

Charmouth Parish Council

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MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL HELD ON TUESDAY 28TH SEPTEMBER 2021

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

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

FC21/58 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

No members of the general public were present.

FC21/59 DORSET COUNCIL ISSUES

Dorset Councillor Daryl Turner had sent a statement which had been circulated to the members.

FC21/60 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Daryl Turner and Cllr Jane Bremner, away.

FC21/61 DISPENSATIONS

None received.

FC21/62 DECLARATIONS OF INTEREST

None declared. Following an update briefing last week, the Clerk will be receiving and circulating information soon about how each of the councillors should complete their online Register of Interest Form. Additional information will be circulated which makes it clearer about declaring an interest at a meeting and the action required.

FC21/63 MINUTES OF THE ANNUAL MEETING HELD ON 27TH JULY

RESOLVED that the minutes of the Meeting held on the 27th July 2021, be signed by the Chair as a correct record.

FC21/64 TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

There were none.

FC21/65 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 31ST AUGUST 2021

Cllr Sheppard spoke about the proposal and Cllr Leah reminded the members that approval would have to be sought from Natura England as the area is a SSSI. A grant application will be made for the trees so if successful there would be no cost to the Council.

a) FS37.21 e. Environment group proposals - Hedging put in to replace hedging removed alongside Thallatta to re-establish a key resting site for incoming migrating birds. Mixed species including tamarisk to look attractive. Planting regime dense with trees allowed to grow every 6 meters. It was

RESOLVED that the hedging on the western grass area be approved.

FC21/66 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 31ST AUGUST 2021

Cllr Lightfoot spoke about the proposal.

a) PCS35.21 a ii - Tree Planting - recommended ordering the "Year Round Colour" tree pack from the Woodland Trust.

RESOLVED that an application to The Woodland Trust for a pack of 120 hedging trees for the Playing Field be approved.

FC21/67 TO RECEIVE THE REPORTS OF THE PLANNING COMMITTEE HELD ON 14TH SEPTEMBER 2021

There were no proposals. There is a special planning meeting being held on 5th October 2021 at 6pm to discuss outstanding applications.

FC21/68 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 14TH SEPTEMBER 2021

a) FGP21/26 Supplier Payments for August 2021 approved by the Finance Committee were noted.

Supplier Payments - August 2021:

HMRC (PAYE)	£2,087.62
Vale Fire Security	120.00
AGM	18.93
Francis Bugler	521.13
Francis Bugler	429.56
PKF Littlejohn	720.00
Bridport Building Supplies	501.88

A J Supplies	408.00	
Shanies	60.00	
Doodle Cloud	336.00	
Mark Wickenden	552.36	
DAPTC	50.00	
Amazon	10.48	
Amazon	47.57	
Garry Pitcher	49.95	
Somerset Ass of Local Councils	285.00	
Mole Avon	9.98	
Mole Avon	43.98	
Prospect Garage	320.74	
Water 2 Business	200.38	
Doodle Cloud	270.00	
Protek Products	158.04	
Creative Solutions	36.00	
		7237.60

J R Seaman	75.00	BACS
My Henry - Numatic	149.99	Card
Dave Humphrey	62.10	BACS
Just Park	152.69	Deducted
Onecom	194.22	DD
Blinds 2 Go	50.27	Card

£7,921.87

Supplier Payments - September 2021:

HMRC (PAYE)	£2,736.61	
Bridport Building	292.27	
Charmouth Central Ltd	190.00	
Shanies	120.00	30+90 separately
Axminster Tools	9.68	
Mole Avon	11.50	
Mole Avon	8.99	
Flowbird	176.92	
Morgans	113.65	
Martins Excavations	492.00	
Wicksteed	48.60	
Peter Grinter	20.00	
Water 2 Business	200.38	
		4420.60
Just Park	193.52	taken at source
	£4,614.12	

RESOLVED that the Supplier Payments for September 2021 be approved and accepted.

b) FGP21/27 Bank Reconciliation;

RESOLVED that the bank reconciliations for July 2021 be approved and accepted.

c) FGP21/28 Income and Expenditure against Budget;

