map that had left a gap between where the footpath is shown to end and Higher Sea Lane. The Consultation is showing Dorset Council's wish to amend this part of the map to join up the northern end of the path with Higher Sea Lane and determine its width. It was proposed by Cllr Noel and seconded by Cllr Sayers. Cllr Sheppard and Cllr Hinxman abstained and it was

RESOLVED that the Dorset Council proposal to modify the definitive map and statement of rights of way by correcting a drafting error (points E to A) and to determine the width of Footpath 12, be approved.

b) A35 verge – from Environment WG

Cllr Lightfoot spoke about John Calder's attempts to have the verges on the A35 bypass cut appropriately, particularly regarding ragwort and to encourage biodiversity. Mr Calder feels that the contractor for National Highways has not picked the ragwort at the correct amount and at the right times and that it is spreading into adjoining fields. Mr Calder's work on biodiversity is supported by Dorset Wildlife Trust and has been worthwhile. He had attended a meeting of the Environment Working Group with a presentation describing the work he had done. The point of him attending the meeting was to ask if the Parish Council would act as the local representative to liaise with National Highways and their contractor, in order to express support for the biodiversity programme, to encourage the inclusion of the roundabout in the scheme and to get updates from National Highways and to tell the community what is happening. Cllr Noel asked if it was possible to obtain National Highways plan on their ragwort control etc.

Cllr Lightfoot proposed, Cllr Sheppard seconded, and it was

RESOLVED that the Council would be happy to liaise with National Highways on specific issues once brought through the committee and a view agreed on.

FC22/10 PLANNING APPLICATIONS

Comments on applications a) to g) had been agreed by the Planning Committee members and sent to Dorset Council.

a) Application No. P/HOU/2021/04265 6 Parkway

Formation of first floor balcony – Comments approved and submitted prior to deadline – The Parish Council has no objection to this application which appears to be far enough away from neighbouring properties not to have an impact.

b) Application No. P/HOU/2021/04404 1 Meads Cottages, Lower Sea Lane

Demolish existing porch and erect link extension to existing studio – Comments approved and submitted prior to deadline – This property is just within the Conservation Area, and as long as the claim that there is no impact on access, parking, trees etc. is correct, the Parish Council has no objections to this application.

c) Application No. P/FUL/2021/04916 Fernhill Coppice, Fernhill

Formation of dropped kerb to create new vehicular access – Comments approved and submitted prior to deadline – The Parish Council comments as follows on this application:

- The safety issues associated with the proposed new access should be considered including the slight bend in the road, darkness from tree cover and the fact that it is in a stretch where vehicles can travel quickly;
- There is concern that, as well as the new access being for forestry maintenance, it is to be used for 'light outdoor hospitality'. It doesn't explain what this involves and therefore the environmental impact on the coppice, traffic frequency etc. It also states 'no' to the question on hours of opening. The Parish Council would like the Planners to ensure the intended uses are appropriate for the land/location in question;
- It is stated that surface water will be to a soak away but it's not clear what would be generating this.

d) Application No. P/ESC/2021/04361 Wood Farm Caravan Park, Axminster Road

Request for EIA Screening Opinion - proposed conversion of 53 touring caravan pitches to 44 static caravan pitches together with environmental improvements – Comments not sought and already closed before suggestion made.

e) Application No. P/TRT/2021/04266 3 Nutcombe Terrace, Axminster Road

G1 Ash x 6 – Fell – over hanging garage and have grown at an angle - The Parish Council feel that these trees are 20+ year old trees and should not be felled 'en mass', although the tree which is listing towards the garage could be felled without damaging the others. Some pruning to keep branches away from the garage seems reasonable. The Council would urge the Tree Officer to visit the site to assess these trees.

f) Application No. P/HOU/2021/05424 6 Higher Sea Lane

Erect single storey side and rear extension following removal of existing workshop and ancillary works to include external steps - The Parish Council does not have any objection in principle to the application as, although the site is elevated, the property is set back and doesn't appear to cause any visual impact issues from Higher Sea Lane. The plot is large and whilst the replacement extension is slightly closer to the neighbouring property to the south, it is a reasonable distance. There is concern however, that although on the application form it states that no trees or hedging need to be removed or pruned, on plan 1184/S1 it clearly indicates that the hedging by the extension will have to be "cut back".

