

Charmouth Parish Council

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MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL **HELD ON TUESDAY 24 SEPTEMBER 2024**

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

IN ATTENDANCE: Belinda Bawden, Dorset Councillor; Lisa Tuck, Parish Clerk.

The Chair welcomed everyone to the meeting and reminded everyone that we are approaching the time of year for budgeting for next year and planning the winter work. All Committees would be discussing budgets shortly so everyone was encouraged to think about projects for inclusion in a wish list initially.

FC24/82 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS - No members of the public were present.

FC24/83 DORSET COUNCIL ISSUES

Dorset Councillor Belinda Bawden's report had been circulated with the agenda. There were no further questions for Belinda.

FC24/84 APOLOGIES FOR ABSENCE - No apologies for absence were received.

FC24/85 DISPENSATIONS - There were none received.

FC24/86 DECLARATIONS OF INTEREST - No declarations of interest were received.

FC24/87 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 23 July 2024, be signed by the Chair as a correct record.

FC24/88 MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY) – There were no matters arising.

FC24/89 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 3 SEPTEMBER 2024 - There were no proposals and no questions.

FC24/90 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 20 AUGUST 2024 - There were no proposals and no questions.

Martin Sayers reported that he had met with Belinda and Jon Andrews from DC Highways. Jon had promised to speak to the footpath people about removal of the bollard at the Wesley Close end of the Riverway footpath; pass on the concerns about pricing in coastal car parks and re-paint yellow lines.

FC24/91 TO RECEIVE AND CONSIDER THE REPORT OF THE PLANNING COMMITTEE HELD ON 10 SEPTEMBER 2024 - There were no proposals and no questions.

FC24/92 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 10 SEPTEMBER 2024

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

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

Supplier Payments - AUGUST 2024:

HMRC (PAYE)	3276.44	BACS
Martins Excavations	420.00	
Creative Solutions	34.34	
Screwfix	77.98	
Arthur Fordham	17.75	
Flowbird	173.89	
Bryan Wrixon	135.60	
Lyreco	146.51	
Zurich	191.06	
Lawson Computer Repair	119.52	
Water 2 Business	498.13	
Mole Avon	57.98	
A J Supplies	45.60	
Amazon	11.15	
Target Pest Control	900.00	£6,105.95
<u>Already paid</u>		
The Flag Shop	23.97	
Annabelle Roberts	20.00	
<u>DD Payment</u>		
ICO	£35.00	
		<u>78.97</u>
		£6,184.92

Supplier Payments - SEPTEMBER 2024:

HMRC (PAYE)	3262.34	BACS
Morgans of Charmouth	55.74	
Flowbird	221.15	
Screwfix	49.99	
Arthur Fordham	37.10	
Water2Business	498.13	
G W Machinery Services	199.94	
Cartridge Save	39.35	
Cartridge Save	64.20	

Cartridge Save	34.36	
Vale Fire Safety	412.20	
Lawson Computer Repair Ltd	72.00	
BDO LLP	1008.00	
Prospect Garage	246.16	
Prospect Garage	205.26	
Prospect Garage	260.38	
Screwfix	18.49	
Axminster Ironwork	180.00	
C W Groves	202.90	
Mole Avon	44.49	
Hardy Tree Surgeons	540.00	
Amazon	213.99	
Kitson & Trotman	780.00	
Linda Bearpark	150.00	
C B Potts	99.00	
Dave Humphrey	98.10	
		8993.27
Already Paid		
Eventbrite	40.00	
Argos	55.75	
Grays Domestic Appliance	544.99	
		640.74
		£9,634.01

b) Bank Reconciliation up to 31 July 2024

RESOLVED that the Bank Reconciliation be accepted and approved.

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

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

d) Clerk's Report

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

e) Transfers to Charity Fund - Following a recommendation from the Foreshore Committee, it was

RESOLVED to transfer £1000 to Youth Fund and £500 to Non-Youth Fund from the car park takings to date. An advert will be placed inviting applications by early November for consideration at the Nov F&GP Cttee/Full Council.

f) Swim buoy replacement parts - Following a recommendation from the Foreshore Committee, it was

RESOLVED that up to £2000 be allocated from FSH1 General Reserve to replace the lost/broken chains and sinkers as quoted by Bridport Harbour. The positioning of the buoys will also be looked at to see if they can be brought further into the shore where they may be less vulnerable. It was felt that the situation should be monitored as the cost may start to outweigh the benefit.

g) Footpath 14 annual hedge cutting - After the issue last year when some residents commissioned a contractor to cut the hedges on West Cliff and another neighbour persuaded them to cut further back in contravention of the Assent Document, it was proposed that quotes should be sought for the Parish Council to get the hedges cut on an annual basis. Permission was sought from the National Trust who agreed to their small section up to the end of Cliffend being included. Three quotes were sought following a spec being drawn up. One quote has been received from Dorset Council Landscape Services for £553.47 plus VAT and it was

