

Charmouth Parish Council

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MINUTES OF THE ANNUAL MEETING OF CHARMOUTH PARISH COUNCIL **HELD ON TUESDAY 14 MAY 2024**

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

IN ATTENDANCE: Lisa Tuck, Parish Clerk.

FC24/36 TO ELECT A CHAIR OF THE COUNCIL AND RECEIVE THE CHAIR'S DECLARATION OF OFFICE

Jane Bremner was nominated by Cllr Katie Moore, this was seconded by Cllr Martin Sayers and

RESOLVED unanimously that Cllr Jane Bremner be appointed as Chair of the Council for the coming year. The declaration of office was signed.

Cllr Jane Bremner welcomed new Councillor, Matt Smith and although she wasn't there, congratulated Belinda Bawden on her significant majority to be re-elected as the Dorset Councillor for Lyme Regis and Charmouth Ward.

FC24/37 TO ELECT A VICE-CHAIR OF THE COUNCIL

Jane Bremner confirmed that although Judith Sheppard wasn't present, she had indicated that she was prepared to continue as Vice Chair. It was therefore proposed by Cllr Jane Bremner, seconded by Cllr Katie Moore and

RESOLVED unanimously that Cllr Judith Sheppard be appointed as Vice Chair of the Council for the coming year.

FC24/38 TO ELECT REPRESENTATIVES TO OUTSIDE ORGANISATIONS

(a) To appoint a representative to the Friends of Charmouth Library - Cllr Martin Sayers.

(b) To appoint a Footpath Liaison Officer(s) - Cllr Judith Sheppard and Mike Sheppard.

(c) To appoint 2 Trustees for the Almshouse Charities - Cllr Katie Moore and Cllr Jane Bremner.

(d) To appoint a Public Transport Representative - Cllr Matt Smith to take on this role.

(e) To appoint 2 representatives for the DAPTC Western Area Committee - Cllr Peter Noel and Cllr Julie Leah.

(f) To appoint a representative for the St Andrews Community Hall Management Committee - Cllr Katie Moore.

(g) To appoint a representative for the Bridport Area Partnership Committee - Cllr Martin Sayers with Cllr Peter Noel as a backup.

(h) To appoint a Tree Officer - Cllr Julie Leah to take on this role.

(i) To appoint a Highways Officer - Cllr Martin Sayers.

(j) To appoint a representative to the Twinning Association – Cllr Matt Smith to take on this role.

(k) To appoint Deputy Flood Warden(s) - Cllr Judith Sheppard and Cllr Katie Moore.

(l) To appoint reps for the River Char Project and the Lower Char Community Project - Cllr Julie Leah (River Char Project rep) and Melanie Harvey (Lower Char Community Project rep).

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

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

FC24/39 TO AGREE ISSUES ARISING FROM STANDING ORDERS FOR CONSIDERATION AT THE ANNUAL MEETING/FIRST MEETING IN A NEW COUNCIL TERM