g) P/HOU/2021/05477 19 Hammonds Mead

Demolition of conservatory and construct garden room, hobby room and front porch - The Parish Council has no objection in principle to this application but would expect that, as the rear extension traverses a drop in ground level, a ground instability study should be insisted upon. It should also be noted that the front porch will be visible from Hammonds Mead and the rear extension from the footpath which runs from Higher Sea Lane to the Lookout.

h) Dorset CAN Local Plan Campaign

Cllr Lightfoot explained that the Environment Group had discussed that Dorset CAN are focused on the Local Plan revision that Dorset Council are preparing. They would like to see three particular changes to the draft local plan reduction of the requirement for new housing from 39,000 to 20,000. They estimate that 20,000 houses over the next 15 years is realistic to meet local demand. The 39,000 is a government figure that all councils are supposed to use but haven't got to use. As the result of the reduction there would be less need for other infrastructure. The third point being to avoid any major new development in an area of outstanding natural beauty. The Environment Group ask that the Council would sign up to what they Dorset CAN are trying to achieve. Cllr Leah said that lots of other councils and organisations are supporting them. A letter is being drafted by Dorset CAN at a meeting so the Parish Council could only agree in principle because they won't have seen the letter.

Cllr Sayers said it is very difficult to know where development would be, and it is hard to relate it to Charmouth. Cllr Lightfoot pointed out that thousands of houses would have to be built around Dorchester which would affect the use of the A35 and would impact infrastructure in the area. The members agreed to the draft letter in principle and the final version will be circulated to members. Cllr Lightfoot proposed, and Cllr Leah seconded, and it was

RESOLVED that the Council supported a campaign by Dorset CAN to stop Dorset from overdevelopment and agreed their letter to Dorset Council about the Local Plan review, in principle.

i) Neighbourhood Plan

a.) Update;

The Clerk reported that Andy Bateman had sent a statement to the Council saying that the everyone needs to be encouraged to vote, including councillors, on the Neighbourhood Plan referendum on 10th February as a minimum number of votes is required. The Neighbourhood Plan Steering Group will no longer function once the plan is adopted by Dorset Council which will hopefully be soon after the vote, if successful. He said that a few of the group would be willing to meet the full Parish Council or the Planning Committee, to talk through the application and nuances of the Neighbourhood Plan. The Clerk asked whether the Council wanted to ask the NP Steering Group to continue. Cllr Lightfoot asked if the NP Working Group would consider attending Planning meetings to advise on planning applications and to continue to monitor the Neighbourhood Plan? Thanks were given once again to the members of the NP Working Group and all their hard work. Cllr Lightfoot proposed, Cllr Hinxman seconded, and it was

RESOLVED that the Council will ask the NP Steering Group to continue to attend Planning Meetings to monitor the implementation of the Neighbourhood Plan.

b.) Suggestion of a separate meeting to explain nuances of policies.

Cllr Noel, and the members agreed, to ask if the NP Working Group would come to a meeting with the Planning Committee to go through the Neighbourhood Plan.

FC22/11 FINANCE AND GENERAL PURPOSES ISSUES

a) Supplier Payments

i) December 2021 (approved by Payment Authorisation Sub-Committee 15/12/21) – noted.