RESOLVED to accept the quote from Dorset Council Landscape Services so that the Council can be sure that the assent document is being complied with. To be taken from FSH1 General Reserve and to be included in the budgets moving forward.

h) Barrs Lane Potholes - Following recommendation by the PF,C&SM Committee it was

RESOLVED to accept a quote from Martin's Excavations to fill holes and level Barrs Lane - £840 plus VAT. To be taken from PF1 General Reserve. The work approved last year was not undertaken, only a scraping of the lane to level it out. A donation of £100 from the landowner was received at that time which will be used towards this latest work.

i) SW in Bloom "It's Your Neighbourhood" donations - Jane Bremner reported on the success of the SW in Bloom being partly dependant on the two "It's Your Neighbourhood" entries continuing and wondered if a donation could be made to these two groups to help support them to enter again next year as some of the cost would be covered. It was

RESOLVED that £100 be offered to each group (logistics and whether a garden voucher is better will be discussed) which would be dependant on them entering the category again for 2025. The donation to the Library would be taken from the current General PO budget and the donation to St Andrew's community would be taken from Earmarked Reserve GEN5 SW in Bloom.

j) Annual Audit 2023-24 Conclusion Report - It was reported that the Audit for 23-24 had been concluded with no matters arising, however other matters which don't affect the Auditors opinion are:

"The Council have provided minutes resolving to reappoint the internal auditor but the minutes do not indicate whether independence of the internal auditor has been considered, which is not in line with best practice contained in the practitioners' guide." This was noted by the Committee and would be considered when the next appointment is made. It was

RESOLVED that the Annual Audit Conclusion Report be accepted.

k) Updated Financial Regulations - The Committee noted and approved the highlighted sections where specific figures are included and it was

RESOLVED that the updated Financial Regulations be adopted.

l) Updated Communication Policy - This policy was outdated and has been re-written by Jane Bremner in line with changing legislation. It was

RESOLVED that the Communication Policy be adopted.

m) Request from Lyme Regis Town Band – it was reported that Lyme Regis Town Band would be working with Charmouth Primary School to put on a workshop for brass band players. They have three requests:

- Invitation to all Councillors to join for free concert on Sat 26 Oct from 4.15-4.30pm
- Council to advertise concert – confirmed that this is fine, poster awaited;

- Whether any financial support is available. Normally they are self sufficient but fundraising for £1500 this year is £199.05 short due to increased music costs. It was
RESOLVED that the remainder of the Youth Charity Fund from last year which stands at £185.00 be donated to Lyme Regis Town Band.

n) Youth Club update/representative - The update from Mike Smith had been circulated. Things look more positive in that a new Committee had been appointed and there are sufficient funds (including the donations from the Parish Council and the Events Committee) for the Club to continue. With regard to the suggestion of a rep from the Council, Jane Bremner asked if the Youth Club could write officially to the Council to suggest this and then a rep could be appointed at the next meeting.

FC24/93 TO RECEIVE AND CONSIDER THE REPORT OF THE HR COMMITTEE HELD ON 14 AUGUST 2024

Proposals would be dealt with "In Committee".

FC24/94 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

- a) Peter Noel reported that he would be attending a DAPTC Western Area Quarterly Meeting on 26 September via Zoom.
- b) Julie Leah reported that she had attending Online Planning Training which had been very useful and would be reported to the next Planning Committee for information.
- c) Julie Leah reported that she would be attending the DCF Annual meeting in November.
- d) Julie Leah reported that would be attending the Nature Recovery meeting.
- e) Martin Sayers reported that he would be attending the forthcoming BLAP Parish meeting.
- f) Katie Moore reported that she is unable to attend the forthcoming St Andrew's Community Hall meeting and Mike Smith agreed to where two hats for this meeting and report back to the Council.

FC24/95 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS

- A complaint had been received from the Scout Group about constant parking across the PF gates – after establishing that this wasn't the Football Club, staff had been asked to put cones and rope in front of gates as a deterrent – this seemed to be working but would continue to be monitored;
- An invitation had been received to join Dorset Council's Nature Recovery Dorset Network. Having checked with DC, they would also very much like the PC to join and will be sending out invitations to webinars shortly. It was agreed that the Council should join this network established by DC and Julie would deal with the sign up;
- Information from DC about their new Council Plan (a result of ongoing consultation on A Big Conversation) was included in the recent newsletter – *"In response to the request for more detail on our new Council Plan, we will therefore be sharing the full draft Council Plan in writing with all town and parish councils from 16 October, and we will provide an online feedback mechanism. We are requesting feedback by 8 November."*

It was confirmed that the option to use delegated authority is live following the Annual Meeting in May and therefore, this can be circulated and comments formulated and agreed within the timescales.

- A personal email had been received from Martin Diplock regarding the impending closure of the business, expressing his appreciation for the Council's business over many years. A formal letter of thanks would be sent from the Council for all Martin's professional help.