- a) Review and adoption of appropriate standing orders and financial regulations – updated in March 2024.
- b) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses:
 - i. Dorset Council – grass cutting of footpath from Lower Sea Lane to bridge on a “per cut” basis invoiced annually in April for previous season; grass cutting of other areas within the parish under an agency agreement for a fixed price; weed control on a fixed price basis; cutting of shrubbery area in Bridge Road pavement on a fixed price basis.
 - ii. Beach Car Park – re-affirm no permanent right of way for Council vehicles;
 - iii. Field Car Park – storage of blue beach huts – informal arrangement with owner – ceased in 2022 and to be removed from future agendas;
 - iv. Electricity (Western Power) wayleaves at the Playing Field and the Elms;
 - v. Land adjacent to the War Memorial – official agreement with owner of Hazelwood House for £1 rent payable annually in January.
- c) In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future – for consideration below.
- d) Review of inventory of land and assets including buildings and office equipment – updated and agreed annually as part of audit procedures – see below.
- e) Confirmation of arrangements for insurance cover in respect of all insured risks – renewal received from Zurich Municipal from 24 June 2024 for consideration below.
- f) Review of the Council’s and/or staff subscriptions to other bodies – agreed in March 2024.
- g) Review of the Council’s complaints procedure – to be reviewed in the current financial year.
- h) Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information (agreed, for review March 2025) and data protection legislation (agreed October 2019, review date to be established following guidance from NALC).
- i) Review of the Council’s policy for dealing with the press/media – Communications Policy to be reviewed in the current financial year.
- j) Review of the Council’s employment policies and procedures – currently being undertaken with WorkNest during the one year contract for HR.
- k) Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence – agreed in Autumn each year.
- l) Review of annual contracts – agreed in March 2024 (annually)
- m) In an election year the review of Repeat permissions for the ensuing four years (exceptionally five years following the 2019 and 2024 elections):
 - Charmouth Events Committee – use of Playing Field for Party in the Park – dates for 2024 received;
 - Charmouth Events Committee – exhibition of fire-works on a day near 5th November and on New Year’s Eve; and
 - Tai Chi – use of the beach on the quarterly equinox days and Tuesday mornings in August.

- n) Determining the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council – calendar of meetings circulated in January 2024 in line with procedure.
- o) Review of delegation arrangements to committees, sub-committees, staff and other local authorities – reviewed as part of review of Standing Orders in Sept 2023.
- p) Review of the terms of reference for committees - to be undertaken by each Committee at first meeting.

It was proposed by Cllr Bremner, seconded by Cllr Sayers and

RESOLVED that the items arising from Standing Orders (a-p) be noted and agreed for the coming Council term where appropriate.

FC24/40 TO RE-AFFIRM THE MOTION AGREED IN SEPTEMBER 2014 AS FOLLOWS:

- a) Charmouth Parish Council will never infringe the covenants of the Evans Cliff conveyance or any other covenants;
- b) The idea of building a new Heritage Centre over the reed bed is not to be pursued;
- c) All new members of the Foreshore Committee should be educated in the Evans Cliff covenants as well as any other relevant covenants and beach/cliff restrictions to ensure future compliance.

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

RESOLVED that items a-c be re-affirmed for the coming Council term (until May 2029).

FC24/41 TO APPOINT A FORESHORE COMMITTEE

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

RESOLVED that the Foreshore Committee consist of Cllrs Melanie Harvey, Julie Leah, Katie Moore, Peter Noel, Sally Roberts and Judith Sheppard (ex officio).

FC24/42 TO APPOINT A PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

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

RESOLVED that the Playing Field, Cemetery and Street Management Committee consist of Cllrs Melanie Harvey, Katie Moore, Peter Noel, Martin Sayers and Matt Smith.

FC24/43 TO APPOINT A PLANNING COMMITTEE

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

RESOLVED that the Planning Committee consist of Cllrs Julie Leah, Katie Moore, Sally Roberts, Judith Sheppard (ex officio) and Matt Smith.

FC24/44 TO APPOINT AN ADDITIONAL MEMBER(S) OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

The Committee to consist of Chairs of Foreshore and Playing Field Committees, Chair and Vice Chair of Council and at least one other Councillor.

It was proposed by Cllr Bremner, seconded by Cllr Moore and

RESOLVED that due to the likelihood of double roles, the additional members be Cllrs Peter Noel and Martin Sayers.

FC24/45 TO APPOINT AN HR COMMITTEE

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

RESOLVED that the HR Committee consist of Cllrs Jane Bremner (ex officio), Melanie Harvey, Peter Noel, Katie Moore and Matt Smith.

FC24/46 TO REVIEW THE TERMS OF REFERENCE OF THE ENVIRONMENT WORKING GROUP AND APPOINT COUNCILLORS TO THAT GROUP.

Jane Bremner explained that the ToR had been updated to include 2 members from the Council and 4 from the public as well as deletion of the paragraph about voting rights which doesn't apply as no decisions are being made, only recommendations.

