

Charmouth Parish Council

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MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL **HELD ON TUESDAY 23 JULY 2024**

PRESENT: Cllrs. Jane Bremner, Melanie Harvey, Julie Leah, Peter Noel, Sally Roberts, Martin Sayers, Judith Sheppard, Matt Smith.

IN ATTENDANCE: 4 members of the public including Mr Mike Smith, candidate for co-option; Belinda Bawden, Dorset Councillor; Lisa Tuck, Parish Clerk.

The Chair welcomed everyone to the meeting and stated that the village is about to be inundated for the main summer season. Whilst this can be frustrating, it is good to remember the importance of those tourists coming to the village and their spend which helps the village have the facilities it does, all year round. Be patient, especially with the outside staff who have a lot to contend with at this time of year.

FC24/65 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

Mike Smith spoke about why he wishes to be co-opted onto the Council and his resume had been circulated in the agenda pack. Jane explained that the co-option would take place later in the meeting.

Nick Baber spoke about parking on the 2 x 90 degree corners of Double Common where Hammonds Mead joins which is a particular problem and the residents would like CPC to recommend double yellow lines to DC. Annabel Hood reiterated Nick's comments and spoke about parking on pavements generally often causing mobility scooters to have to go into the road.

Belinda talked about managing expectation and stressed the need for individuals to report every issue through Dorset Council "Report an issue on the highway" as there are over 350 Traffic Regulation Order requests currently on the list of which 30 get progressed each year. More data is more justification and if there are other circumstances, ie, it is a walking route to the school, this should be mentioned.

Graham Bender mentioned the continued parking on the zig zags by the pedestrian crossing and the pavements.

Belinda confirmed that although parking within 15 feet of a junction is not advised, it is advisory rather than mandatory.

Mike Smith raised the recent EGM of Charmouth Youth Club and the desperate need to find a new Chairman otherwise the Youth Club will fold and apparently the building will be passed to the Dorset Youth Association, sold off and the funds distributed throughout Dorset. Jane Bremner asked if Mike could keep the Council informed of developments.

Nick Baber, Annabel Hood and Graham Bender left the meeting.

FC24/66 DORSET COUNCIL ISSUES

Dorset Councillor Belinda Bawden's report had been circulated with the agenda. She highlighted the following items:

- The change of administration at DC and the change of Government;
- The situation with the LR Town Bus;
- The parking trial and the possibility of including the Charmouth Lower Sea Lane car park;
- A proposed visit from the portfolio holder for highways to Lyme Regis and Charmouth;
- The planning meeting to be arranged between DC and CPC;
- Community Resilience;
- Speedwatch – help for Charmouth volunteers from LR volunteers;
- The new waste regulations presentation in Lyme Regis next Tuesday. Details would be circulated to CPC's tenants and the Charmouth Traders contact for onward circulation.

FC24/67 APOLOGIES FOR ABSENCE

Apologies for absence were received from Katie Moore (unwell).

FC24/68 DISPENSATIONS - There were none received.

FC24/69 DECLARATIONS OF INTEREST

Peter Noel declared an interest in item FC24/75 h) Lamp Post Christmas Lights. Peter also declared an interest in items PL24/25 f) and g) of the Planning Committee minutes although it was stated that there should be no need for further discussion on this issue at this meeting.

FC24/70 MINUTES OF PREVIOUS MEETINGS

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

RESOLVED that the minutes of the Annual Meeting held on the 14 May 2024, be signed by the Chair as a correct record.

FC24/71 MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

a) Re Minute 24/60 a) Beacon Lighting – Following mention at the Foreshore Committee that the Council should have done more regarding the Beacon Lighting for the 80th Anniversary of the D Day Landings, Jane Bremner reiterated that this was discussed at the meeting in May and it was agreed that the lighting of the beacon would be the only activity. In fact, the National Trust didn't light any beacons, citing manpower and cost as the reasons. Jane mentioned that information has since been received about lighting a beacon annually and she feels that this should be considered carefully so as not to set a precedent. There was a discussion about advertisement of events generally and it is hoped that a village diary is resurrected.

FC24/72 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 18 JUNE 2024

a) Beach Access Steps – The steps had been closed off due to the metal on the bottom step lifting and causing a significant hazard. The usual contractor had not been able to be contacted but another local contractor had attended and fixed the step to enable them to open in time for the school summer holidays. It is also hoped that this work won't exceed the usual cost.

Judith reported that the wooden footbridge to West beach is not in a good state, although this has been repaired by Council staff to keep it going. She is pleased that further to an email being sent to the CTAP team, this has been included in the proposal for beach access.