HMRC (PAYE)	£1,993.06	BACS
Amazon	16.49	
Water 2 Business	96.19	
Water 2 Business	55.76	
Water 2 Business	249.30	
Water 2 Business	49.81	
A J Supplies	64.72	
Axminster Printing	155.00	
Sparkbrights	151.06	
Travis Perkins	47.40	
Bridport Building Supplies	73.28	
DAPTC	30.00	
Flowbird	140.63	
SLCC	215.00	
Water 2 Business	195.90	
Joe Turner	96.00	
Morgans	21.38	
Shanies	60.00	
Mac Builders	1002.00	
		£4,712.98
Already paid		
Beaminster Flowers	270.00	Bacs 24/11
RBL Poppy Appeal	50.00	Chq 6732
Towergate Riskline	103.80	Bacs 25/11
Torque GT Ltd	1011.50	Bacs 25/11
Torque GT Ltd	2417.60	Bacs 25/11
Dave Humphrey	40.43	Bacs 4/12
Dave Humphrey	36.00	Bacs 4/12
B H Chapman & Sons	40.00	Bacs 4/12
DVLA	170.00	Card
K Besant	45.90	Bacs 4/12
Onecom	194.17	DD

Water 2 Business	248.76	DD	
Screwfix	44.99	Card	
			£4,673.15
			<hr/>
			£9,386.13

ii) Supplier Payments - January 2022 to date

HMRC (PAYE)	£2,015.61	BACS	
Garry Pitcher	22.50		
Lymelight	246.00		
Prospect Garage	200.32		
C B Potts	397.20		
SLCC	171.00		
Mark Wickenden	586.40		
DAPTC	60.00		
Mole Avon	45.93		
Lawson Computer Repair Ltd	199.99		
			<hr/>
			£3944.95

It was proposed by Cllr Noel, seconded by Cllr Sheppard and

RESOLVED to approve the supplier payments for January 2022 to date, with any additions being approved by delegated authority.

b) Bank Reconciliations November 2021

It was proposed by Cllr Noel, seconded by Cllr Sheppard and

RESOLVED to approve the bank reconciliation up to December 2022.

c) Income and Expenditure against Budget April-November 2021/Foreshore Income Tracker

It was proposed by Cllr Noel, seconded by Cllr Sheppard and

RESOLVED to approve the Income and Expenditure against Budget April-November 2021/Foreshore Income Tracker.

d) Reserves Schedule (December 2020) – noted.

e) Budgets 2022/23

(i) Proposed budgets (except Salaries budget - deferred to In Committee)

It was proposed by Cllr Noel, seconded by Cllr Sheppard and

RESOLVED to approve the budgets for 2022/23 as set out.

(ii) Proposed charges

It was proposed by Cllr Noel, seconded by Cllr Sheppard and

**RESOLVED to approve the proposed charges, previously circulated to the members.
There would be no increases except for Cemetery fees.**

(iii) Proposed precept requirement

The Budget sheets circulated show precept requirements as £93572 (current year £91150) which was an increase of just over 2.6%. However, Cllr Noel thought this was too great an increase to ask of the local council tax payers and suggested requesting an alternative of 1% which would leave a deficit of about £1500 but there would be surplus funds at the end of March which would cover it. It was proposed by Cllr Noel, seconded by Cllr Sayers and

RESOLVED that the precept increase should be 1% (£92,061).

f) Sale of old Council vehicle

The Clerk had checked with the auditor and there was no reason why the van cannot be sold privately. She explained that she had received a quote of over £2,000 for the old van from WeBuyAnyVan and would like to pursue this initially. Cllr Noel proposed, Cllr Sheppard seconded, and it was

RESOLVED that the Suzuki van could be sold privately through WeBuyAnyVan for a minimum of £1500.

g) Health and Safety Review/Contract

The Clerk explained that she would like to find out about professional health and safety advice as no staff members were properly trained to have the required expertise this area needed. The Clerk had asked Bridport Town Council how they did their health and safety assessments and they used an outside company. The Clerk asked if she could get all the information about the outside company coming and doing a review of the Council's systems and then come and do the relevant training. She could then bring a quote back to the Council. The members agreed that she could find out more about this.

h) Late Grant Application

The Clerk explained that the Coastal Community Cupboard (they are an offshoot of Lyme Regis Development Trust) had asked to be considered for a donation from the non-youth charity fund. That fund has already all been allocated. The Clerk recommended that the Council write to them to say that they had missed the deadline but if there is a cash surplus at the end of the year a donation might be available.

RESOLVED that the Clerk write to say that they had missed the deadline but if there is a cash surplus at the end of the year a donation might be available.

