

# Charmouth Parish Council

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## MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL HELD VIRTUALLY ON TUESDAY 7<sup>TH</sup> JULY 2020 at 7.30pm

PRESENT: Cllrs. Jane Bremner, Maralyn Hinxman, Katie Moore, Peter Noel (Chair), Paul Oatway, Martin Sayers, Judith Sheppard.

IN ATTENDANCE: Dorset Councillor Daryl Tuner, Lisa Tuck, Parish Clerk, Melissa Kirkby, Deputy Clerk

### 32.20 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

No members of the public were present.

### 33.20 DORSET COUNCIL ISSUES

Cllr Daryl Turner reported on the following items:

- Car parks and toilets are now open;
- Safety concerns at the school were being looked at;
- Climate change consultation.

Martin Sayers thanked Daryl for his help with obtaining updates on Footpath 12 recently.

Jane Bremner thanked Dorset Council for its work publicising the idea of staying local, respecting the countryside. This is particularly relevant now with lots of new people coming into the area.

Cllr Turner left the meeting.

### 34.20 APOLOGIES FOR ABSENCE

No apologies were received.

### 35.20 DISPENSATIONS

None received.

### 36.20 DECLARATIONS OF INTEREST

None received.

### 37.20 MINUTES OF MEETINGS HELD ON 28 JANUARY AND 2 JUNE 2020

The minutes had been circulated and it was

**RESOLVED that both sets of minutes be approved as correct.**

### 38.20 RESIGNATION OF COUNCILLOR

- a) It was officially reported that Kay Solomon had recently resigned as a Councillor due to moving to Buckinghamshire. The vacancy has been advertised and Dorset Council should advise shortly whether an election has been requested or whether this vacancy can be filled by co-option.

- b) Tree Warden/Charmouth Local History Society/Plastic Free Charmouth Vacancies – Jane Bremner agreed to take on the role as rep to the Plastic Free Charmouth group and it was agreed that the other two vacancies would remain vacant until the next Annual Meeting unless anyone volunteered for them in the meantime.
- c) Planning Committee Chair Vacancy – Paul Oatway reminded the meeting that, in accordance with Standing Orders, the Planning Committee should appoint a replacement Chair and therefore this could not be undertaken until the next Committee meeting is held.

#### 39.20 FORESHORE ISSUES

- a) Foreshore Amenities review
- (i) Beach Huts – after a discussion and comments from the Clerk regarding the Risk Assessment and the fact that social distancing of even 1m cannot be achieved with some huts, it was
- RESOLVED (6:1) that all the beach huts remain closed at the current time. This situation would be reviewed regularly in line with changing Government guidance.**
- (ii) Fossil Walks Code of Practice – There was a discussion about whether this could be reviewed and the numbers amended. It was
- RESOLVED that the numbers allowed on walks would remain at 6 for the current time but this would be reviewed regularly in line with changing Government guidance.**
- b) Request for Open Water Swimming Concession – Following a request from a local lady, in line with the report circulated, it was
- RESOLVED that this permission be granted until reviewed in January 2020 initially. Groups should be no more than 6, no flags or tape should be used on the beach and any buoys should not interfere with other swimmers.**
- c) Old Cement Factory Pointing Contract postponement – following complaints from the tenants and the field car park owners, the decision was made to postpone the project until the Autumn.
- d) Telescope – After sending the invoice to Wessex Telescopes, they have informed that due to the current situation they will not be replacing the telescope at Charmouth Foreshore this season.
- e) Car Park Machine – A report was circulated updating the Council on the fact that the card facility was currently not working and the machine was only taking cash. It also included options for the way forward. The Deputy Clerk updated the meeting that a new card reader would be fitted the next day which it is hoped will improve the situation. However, if it doesn't there needs to be a plan moving forward. The following suggestions were discussed:
- Wifi Spark to meet Flowbird on site to try and establish a connection to the Foreshore wifi – this would cost £750 plus VAT and Wifi Spark will not guarantee a connection as they do not usually offer this option – Paul Oatway wondered whether a conversation could be had between the two parties (this had already taken place but with no results);
  - Dig a trench from the car park machine to the beach office to enable a hard wired wifi connection – Paul Oatway felt that this would cost much more than the estimated £2000;

- Sign up to an App (either Flowbird’s own or Just Park as the most common locally and the highest rated) to enable card payments, with the added benefit of being completely contactless – the fees are very similar to the existing card payment fees. This would also involve the purchase of a small tablet/phone (£40 plus VAT) for the beach office staff to be able to check payments have been received – Paul Oatway felt that this was not something people generally used and was probably specific to the SW region. Jane Bremner disagreed and stated that parking apps are used widely across the country;
- Hand sanitiser dispenser attached to the machine at a cost of £299 plus VAT – it was agreed that this was not practical or cost effective and a sign similar to that proposed for the play equipment should be attached to the machine instead advising people to use their own sanitiser before and after touching the machine.