FC24/73 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 18 JUNE 2024

a) Jane Bremner stated that with regard to the sign to be erected by the Youth Football Club, this would be a temporary sign erected when they are using the field only and the wording has been agreed with them.

b) Oak Tree – There was mixed opinion about removal of the tree and even removal of branches which would make it an odd shape. Martin Sayers felt that the tree should be removed as three other trees were available to plant elsewhere in the playing field. However, Julie Leah felt that the tree is surviving and there should be encouragement of hazard as opposed to risk, ie, the number of hours the pitch will be used as opposed to the chances of someone running into it. The Club have confirmed as part of it's risk assessment that the pitch has been moved slightly to allow the run off stipulated by the FA. Following a vote it was

RESOLVED (6:2) that the oak tree adjacent to the Junior Football pitch be left in situ for the time being but that the Club should monitor the situation and undertake "near miss" reporting which should be fed back to the Council.

FC24/74 TO RECEIVE AND CONSIDER THE REPORT OF THE PLANNING COMMITTEE HELD ON 9 JULY 2024

a) Jane Bremner reported that since the meeting the Rural Housing Enabler, Jacqui Cuff, had come back to say that she could attend a separate meeting for all Councillors as requested by the Committee, on Tuesday 1 October at a suitable time, say 7pm. An email would be sent to all Councillors for confirmation of availability to ensure that the meeting is worthwhile. *(Since the meeting a 6pm start had been agreed.)*

FC24/75 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 9 JULY 2024

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

RESOLVED that the Supplier Payments additions for July 2024 be accepted and approved.

June 2024

HMRC (PAYE)	3080.61	BACS
Cartridge Save	86.23	
A J Supplies	15.90	
DAPTC	40.00	
Joe Turner	78.00	
First Aid for Less	23.7	
Groves	15.00	
Yellow Box	79.46	
Screwfix	37.00	
Screwfix	49.98	
Screwfix	53.49	
Screwfix	26.38	
Flowbird	162.23	
Axminster Ironworks	960.00	
Zurich	5263.44	
Dorset Leisure Centre	32.50	
Arthur Fordham	21.25	
Amazon	14.98	
RBL	40.00	
		£10,080.15

Already paid

John Peers	899.97	
Peter Grinter	24.00	
Forest & Tree Care	268.80	
Water 2 Business	85.02	
Water 2 Business	32.87	
Water 2 Business	140.14	
Water 2 Business	42.43	
Ebay	5.49	
Refund never arrived	-5.49	
Photomounts	20.00	
Photomounts	-5.50	
Kitson & Trotman	200.00	
Ebay	16.99	
		<u>1724.72</u>
		£11,804.87

July 2024

HMRC (PAYE)	3231.98	BACS
Water 2 Business	482.83	
Jurassic Coast Trust	850.00	
Flowbird	149.81	
Lawson Computer Repair	376.97	
Screwfix	364.73	
Bridport Building Supplies	145.82	
MNR Mowers	101.39	
G W Machinery Services	96.00	
JRB	333.00	
Martin Diplock	600.00	
Hoses2u	136.57	
Yellowbox	57.84	
Lawson Computer Repair	1209.60	
C B Potts	397.20	£8,533.74

Already paid

Axminster Printing	12.50	
Lawson Computer Repair	2500.00	
Dorset Council (by DD)	5925.00	
		8437.50
		£16,971.24

b) Bank Reconciliation up to 31 May 2024

RESOLVED that the Bank Reconciliation be accepted and approved.

c) Income and Expenditure against Budget April 2024-May 2024

RESOLVED that the Income and Expenditure against Budget April 2024-May 2024 be accepted and approved.

d) Clerk's Report

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

e) and f) to be dealt with "In Committee".

g) Elms Lift permanent closure – following no recent complaints about the lack of lift, it was recommended by the F&GP Committee and

RESOLVED that the Elms lift be taken out of service permanently and the creation of stud walls in front of the door on all three levels, be looked into.

h) Lamp Post Christmas Lights – Peter Noel and Matt Smith declared an interest as members of Charmouth Traders and left the room. It was reported that the Traders had raised enough money (over £3000) to purchase new lamp post Christmas lights. These would be stored in the Elms cellar and the F&GP Committee felt that the Council should try and cover the cost of installation annually moving forward. It was

RESOLVED that up to a maximum of £1500 plus VAT should be allocated for up to three years, when it will be reconsidered. This would be taken from Reserve GEN6 Unspent budgets for the current year and budgeted for years 25/26 and 26/27. It was also agreed that the Council could take no responsibility for the lights whilst they are stored in the Elms cellar.

i) and j) to be dealt with "In Committee".

k) Ukranian Flag – It was reported that the three flags purchased in December at a cost of £19.97 plus VAT were all in tatters. It was felt that support should still be shown for the situation in Ukraine and it was

RESOLVED that a further three flags be purchased.