- 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:
 - Agenda for Western Area Meeting held on 26 Sept and minutes of previous meeting;
 - Updating of Council's details on DAPTC Website;
 - Dorset Council Summer Engagement re A Big Conversation– details of events;
 - Change on gov.uk email accounts and domains;
 - Clerk's Conference with Tomorrow's World theme to be held on 1 Oct (LT not attending);
 - Scam alert – people approaching Parish Councillors offering to do highways work for PC;
 - Dealing with concerns about child abuse or wellbeing;
 - Early notification of AGM on 23 November 2024.
- Dorset Council:
 - Open Licence Applications received weekly – including highlighting of an application in Wootton Fitzpaine by Belinda;
 - Promotion of bus £2 fare cap;
 - Posters from Dorset Council Volunteer Coordinator, Caring for Communities and People.
- Cllr Belinda Bawden – circulated where appropriate:
 - Grants for village and community halls;
 - Trench causing noise and vibration;
 - Portfolio holder visit and speedwatch/20mph suggestions;
 - Footpaths/greenspaces ranger visit;
 - Views on public toilets in Charmouth;
 - Wood Farm bus stops – provision of official bus stop flags;
 - Possible support for Youth Club;
 - Low Carbon Dorset exhibition 23-28 Sept.
- Dorset CPRE:
 - Newsletters from July and August.
- St Andrew's Community Hall (all circulated to rep):
 - Notice and subsequent minutes of meeting held on 6 August;
 - Notice and agenda for AGM to be held on 2 October plus last year's AGM Minutes.
- Dorset Coast Forum
 - Dorset Coast Forum E-News for August 2024;
 - DCF Chair advertisement.
- BLAP (all forwarded to reps):
 - Bulletins;
 - BLAP Steering Group Agenda 5/9/24 and subsequent minutes – Apols from Martin Sayers given;
 - BLAP Parish Liaison meeting 3/10/24 – notice;
 - BLAP Housing Needs WG – change of Terms of Ref;
 - Poster from CA Bridport re Pension Credit;
 - DC Big Conversation Questionnaire.
- Enquiries via website contact form:

- Enquiry for Twinning Association – passed to Peter Bonner;
 - Art and Dance in the landscape initiative – Stonebarrow;
 - Several enquiries about beach huts and boats;
 - Parking on pavements – passed to Belinda;
 - Charmouth Fun Fair;
 - Fossil Finds – reported to Foreshore Committee;
 - Filming request from German TV primarily about SW Coast Path – didn't proceed on CPC land;
 - Use of a camping gas stove in Foreshore Car Park;
 - Enquirer asking of CPC aware of Youth Club position;
 - Sparrows at Old Cement Factory – passed to Foreshore Committee;
 - Thank you for taking cash payments at the Foreshore Car Park;
 - Complaint about persistent bonfires – directed to DC;
 - Complaint about beach – passed to Foreshore Committee;
 - Enquiry from Bridport News re Government plans to cease the management of the coastal defences at Charmouth at the end of 2025. Replied that the Parish Council has been aware of the position as stated in the South Devon and Dorset Shoreline Management Plan for some time and has recently been in discussion with Dorset Council about a fund from DEFRA which is available to try and plan for the future in this regard;
 - Complaints from residents about building works on land south of Nutcombe Close – referred to Belinda and DC Planning;
 - Several complaints about Charmouth Foreshore Toilets – directed to DC website;
 - Enquiry about history of closure of Footpath W16/51;
 - Enquiry from Bridport News about the car in the river. Informed that this occurred in the private car park not the Parish Council car park.
- Reminder from Flood Wessex about Flood Warden Lunch & Learn;
 - Dorset CAN Carbon Literacy Training information;
 - Forthcoming road closures on the A30/A35 Exeter to Bere Regis;
 - Wild Systems Newsletters from Voices of the River Char – also from Char Valley PC;
 - Wessex Water – main replacement in Bridge Road;
 - Latest from the Jurassic Coast Trust Team;
 - Flood Wessex Newsletter – Summer 2024;
 - Bridport and District CA Annual Report and Partner Survey;
 - SW in Bloom reception in Bath on 7 October.

FC24/96 EXCHANGE OF INFORMATION - There was no exchange of information.

RESOLVED to go “In Committee”.

FC24/97 IN COMMITTEE

a) Proposal from HR Committee - Sick Pay – Jane Bremner explained the proposal which had been set out in the confidential report to the HR Committee, and it was

RESOLVED that the proposal relating to sick pay be ratified.

b) Proposal from HR Committee - Worknest HR - It was noted that the year's subscription to Worknest HR had been very useful to navigate the staff issues as well as completely overhauling the employee handbook. However, the updated contracts are now available through NALC and it was

RESOLVED that renewal for a further period is not necessary at the current time.

c) Elms 2nd Floor Room 2 - The latest tenant of Room 2 has given notice as of 1 October. After contacting Martin Diplock to re-market this space, they have informed us that they are closing completely. It was

RESOLVED that this be advertised "in house" locally, as currently the cost of an agent is barely being covered if tenants don't stay very long.

The meeting closed at 8.10pm.

DRAFT