It was eventually

**RESOLVED (6:1) that the setting up of the Just Park App be progressed. It was also agreed that Peter Noel and Paul Oatway would consider the other options if the new card reader does not work and make a decision under delegated authority.**

- f) Filming Permission – The Clerk reported that permission had been given to Curve Media to film at Charmouth beach for a series entitled “Coastal Walks with Kate Humble”. This is only a 6 episode, national series and includes the walk from Charmouth to Beer which is very good publicity for Dorset and Charmouth in particular. They will be using a drone but not taking off and landing on CPC land. The Clerk confirmed that all documents had been received and checked.
- g) Beach Access Planning Application – In line with the circulated report, after a discussion, it was

**RESOLVED to submit an enhanced planning application for the renewal of this permission before it expires in March 2021. Paul Oatway would prepare the application.**

#### 40.20 PLAYING FIELD AND CEMETERY ISSUES

- a) Playing Field amenities review
- (i) Playground/Gym Equipment – In line with much advice received and the Risk Assessment undertaken by the Clerk, it was

**RESOLVED that the draft notice circulated be erected at conspicuous points in the playground. The equipment will be thoroughly checked before re-opening and sanitised regularly.**

- (ii) Pavilion – In line with the Risk Assessment undertaken by the Clerk, it was

**RESOLVED that the pavilion be re-opened for the Bowls Club only at the current time providing they adhere to cleaning and social distancing guidelines.**

- b) Cemetery update – The cemetery still remains open to the public and current Government funeral guidelines are followed by the Funeral Directors undertaking burials.

#### 41.20 FINANCE AND GENERAL PURPOSES ISSUES

- a) Supplier Payments/Direct Debits (March additions, April, May and June) – the documents circulated had been approved through delegated authority by the Chair and Vice Chair and it was

**RESOLVED that these be accepted retrospectively.**

**Supplier Payments - March 2020:**

HMRC (PAYE)	£1,587.00	
CPRE	£36.00	
Bridport Building Supplies	£12.97	
All Green	£516.00	
MNR Mowers	£85.17	
Abode	£2,892.00	
Hardy Tree Surgeons Ltd	£168.00	
Greig and Allen	£95.48	
A J Supplies	£250.80	
DAPTC	£60.00	
<i>Flowbird Smart City UK</i>	<i>£5,924.40</i>	
MAC Building Contractors	£453.00	
Shanie's Domestic Services	£90.00	
CurveBright Creations Ltd	£55.00	
<b><i>Mole Avon</i></b>	<b><i>£49.91</i></b>	
<b><i>Prospect Garage</i></b>	<b><i>£142.62</i></b>	
<b><i>British Gas</i></b>	<b><i>£15.07</i></b>	
<b><i>Fortnam, Smith and Banwell</i></b>	<b><i>£50.28</i></b>	
		£12,483.70
British Gas	£105.61	
St Andrews Community Hall	£19.00	
Sum Up	£0.42	
Boards Direct	£90.70	
Photomounts UK	£51.12	
Dorset Council	£142.00	
	<b>£12,892.55</b>	

**Direct Debits (Dec/Jan):**

Santander charges	£128.74
Onecom - Elms lines (inc broadband)	£178.56
Onecom - Fsh lines (inc broadband)	£197.05
BT - Foreshore telephone/broadband - final	£165.01
Water2Business (Foreshore)	£150.00
WDDC - Foreshore/Cemetery Rates	£2,508.00
WDDC - Elms Rates	£638.00
DCC - Foreshore/Cemetery Bins	£263.22
EDF Gas - Elms	£126.00

EDF Energy - Foreshore	£428.00
EDF Energy - Elms	£140.00
EDF Energy - Playing Field Pavilion	£64.00
EDF Energy - Depot	£21.00
EDF Energy - Cemetery Chapel	£66.00
Public Works Loan Board	£0.00
Wages/Pension	£18,205.14
AIB Merchant Services	£2.66
HMRC (VAT)	£0.00
	<hr/>
	<b>£23,281.38</b>