FC24/76 TO RECEIVE AND CONSIDER THE REPORT OF THE HR COMMITTEE HELD ON 11 JUNE 2024

Noted. Proposals were via the F&GP Committee which would be dealt with "In Committee".

FC24/77 CO-OPTION OF COUNCILLOR

Following the application from Mr Mike Smith, it was

RESOLVED unanimously that Mr Mike Smith be co-opted onto the Council. Mike would sit on the Playing Field, Cemetery and Street Management Committee as well as the Planning Committee initially and would commence at the August Committees once he had signed his declaration of acceptance of office.

FC24/78 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

a) DAPTC Western Area Quarterly Meeting – 27 June 2024 – Peter Noel reported that he had attended the meeting. He had sent an email to the Clerk which hadn't been circulated but reported as follows:

- Neil Wedge reported on DAPTC's proposed change to a company limited by guarantee which has been postponed and will be planned to be ready for approval at the November AGM.

- The Dorset Council update was from Belinda and apparently the new Council is going to declare a Nature Emergency but no one has any details as yet. Somebody raised a question with Dorset Council about the safety of bus stops, apparently DC are looking into their bus stops on all possibilities including repairs. It was suggested if any Council had a problem this was a good time to raise it. It was confirmed that Charmouth bus stops belong to the Parish Council.

b) BLAP - Martin Sayers reported that he had attended a recent BLAP meeting where he had met the Rural Housing Enabler.

FC24/79 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS

- Following a request from Julie Leah to sign up to more information about DEFRA's Community Green Space Fund, no further information received as yet. This was noted.
- An email had been received from the Rural Services Network encouraging CPC to sign up at a cost of £50 per year. LRTC subscribes and Belinda is the rep. She says, "It seems an excellent advocacy group for rural areas, quite influential with government and the training and webinar sessions I've attended have been excellent." It was agreed that at the current time, Charmouth Parish Council could not commit to this subscription, either financially or time involved deciphering related actions. Belinda would be asked if she could continue to let CPC know if there are any items specific to Charmouth.
- CTAP update from Dan Williams encouraging all to complete the survey relating to proposed projects. Judith was keen that CPC complete this as a body and a discussion about which proposals the Parish Council should endorse took place (5, 7, 9, 10, 11). Judith would complete the survey on behalf of the Parish Council and in addition would make the following comments: "CPC would like this money spent on concrete proposals that CAN be delivered. Adding resilience to CHCC and access to West Beach are vital to the survival of the economic life of the village. CPC think that it's very important that this very generous grant is spent on concrete proposals that the local community will actively benefit from."
- Belinda has highlighted a Speedwatch query but it seemed from her update earlier in the meeting that this will be resolved by Lyme Regis Speed Watch helping out.
- An email has been received from Transport Consultants who are passionate about improving the transport environment of rural towns and villages, by creating sensitive designs that prioritise highway safety and community interactions. It was agreed that the cost of consultants isn't appropriate for Charmouth but it was agreed that the comments raised by Julie as a result of this communication as well as the parking issues raised by residents at the start of the meeting would be referred to the next PF,C&SM Cttee to look at in more detail.
- 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:
 - Updating of Council's details on DAPTC Website;
 - Staff and Personnel Committees Course;
 - Re-registering to receive DAPTC newsletter;

- Shared Prosperity Fund open;
- Upcoming Training & Events at a glance.
- Dorset Council:
 - Open Licence Applications received weekly;
 - Contaminated Land Strategy 2024 – response undertaken by Clerk/JB due to deadline;
 - How You Spend Your Time at Beaches Across Dorset - Recreation Survey from Litter Free Dorset;
 - Promoting free digital champion advice sessions at Charmouth Library.
- Cllr Belinda Bawden – circulated where appropriate:
 - Meeting re blocked culvert at Charmouth Foreshore/Vincent's Car Park – Belinda to inform when unblocked;
 - Rural Services Network – various information for community halls;
 - Trial of lower prices in some DC car parks;
 - Changes to commercial waste regulations – meeting in Lyme, Clerk/FM to attend.
- Dorset CPRE:
 - News for June and June Planning Conference.
- St Andrew's Community Hall (all circulated to rep):
 - Cancellation of June meeting.
- Dorset Coast Forum
 - ENews June 2024.
 - Update on Marine Local Nature Recovery Strategy;
- BLAP (all forwarded to reps):
 - Bulletins;
 - Details of a presentation on the new Rural Housing Enabling service;
 - BLAP Parish Liaison meeting 10/07/24 – agenda;
 - BLAP Annual Assembly Minutes from Thursday 23rd May 2024;
 - BLAP Steering Group Agenda and Minutes of meeting 13/06/24.
- Enquiries via website contact form:
 - Twinning Association – update passed to Matt Smith as rep;
 - Enquiry about parking times at Foreshore Car Park - unfounded;
 - Complaint about overgrown state of the Rectory in George's Close – referred to Diocese and DC Env Heath;
 - Student seeking permission for dissertation studies of landslides and climate change at the west Dorset coast, specifically the Spittles and Black Ven Cliffs between Lyme Regis and Charmouth. Informed that unfortunately drones not allowed;
 - Resident re flooding culvert in Higher Sea Lane – informed that Dorset Council Flood Risk Management and Greenspace team have been involved and the culvert will be cleared shortly;
 - CLHS re possibility of placing blue plaques on properties within the village where notable people of historic relevance have lived or stayed, ultimately forming The Charmouth Trail which will be available interactively. Informed that property owners would need to be contacted for permission;
 - Enquiry about Maintenance positions with the Council. Unfortunately none currently.