RESOLVED that the income and expenditure against budget for April to July be accepted and approved.

d) FGP21/30 CLERK'S REPORT (INCLUDING DELEGATED FINANCIAL APPROVALS)

The Clerk's report was noted.

e) FGP21/31 COMPLETION OF AUDIT 2020/21 – NO MATTERS ARISING

RESOLVED that the Auditors report with no matters arising be approved and accepted.

f) FGP21/36(c) CODE OF CONDUCT

Using LG Assoc Model in line with Dorset Council. This will enable the Monitoring Officer at DC to deal more effectively with any complaints. It was

RESOLVED that the draft Code be approved and accepted.

g) FGP21/36(c) ii) VOLUNTEER POLICY

The draft report has been prepared in view of the proposal for volunteers by the Environment WG. The Risk Assessment will include how to deal with cancellation etc. and each specific project will be assessed and if necessary, a Councillor appointed to brief volunteers as per the Clerk's instructions and have access to the database for contacting in case of cancellation. It was

RESOLVED that the draft Volunteer policy was approved and accepted.

h) FGP21/36(c) iii) COUNCILLOR/EMPLOYEE PROTOCOL

The draft protocol has been prepared to reiterate protocol to both Councillors and employees. It was

RESOLVED that the proposed draft protocol be approved and accepted.

(i) FGP21/36(d) COMMUNITY GOVERNANCE REVIEW CONSULTATION – The results of the consultation were discussed and it was

RESOLVED that the Council would request that Newlands and Stonebarrow Manor be incorporated into Charmouth Parish at their request. Also, that the Council would continue to have eleven councillor positions.

(j) FGP21/36(e) STREET POPPIES – REQUEST FOR DONATION – A request has been received from Linda Bearpark for a donation towards the street poppies. Linda understands how hard things are this year and is struggling to reach the target figure. She thinks this will probably be the last year, ending on the 100-year anniversary of the Royal British Legion.

RESOLVED that a donation of £200 be given to the street poppies, to be taken from the General Maintenance Budget (currently standing at £1488.79)

k) FGP21/37(a) Additional expenditure for Elms' office reconfiguration - It was

RESOLVED that approval be given for the Clerk to order a new desk at a cost of £250 plus VAT to be taken from General Reserve GEN 4 Upkeep of the Elms.

l) Existing Suzuki pickup expenditure for MOT –

The garage is confident that with an MOT the old truck should be able to be sold for in excess of £1500. The new truck is having the approved work undertaken and the delay is due to DVLA and the registration process! It was

RESOLVED that approval be given for work up to £500 to be undertaken on the existing Suzuki pickup to enable it to pass the MOT.

FC21/69 COUNCILLOR RESIGNATION

Following the recent resignation of Paul Oatway, notification has been received from Dorset Council that the vacancy can be filled by Co-option. This brings the current number of vacancies to three. The vacancies continue to be advertised on the website etc and in each edition of Shoreline.

FC21/70 REVIEW OF FACILITIES – COVID RESTRICTIONS

a) Elms – Mallory Hayter Room –

The Clerk reported that having risk assessed the position again and while all the stats are continuing to move in the right direction, it is recommended that the MH Room be opened to groups again. Although the cleaner is attending on a weekly basis, the Facilities Manager will ensure that the room and facilities are misted after each usage until further notice. The staff are happy with the suggestion. It was

RESOLVED that permission was given for the Mallory Hayter Room to be reopened and for the Clerk to have the power to close the room and cancel bookings, should the Covid situation change locally.

FC21/71 EMERGENCY PLAN

Cllr Sheppard reported that there had been no volunteers come forward following the call up advertised in the covid group leaflet that had been circulated to the whole village. She had spoken to Melanie Harvey asking if she would send out an email directly to the covid group volunteers asking for any volunteers to contact the office.

FC21/72 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

Cllr Noel reported that he had been invited to the Lyme Forward meeting but had been unable to attend. Cllr Sayers reported that he had been the only councillor attending a recent BLAP meeting. Cllr Hinxman reported that the Twinning Association's invitation had been accepted by their French counterparts who will visit Charmouth on 5th May to 8th May 2022.