#### Supplier Payments - April 2020:

HMRC (PAYE)	£1,981.96	
JRB Enterprise	295.56	
Flowbird Smart City UK Ltd	30.00	
Cartridge Save	145.08	
Amazon	4.99	
A J Supplies	36.87	
Bridport Building Supplies	134.44	
MAC Building	132.00	
C B Potts	949.13	
Charmouth Central	130.00	
Axminster Printing Co Ltd	326.00	
Prospect Garage	147.10	
Precision Waterjet	48.00	
Michael Jones	2716.80	
Groundwork UK	83.53	
Jo Seaman	43.47	£7,204.93
<b>The Doodle Icloud</b>	<b>481.38</b>	<b>Pd 30/3</b>
<b>MAC Building</b>	<b>12540.00</b>	<b>Pd 30/3</b>
	<hr/>	
	<b>£20,226.31</b>	

#### Supplier Payments - May 2020:

HMRC (PAYE)	£1,614.40
Fortnam, Smith & Banwell	54.00
Fortnam, Smith & Banwell	117.00
John Peers	590.24
Lisa Tuck - Ink	46.56
Flowbird	12.22
Flowbird	27.98

Flowbird	19.67	
Kitson & Trotman	420.00	
Orona	608.72	
Joe Turner	877.70	
DAPTC	20.00	
Water 2 Business	117.58	
Prospect Garage	209.01	
Office Care Services Ltd	471.59	5206.67
Sun Europa/Protek	156.48	<b>Bacs 24/4</b>
Melanie Harvey	219.00	<b>Bacs 1/5</b>
British Gas - Gas	84.33	<b>Bacs 4/5</b>
British Gas - Electricity	15.92	<b>Bacs 4/5</b>
		<b>Paypal</b>
ZOOM	11.99	<b>11/5</b>
Tim Holmes	272.11	<b>Bacs 7/5</b>

£5,966.50

**Direct Debits (Feb/March):**

Santander charges	£151.29
Onecom - Elms lines (inc broadband)	£182.98
Onecom - Fsh lines (inc broadband)	£168.26
Water2Business (Foreshore)	£140.00
WDDC - Foreshore/Cemetery Rates	£0.00
WDDC - Elms Rates	£0.00
DCC - Foreshore/Cemetery Bins	£300.20
EDF Gas - Elms	£126.00
EDF Energy - Foreshore	£783.51
EDF Energy - Elms	£140.00
EDF Energy - Playing Field Pavilion	£64.00
EDF Energy - Depot	£20.00
EDF Energy - Cemetery Chapel	£66.00
Public Works Loan Board	£591.05
Wages/Pension	£18,302.41
AIB Merchant Services	£24.80
HMRC (VAT)	£0.00
	£21,060.50

**Supplier Payments - June 2020:**

HMRC (PAYE)	£2,000.51
Mark Wickenden	544.76
A J Supplies	78.00
MNR Mowers	59.03
Cartridge Save	64.33
Groves Nurseries	23.49

Travis Perkins	31.80		
DAPTC	20.00		
Bridget Bowen	400.00		
The Doodle Cloud	143.28		
Precision Waterjet	48.00		
Zurich	4574.84		
Flowbird	12.00		
Mole Avon	41.73		
Water 2 Business - ELMS	117.58		
Water 2 Business - DEPOT	32.56		
Water 2 Business - Kiosk	16.19		
Woodberry	815.10		
MAC Building	856.44		
		<b>9879.64</b>	
<b>British Gas - Gas</b>	<b>133.67</b>	<b>Bacs 12/6</b>	
<b>British Gas - Electricity</b>	<b>25.04</b>	<b>Bacs 12/6</b>	
		<b>Paypal</b>	
<b>ZOOM</b>	<b>11.99</b>	<b>11/6</b>	
	<b>£10,050.34</b>		
<b>Dorset Waste</b>	<b>£156.80</b>	<b>DD 18/6</b>	
Other invoices received:			
<b>Water 2 Business - Factory Building</b>	<b>In credit</b>		<b>163.11</b>
<b>EDF - Depot</b>	<b>In credit</b>		<b>21.57</b>
<b>Direct Debits (April/May):</b>			
Santander charges	£103.46		
Onecom - Elms lines (inc broadband)	£187.26		
Onecom - Fsh lines (inc broadband)	£172.79		
Water2Business (Foreshore)	£140.00		
WDDC - Foreshore/Cemetery Rates	£2,549.45		
WDDC - Elms Rates	£651.50		
DCC - Foreshore/Cemetery Bins	£103.54		
EDF Gas - Elms	£100.00		
EDF Energy - Foreshore	£480.00		
EDF Energy - Elms	£168.00		
EDF Energy - Playing Field Pavilion	£36.00		
EDF Energy - Depot	£20.00		
EDF Energy - Cemetery Chapel	£40.00		
Public Works Loan Board	£0.00		
Wages/Pension	£20,391.26		
AIB Merchant Services	£27.48		
HMRC (VAT)	£0.00		
	<b>£25,170.74</b>		