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

RESOLVED that the amendments to the ToR be approved and that Jane Bremner and Julie Leah be appointed as the Council reps to the Working Group.

FC24/47 ADOPTION OF THE GENERAL POWER OF COMPETENCE IN LINE WITH REQUIRED CRITERIA

Following the recent election, it was proposed by Cllr Bremner, seconded by Cllr Noel and

RESOLVED that the Council is now eligible, and therefore should adopt GPC as it meets the criteria of at least two thirds of its members being declared elected (9) and the Clerk holding an appropriate qualification (CiLCA) in line with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

FC24/48 TO CONSIDER WHETHER OR WHEN THE MEETING SHOULD BE ADJOURNED TO HEAR COMMENTS FROM THE PUBLIC

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

RESOLVED that the Public Questions, Comments or Representations continue to take place at the start of the meeting for a maximum of 30 minutes.

FC24/49 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

No members of the public were present.

FC24/50 DORSET COUNCIL ISSUES

Cllr Belinda Bawden had given her apologies and her report had been circulated to all Councillors.

FC24/51 APOLOGIES FOR ABSENCE

Apologies for absence were received from Judith Sheppard (holiday) and Belinda Bawden (injured).

FC24/52 DISPENSATIONS

It was confirmed that all elected members who live within the Parish hold a new dispensation for the full term (until May 2029) to discuss the precept.

FC24/53 DECLARATIONS OF INTEREST

Martin Sayers declared an interest in item 24/64 a) Rental of Lookout.

FC24/54 MINUTES

It was proposed by Cllr Bremner, seconded by Cllr Sayers and

RESOLVED that the minutes of the Meeting held on the 26 March 2024, be signed by the Chair as a correct record.

FC24/55 TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

There were no matters arising.

FC24/56 TO RECEIVE AND CONSIDER ANY OUTSTANDING PLANNING APPLICATIONS

There were no outstanding applications and it was confirmed that any received would be dealt with by delegated authority and be reported to the next Planning Committee.

FC24/57 TO CONSIDER ISSUES RELATING TO FINANCE

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

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

Supplier Payments - APRIL 2024:

HMRC (PAYE)	3323.05	BACS
Precision Waterjet	42.00	
D Humphrey	62.55	
Bridport Town Council	163.12	
Prospect Garage	431.20	
Charmouth Village Hall	12.00	
DAPTC	560.06	
Water2business	450.71	
Amazon	150.98	
CPRE	36.00	
Sparkbrights	154.68	
Bridport Building Supplies	224.36	
Flowbird	108.66	
Creative Solutions	85.63	
Wicksteed	255.19	
Chapman Geotechnical	180.00	
Woodberry	1280.40	
Screwfix	8.39	
Screwfix	22.36	
Screwfix	23.99	
Screwfix	19.99	
Screwfix	27.97	
		£7,623.29
<u>Already paid</u>		
Footprint Futures	600.00	
Sum Up	189.60	
Ebay	47.85	
Worknest	2465.75	
		<u>3303.20</u>
		£10,926.49

Supplier Payments - MAY 2024:

HMRC (PAYE)	1647.81	BACS
Mole Avon	7.00	
H C Lewis & Co	774.00	
MNR Mowers	265.00	

MNR Mowers	27.38	
Flowbird	135.01	
Prospect Garage	233.97	
Martins Excavations	2130.00	
MAC Building Contractors	180.00	
Lyreco	67.38	
A J Supplies	45.60	
Bridport Building Supplies	51.89	
Bridport Building Supplies	74.24	
Steve Allen	600.00	
Water 2 Business	478.08	
Bridget Bowen	470.00	
		£7,187.36
<u>Already paid</u>		
British Gas	14.60	
Autoglass	105.93	
		<u>120.53</u>
		£7,307.89