FC22/12 HR ISSUES

a) Home Working Policy

Cllr Bremner, as HR Chair, although absent from the meeting, had seen this and had endorsed the policy which had been circulated to the members. It was proposed by Cllr Noel, seconded by Cllr Sheppard and **RESOLVED that the Home Working Policy be accepted and approved.**

b) Staff Member 1 Job Specification

Taken In Committee.

FC22/13 SCHEME OF DELEGATION/MEETINGS

a) Scheme of Delegation

As in previous times of uncertainty regarding Covid 19, it is proposed that the Council delegates authority to the Clerk, in consultation with the Chair and Vice Chair, to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with members of the council. The scheme of delegation will be reviewed no later than May 2022. Weekly checkpoint reports will resume. It was proposed by Cllr Noel, seconded by Cllr Sheppard and it was

RESOLVED that delegated authority be given to the Clerk, Chair and Vice Chair until the end of May 2022.

b) Calendar of meetings moving forward

The Clerk asked if it would be agreeable to plan to start face to face meetings again from the end of February. This can be amended if the Covid situation becomes worse as the scheme of delegation will be in place. Suspension of meetings can only take place until the Annual Meeting when there will have to be a face-to-face meeting again to appoint a Chair and agree the AGAR. This was agreed.

c) Annual Parish Meeting 2022

Cllr Noel suggested a date of Tuesday 17th May. He proposed a date later rather than sooner, so that windows can be open, and it will be daylight. Legally it should be between 1 March-1 June. Everyone agreed to the date. Possible speakers could be Dave Picksley who is from the Environment Agency. He had given a talk to Lyme Regis Town Council about climate issues. There is a possibility of raising the Crowdfunding issue for the beach ramp to see how the public view it. He asked the members for suggestions. The Clerk suggested it would be better to keep it simple for this year. It will be brought back to the March meeting.

FC22/14 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

Cllr Sayers attended the Charmouth Library AGM who were very happy. They were thankful for the funding from the Parish Council for the Post Office.

- Dorset Council - Proposed Blue Badge Car Park Charging Policy – passed to Judith Sheppard to recommend any comments to be made/referral to Foreshore Committee re CPC's disabled parking policy;

Cllr Sheppard explained that Dorset Council were conducting a consultation on changes to the Blue Badge scheme to bring all their car parks in line. As the Foreshore Car Park belongs to the Parish Council there was no comment on Dorset Council's car parks. Cllr Sheppard thought it would be best to take the idea of reductions for Blue Badge holders at the Foreshore Car Park to a Foreshore Committee meeting and see what the members thought. The Clerk said she would inform the Committee on the history.

- Permission granted for Natural England to undertake Geological Conservation Review site monitoring - West Dorset Coast SSSI and Chesil and the Fleet SSSI. Noted.
- Dorset Council Planning Update for Town and Parish Councils - Invitation from Cllr. David Walsh to attend on 27 January. This was passed to Councillors on the Planning Committee. Cllr Sheppard and Cllr Leah to attend and there will be a recording of the event for people to view afterward. Cllr Leah asked if she could ask about consultation on tree applications at that meeting. The Clerk said that as it was an issue that had already been raised by the Council it was acceptable.
- River Char Community Project Survey Report. Julie Leah attended a recent meeting as a resident. She explained that the project is very well supported within the community. The river is very contaminated from phosphates and PVD which are an upstream issue which means that the water is contaminated when it reaches the foreshore area. There are various nature based solutions that they are looking at, such as planting projects. The Clerk asked whether the Parish Council wanted a representative on that project. It was proposed by Cllr Noel, seconded by Cllr Hinxman and it was

RESOLVED that Cllr Leah be the representative on the River Char Community Project and would report to the Foreshore Committee.