b) Bank Reconciliations (April and May) – It was

**RESOLVED that the bank reconciliations for April and May as circulated were approved.**

c) Income/Expenditure against budget (April-May) – It was

**RESOLVED that the income/expenditure against budget for April-May be approved.**

d) Reserves Schedule (June 2020) – It was

**RESOLVED that the updated reserves schedule for June 2020, showing the transfer of the end of year unspent budget allocations, be approved.**

e) Elms Gas Contract – the report circulated was noted.

f) Weekly Chair/Vice Chair Checkpoint Reports 29 March-28 June 2020 – it was

**RESOLVED that the Checkpoint reports showing the decisions made by delegated authority had been circulated each week and were approved. It was agreed that this process of ratification should continue for the time being.**

g) Elms working/letting review – In line with the Risk Assessment undertaken by the Clerk, it was

**RESOLVED that the Mallory Hayter Room should not be re-opened at the current time, due to the inability to socially distance in certain areas and to safeguard staff working in the building. It was also agreed that, in order to open the office to the public every weekday morning between 9am and 10.30am, one member of staff would be present in the office each day with the Clerk and Deputy Clerk continuing to work at home on the other days.**

h) Tractor maintenance – In line with the circulated report, it was

**RESOLVED that a service and oil change (to environmentally friendly oil for beach use) be carried out as soon as possible on the tractor to ensure compliance and reliability through the season. The total amount should not exceed £2000 plus VAT including the emergency water pipe repairs already undertaken (£139.01 plus VAT). This expenditure would be taken from General Reserve MC1 currently standing at £13224.41.**

#### 42.20 CORRESPONDENCE

- Russell Telfer A complaint about inappropriate noise – this correspondence had been circulated and was noted.
- Ros Cole – National Meadows Day – request for more grass to be left – this correspondence had been circulated and it was noted that the grass around the reed bed is cut in line with the Beach Management Plan and with the authority of Natural England to stop the migration of the reeds into the grass amenity banks.
- Nigel Clarke, Fossil Walk Leader – promotion of tourism by CPC – this correspondence had been circulated and was noted.