- b) Bank Reconciliation up to 31 March 2024
RESOLVED that the Bank Reconciliation be approved and accepted.
- c) Income and Expenditure against Budget April 2023-March 2024
RESOLVED that the Income and Expenditure against Budget April 2023-March 2024 be accepted and approved.
- d) Reserves Schedule as of 31 March 2024
RESOLVED that the Reserves as of 31 March 2024 be accepted and approved.
- e) Asset Register as of March 2024
RESOLVED that the Asset Register as of March 2024 be accepted and approved.
- f) Annual Audit Accounts
- i) Inc-Exp Accounts 23/24/Balance Sheet 23/24
RESOLVED that the Income and Expenditure Accounts and Balance Sheet be approved and accepted.
 - ii) Annual Governance Statement for year ending 31 March 2024
RESOLVED that the Annual Governance Statement be approved and accepted.
 - iii) Accounting Statements for year ending 31 March 2024
RESOLVED that the Accounting Statements be approved and accepted.
 - iv) Internal Audit Reports for year ending 31 March 2024
RESOLVED that the Internal Audit Reports be approved and accepted. There were no recommendations.
 - v) Review of Effectiveness of Internal Control
RESOLVED that the review of effectiveness of internal control be approved and accepted.

vi) BDO conflict of interest declaration

RESOLVED that there is no conflict of interest between any member of Charmouth Parish Council and BDO.

g) End of Year Finance Report

RESOLVED that the End of Year Finance Report be accepted and approved together with the following allocation of the surplus:

- Amount previously approved for new IT set up - £2120.46 (Jan 2024)
- Transfer of significant unspent budgets as set out in the report
- New reserve for South West In Bloom (SWIB) - transfer of unspent budget
- New reserve for external building maintenance - £20000
- Transfer to Upkeep/Maintenance of War Memorial (ER CM2) - £2000
- Transfer remainder to GR GEN6 Allocation of Unspent Budgets

h) Insurance Renewal 2024/25 – it was confirmed that the Council are in the second year of 3 year agreement with Zurich and it was

RESOLVED that the renewal premium of £5263.44 inc IPT be approved.

A full review of the detail would take place at the F&GP Committee in July.

FC24/58 SCHEME OF DELEGATION – REVIEW OF SCHEME AGREED IN MAY 2023

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

RESOLVED that the Council continue to delegate 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 appropriate members of the Council. This includes approval of supplier payments when a meeting does not coincide with payment deadlines. All payments will be reported to the next appropriate meeting. The scheme of delegation should be reviewed annually at the Annual Meeting of Council in May.

FC24/59 COUNCILLOR VACANCIES

It was confirmed that following formal notification from Dorset Council, the Council will be able to advertise the 2 vacancies arising from the uncontested election, for co-option. It was

RESOLVED that adverts be placed once approval to co-opt has been received.

FC24/60 OUTSTANDING ISSUES REQUIRING DISCUSSION/DECISION

a) Beacon Lighting for D-Day 80th Anniversary – 6 June 2024 – Update – It was confirmed that Dave and Steven would be on duty to light the beacon at 9.15pm on Thursday 6 June. It was also agreed that this would be the only activity undertaken.

b) Request from Charmouth Library regarding Tree Maintenance – following a letter from Charmouth Library, it was

RESOLVED that the Council would meet the cost of £268.80 inc VAT for the unforeseen felling of the holly tree in the library grounds. This would be taken from the £100 remaining from the PO rent budget for 23/24 and the current year's budget.

c) Damage to Suzuki Pickup – course of action – the Clerk confirmed that the third party had agreed to meet the cost of repairs (£336 inc VAT Oxenburys). It was also noted that since the accident, the windscreen had cracked. This is being replaced through the insurance at a cost of the £75 excess.

FC24/61 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

- a) Martin Sayers reported on the recent BLAP Parishes Meeting where he had reported Charmouth's uncontested election, that the Annual Parish Meeting had been successful and Speedwatch training.
- b) Julie Leah reported that the River Char Project are starting detailed monitoring of the water quality with the Environment Agency. This will be taken to Dorchester on a weekly basis.