FC21/73 CORRESPONDENCE AND COMMUNICATIONS – August/September 2021

- Char Valley PC - River Char Community Project Report of survey – sent only to the Chair with emphasis that the final report will be launched officially by Char Valley PC shortly
- Dorset Council - Waste services disruption - Request for support from Parish Councils – the information has been widely circulated
- Charmouth Central – thanks to the Parish Council for their permission to sell books at the Foreshore. 4 sales were held over the summer, they were blessed with dry weather and they raised just over £300. Thanks too to the Foreshore staff who were welcoming and supportive
- Email from a resident regarding availability of public parking, particularly on Higher Sea Lane. To be aware of in case DC ask the Parish Council for comments
- Flood Warden Newsletter for Autumn 2021 received and forwarded as appropriate
- Avanti – details of airing of The Perfect Pitch following filming at Charmouth Beach earlier this summer
- BLAP Parish Liaison agenda 29-09-201 - forwarded to Martin Sayers/Peter Noel
- Dorset Highways - Highways Winter Service - Salt bins and Dumpy bags - 2021/22 season
- Bridport Local Area Partnership bulletin 21-09-21
- Change of St Andrew's AGM date on 14th September 2021 – no rep currently
- West Dorset Western Area Transport Action Group (WATAG) - Invitation to our General Meeting no. 115 – Forwarded to Julie Leah as Public Transport Rep
- Enquiry from a parishioner about hedges overgrowing the footway – letters sent to households in question
- DAPTC E-News received weekly and circulated to all Councillors
- National Association of Local Councils Chief Executive's Bulletin received regularly and circulated to all Councillors
- Latest news from Dorset Council received weekly and circulated to all Councillors
- An email from a visitor who wished to thank the beach staff for their help when the ticket machine was out of order recently
- Dorset Coast Forum eNews August and September 2021
- Enquiry about hiring out part of the beach/Evans Cliff for a private spiritual event. Response has

been sent confirming that due to covenants this is not possible

- Email from a visitor about dog fouling at the playground. Response sent and staff informed
- An email from a resident who wanted to change their house name. Directed to Dorset Council
- BLAP Steering Group Agenda 23-09-21 – forwarded to Martin Sayers/Peter Noel
- Reminder for Climate and Ecological Emergency Support Group on Monday 13 Sept at 7.30pm – forwarded to all Councillors as requested
- Find out about Dorset National Park Proposal – details of meeting of Dorset CAN circulated to all Councillors
- E-mail enquiry from a parishioner about the rules for horses on the beach
- Road works reports from Cllr Daryl Turner – circulated to all Councillors
- Daptc - Reminder to look at Finance and Communications training opportunities
- Email sent to DC from Facilities Manager regarding corrosion of the Lower Sea Lane sign on Braggs Corner – confirmation of no funds available. Could request funds from CPC due to the incorporation of the brown signs for the Foreshore and PF
- Dorset Coast Forum - CoBA: 3Cs Call for expressions of interest
- Dorset CPRE July and August Newsletters including latest in the Planning Campaign Bridport TC - Bus Service Improvement Plan Consultation - Response of Bridport Town Council
- Daptc - Government's National Bus Strategy
- DAPTC Western Area Meeting - ZOOM - 7 pm 2 September – also sent to Peter Noel
- Dorset Council - Proposed Parking Charging Strategy report – reported to F&GP Committee by Judith Sheppard who was involved in the stakeholder group
- WATAG NEWS 5 - forwarded to Julie Leah
- Notes from July Climate & Ecological Emergency Support group meeting – circulated to Cllrs
- Lyme Forward August Newsletter

FC21/74 EXCHANGE OF INFORMATION

Any other issues Councillors wish to report which cannot be dealt with by speaking to Clerk. There were none.

FC21/75 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 Cllr transacted.

a) Reed bed hedge quotes.

RESOLVED to approve expenditure of up to £200 for the purchase of wood to mend the reed bed fence to be taken from Foreshore Genera Maintenance.

Meeting closed at 8.30.pm.

Signed Dated