- Health and Safety Executive - The Clerk reported that an email was received from the Health and Safety Executive doing a spot check about what Covid measures the Council had in place to keep staff safe. She reported that he had since telephoned, and she had answered his questions.
- Weekly newsletters from Dorset Council, DAPTC and NALC are circulated to all Councillors.
- Bridport Local Area Partnership bulletins were received and passed to Martin Sayers and Peter Noel.
- St Andrew's Community Hall agendas and minutes are received. Currently no rep from CPC.
- BLAP Parish Liaison agenda and notes were received and passed to Martin Sayers and Peter Noel.
- Dorset CPRE December Newsletters were received.
- Correspondence from a resident about the development at the site of the former Cove Cottage, Higher Sea Lane – this was replied to by Daryl Turner and has been covered previously in this meeting.
- Dorset Coast Forum – Advert for Co-opted Independent Cttee Member for the DC Harbours Committee.

- Western Area Transport Action Group Newsletters were received and passed to Julie Leah.
- Dorset Coast Forum eNews December 2021 has been received.
- Information was received from Cllr. Daryl Turner regarding DC's Compliance with latest COVID restrictions.
- Details of changes to the timetable for Dorset Council Community Governance Review have been received and final recommendations will be made to DC's Full Council on 14 July 2022.
- Information was received from DC about a Working Together Webinar on Asset Transfers. This was held on 16th December.
- BLAP Steering Group agenda and minutes were received and forwarded to Martin Sayers and Peter Noel.
- The Jurassic Coast Turns 20 – information received.
- Minutes from DAPTC Western Area meeting held on 25 November 2021 were received and forwarded to Peter Noel.
- Dorset LNP (Local Nature Partnership) News December 2021 was received.
- Notes from Nov Climate and Ecological Emergency Support meeting and reminder for Wednesday 15 Dec 12.30pm – circulated to all Councillors.
- Update from Cllr. Daryl Turner regarding the "Work from Home" guidance relating to Dorset Council.
- LRTC Cllr Belinda Bawden - Save the Date - Saturday 15th January! Free Carbon Literacy training as part of the pilot of the Town and Parish Councillor toolkit – circulated to all Councillors.
- A request was received for Fundraising for The Children's Air Ambulance - Textile Banks in the Parish – a reply was sent suggesting they liaise with Dorset Council regarding LSL car park or highway land in the centre of the village.
- Correspondence from Paul Oatway regarding various issues including the proposed DC salting regime and whether this includes The Street through Charmouth. The Clerk is looking into this.
- Dorset Association of Parish and Town Councils - Training E-News - December 2021 was received and passed to all Councillors.
- Active Places Newsletter for December 2021 was received.
- Details of a temporary road closure for A3052 Bridge Street, Lyme Regis were received from Dorset Council for information.
- DAPTC Allowances Report for the Dorset Council area was received.
- An update from the Planning Convergence and Transformation project and Dorset Council Local Plan was received and passed to all Councillors.
- Wessex Flood Warden STOP PRESS Newsletter for November 2021 was received and passed to the Flood Warden.

FC22/16 EXCHANGE OF INFORMATION

Any other issues Councillors wish to report, related to Council business but not requiring a response.

- Cllr Lightfoot asked about measuring taking place in the car park. Cllr Sheppard explained it was the Facilities Manager measuring for quotes to resurface or repair patches of the car park. Cllr Sayers said that he had seen people measuring water depth, sand depth etc. they were measuring the whole coast.

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) Staff Member 1 Job Specification

The HR Committee had recommended changes. It was proposed by Cllr Noel, seconded by Cllr Sheppard and it was

RESOLVED to approve the recommendations proposed, starting from 1st April 2022.

b) Salaries Budget 2022/23

Deferred from earlier. Salaries budget including provision for seasonal evening beach staff. It was proposed by Cllr Noel, seconded by Cllr Sheppard and it was

RESOLVED to accept the salaries budget for 2022/23 as set out.

c) Elms 2nd Floor Room 2 letting

The Clerk explained that there were two interested parties in the second floor room which would be vacated by the current tenants at the end of February. One of them wanted it for a twelve month term whereas the other applicant seemed to be a more long term option. It was proposed by Cllr Noel, seconded by Cllr Hinxman and it was

RESOLVED that the second applicant be given the agreement for the second floor room rental.

The meeting closed at 9.10pm