FC24/62 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS

Highlighted items:

- Coast path signs erected. Complaint received that a sign is still required at the top of Double Common to direct people to Five Acres/Westcliff. It was confirmed that this is not the case and that the official route is via Higher Sea Lane to The Street and then up Old Lyme Hill. This route has been signposted.
- Comments to Peter Noel about what a wonderful job Dave is doing in the village;
- Email from Chris Loder MP following the APM with details of the dental debate as promised – please let Lisa know if you would like this to be forwarded;
- Notice of CTAP Stakeholders meeting to be held 2-4pm Thursday 16 May – Clerk to attend;
- Request to display Fossil Festival Banner at the Foreshore – as this involves CHCC, agreed by delegated authority to display adjacent to the reed bed as with previous banners.

- 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:
 - Clerk's Final Election Briefing;
 - Upcoming Training & Events at a glance.
- Dorset Council:
 - Open Licence Applications received weekly;
 - Round 7 of Community & Culture Project Fund reopened.
- Cllr Belinda Bawden – all circulated:
 - Grants for businesses, community groups and not-for-profit organisations;
 - LRTC Special Community Briefing;
 - Report on Monkton Wyld Court: A community in Crisis.
- Dorset CPRE:
 - Dorset CPRE letter to Town and Parish Council Candidates;
 - News for April/May.
- St Andrew's Community Hall (all circulated to rep):
 - Agenda and Minutes of April meeting.
- Dorset Coast Forum
 - ENews April 2024.

- BLAP (all forwarded to reps):
 - Bulletins;
 - Details of a presentation on the new Rural Housing Enabling service;
 - BLAP Parish Liaison meeting 24/04/24 – agenda and minutes;
 - BLAP Annual Assembly Agenda for Thursday 23rd May 2024 together with last year’s minutes and the membership list;
 - Invoice received for BLAP funding contribution 2024/25.
- Enquiries via website contact form:
 - Discarded needle report from DC Poundbury Depot – unable to locate;
 - Disabled Parking complaint;
 - Foreshore memorial benches;
 - River fishing;
 - Continued parking in Wesley Close on the junction.
- River Char Community Project, Voices of the River Char – various newsletters/notices circulated;
- WATAG details of General Meeting 123 held 25 April by Zoom – passed to Julie as Public Transport Rep;
- Jurassic Coast Trust updates;
- Dorset Police Newsletters for March and April 2024;
- Various information from National Highways re ongoing A35 Road Safety Works;
- Dorset Alert – Neighbourhood Policing Team at Charmouth Library 3/5/24;
- RHS Communities – Sowing seeds of friendship;
- A35 Parish Group update – date to follow;
- Dorset Council Charmouth Volunteer Digital Champion publicity – advertised;
- Flood Wessex - Flooding support resources for Dorset communities - displayed the poster on the main village notice board and added the article to the website. Dave delivered copies of the leaflet to all the vulnerable properties.

FC24/63 EXCHANGE OF INFORMATION

Jane Bremner reported the forthcoming dates not already included in the Calendar:

- Environment Working Group – 7pm Tuesday 4 June;
- A presentation on Council Finance by Cllr Peter Noel on 4 June prior to the WG for all Councillors – 6.00pm. Attendance to be established in advance.

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

RESOLVED that the Council should go “In Committee”.

FC24/64 IN COMMITTEE

a) Rental of Lookout – New 5 year agreement – it was

RESOLVED that a new 5 year agreement for rental of the Lookout be agreed as set out by the Chair.

The Council would seek quotes for the painting of the exterior of the door and windows which would require scaffolding as in 2018.

b) Land at Higher Sea Lane – The best way forward is being looked at and it was
RESOLVED that up to £2000 be earmarked from the 23/24 surplus for the registration.

The meeting closed at 8.40pm.

DRAFT