- Complaint about penalty charge notice which had to be refunded as it had been completed incorrectly;
 - Enquiry about drone flying at West Bay – directed to Dorset Council;
 - Complaint about strimming at the cemetery – grass left all over tablet type stones and damage to plaques – staff to take extra care and blow graves with tablets on after strimming;
 - Clerk made aware of a flyer for Jurassic Airstreams which was photographed on Charmouth Beach. They have been asked to ensure permission is obtained in future as this type of advertisement requires permission from Charmouth Parish Council and incurs a fee;
 - Incident with 20-30 kayaks launching on a Saturday and giving instruction without prior permission – informed that organized trips where significant numbers of craft are launched and instruction is involved, we should really know that you are coming in advance so that we can check your insurance and a specific risk assessment for the event beforehand. Advised to contact Clerk prior to next visit please.
- River Char Community Project, Voices of the River Char – various newsletters/notices circulated;
 - Notice of Citizens Advice AGM;
 - Information about NCI 30th Anniversary and receipt of travelling flag at Foreshore on 13 July – permission given by delegated authority (Clerk/JS) for a gazebo behind the pink huts;
 - Various information from National Highways re upcoming A35 Road Works/Closures;
 - Jurassic Coast Trust – Summer on the Jurassic Coast and updates newsletter;
 - Dorset Alert – Updates and invitation for Parishes to join;
 - Flood Wessex - Newsletter for Spring 2024 and information about a series of online training sessions for Flood Wardens – FM to attend;
 - Environment Agency Floodline - Flood alert 8 July 2024;
 - BLINK Newsletter – update re cycle route from Bridport-Lyme Regis;
 - Notices for erection re UK Parliamentary General Election on 4 July 2024;
 - Environment Agency Flooding Resources – confirmation that this has been actioned/advertised;
 - Notice of cancelled WATAG meeting scheduled for 25/7/24– to be re-arranged. Passed to Matt Smith as rep.

FC24/80 EXCHANGE OF INFORMATION

- a) Julie Leah reported that the River Char Group are holding a walk and film on the evening of 7 August 2024 (the film in the village hall).
- b) Martin Sayers mentioned the broken finger post at the top of Double Common which the Council had fought so hard to get. The Clerk confirmed that this had been reported twice to DC in the last month.

RESOLVED to go “In Committee”.

FC24/81 IN COMMITTEE

- a) FC24/73 e) – Lookout Refurbishment Quote – Martin Sayers declared an interest as a member of the NCI and left the room. Further to recommendation by the Foreshore Committee, it was proposed from the F&GP Committee and

RESOLVED that the quote which included scaffolding of £1250 plus VAT be accepted for the painting of the outside of the windows and door on the Lookout. This would be taken from General Reserve FSH1.

b) FC24/73 f) – Jubilee Garden Tree Quote – A quote had been received from the Council’s regular tree surgeons to undertake the following works, “Reduce overgrown Griselinia situated along Lower Sea Lane near to the tennis court area; Reducing entirely by up to 2 metres and shape to clear the utility cables; Remove deadwood, dieback and epic growth; Removing brushwood and timber; Liaise and submit application with local authorities to obtain consent to carry out the tree works.” It was

RESOLVED that the quote of £450 plus VAT be approved and that the donation of £100 towards this cost offered by the adjacent neighbour be gratefully accepted. To be taken from Gen Res TRS1 for Tree Surgery across the Parish.

c) FC24/73 i) – Review of New Position – It was

RESOLVED that the proposal set out in the confidential report circulated with the F&GP Minutes, be approved.

d) FC24/73 j) – Sick Pay – It was

RESOLVED that the proposal set out in the confidential report circulated with the F&GP Minutes, be approved.

It was also agreed that the HR Committee would consider how to deal with planned sick leave in more detail.

The meeting closed at 9.28pm.