- Chideock Parish Clerk - A35 Communities - this correspondence had been circulated and was noted. A reply would be sent confirming that Charmouth Parish Council don't wish to be involved at the current time.
- Kerry Hall, Dorset Council - Latest Travel & transport news
- Angela Beardwood - St Andrews Community Hall Minutes 30.6.20
- Jo Seaman - Update on community volunteers
- Claire Peters-Way (Bridport TC) - BLAP Parish Liaison - next meeting
- Cllr. Daryl Turner - Road works report - West, Wey, Port Wed
- National Association of Local Councils - CHIEF EXECUTIVE'S BULLETIN
- Daptc - EPC3 - Coronavirus & the future of local government - Labour commission on local gov., housing & transport
- Daptc - DAPTC Annual Subscription 2020/2021
- Kevin Payne - Scouts Annual Report
- Bob & Vee Driscoll - X51/X53 Bus service FURTHER REVISION wef Mon 15 June
- National Association of Local Councils - NEW MODEL CODE OF CONDUCT CONSULTATIO
- Dorset CPRE - News from Dorset CPRE and latest magazine
- Daptc - DAPTC 2020 AGM - information and proposals deadline
- Claire Peters-Way (Bridport TC) - BLAP Parish Liaison Meeting 17 June 2020
- James Potten, Dorset Council - NEWS RELEASE: Climate Change EAP - June update
- Dorset Coast Forum - DCF eNews June 2020
- Claire Peters-Way (Bridport TC) - BLAP Parish Liaison meeting - proposed dates
- Debbie Snook, CHCCC - A letter from the Royal Geographical Society – congrats letter sent and circulated to all Councillors
- National Association of Local Councils - CHIEF EXECUTIVE'S BULLETIN
- Dorset Association of Parish and Town Councils - DAPTC E-Newsletter No. 24 - May 2020
- Holden, Matthew - A35 Morcombelake Pedestrian Crossing Works
- Dorset Coast Forum - DCF eNews update - 11th May
- Angela Beardwood - Community Hall AGM Minutes
- Dorset Coast Forum - DCF eNews - May 2020
- Sue Bellamy, Dorset Council - Dorset Heathland Planning Framework 2020-2025 Supplementary Planning Document and Poole Harbour Recreation Supplementary Planning Document adoption(3)
- Dorset Coast Forum - Dorset Coast Forum (DCF) eNews mid-April update 2020
- Daptc - Advice Partnership Enews
- Daptc - Updates from NALC including details of a Public Works Loan Board webinar and filling casual vacancies
- Wessex Flood Warden Newsletter - April 2020
- Dorset Coast Forum - DCF eNews - April 2020
- Dorset Association of Parish and Town Councils - DAPTC E-Newsletter No. 23 - April 2020
- Daptc - CCN/County APPG - Rural bus inquiry - deadline extension
- Daptc - Travel & transport news
- Cllr. Daryl Turner - Wesley close etc works
- Samantha M Paulley, Dorset Council - ROAD TRAFFIC REGULATION ACT 1984, TEMPORARY ROAD CLOSURE, WESLEY CLOSE & BRIDGE ROAD, CHARMOUTH
- Town and Parish Councils - Dorset Council News for Town and Parish Councils
- Jon Lake, Dorset Council – CONFIDENTIAL report regarding Fatal Collision at Charmouth
- Kerry Hall, Dorset Council Newsletter - Highways activity update

- Dorset Council - Postponed: March town and parish council workshops
- Angela Beardwood - St Andrews Community Hall Minutes and Draft Agenda
- Daptc - Sad news about DAPTC Chairman Cllr Alan Thacker
- James Potten, Dorset Council - News: Climate change presentations warmly received at Inquiry Day sessions
- Claire Peters-Way (Bridport TC) - BLAP Parish Liaison Notes
- Dorset Coast Forum - Dorset Coast Forum eNews March 2020
- Daptc - Policy consultation on dormant assets - closing date for responses to NALC by 17:00 on Friday 27 March 2020.
- Daptc - NHS Dorset Clinical Commissioning Group Feedback Bulletin Children and Young People Mental Health Survey Extended
- Samantha M Paulley, Dorset Council - ROAD TRAFFIC REGULATION ACT 1984, TEMPORARY ROAD CLOSURE, BARR'S LANE, CHARMOUTH
- Dorset Highways - Temporary Traffic Regulation Order for Barrs Lane, Charmouth
- Andrew Carey - Char Valley Public Climate Change Event 21st March, subsequently cancelled
- Cllr. Daryl Turner - Confirm Report: Road works report - West, Wey, Port
- DAPTC Western Area Secretary - Rural transport
- DAPTC Western Area Secretary - A Alford report
- Dorset CPRE - Invite to North Dorset CPRE Group AGM & Talk, 5.30 pm on Thursday, 2nd April at Clayesmore School, Iwerne Minster,
- Cllr. Daryl Turner - Lytchett Matravers Parish Council - Climate Emergency
- Dorset Association of Parish and Town Councils - DAPTC E-Newsletter No. 22 - Late February 2020
- Dorset Council News for Town and Parish Councils
- Claire Peters-Way (Bridport TC) - BLAP Parish Liaison Agenda 04-03-20 & Minutes
- Claire Peters-Way (Bridport TC) - BLAP Parish Liaison Agenda 04-03-20
- Dorset CPRE - Invite to West Dorset CPRE Group AGM, Saturday, 28th March, 10:00 am, new Charminster Community Hall, Dorchester
- Daptc - NALC Spring Conference 2020
- Dorset Council - Leader's Bulletin February 2020
- Flood Wessex - Invitation to Dorset Community Resilience Day for Rapid Response Catchment Flood Wardens and Community Emergency Volunteers 25th March , Weymouth
- Claire Peters-Way (Bridport TC) - BLAP Steering Group minutes
- DAPTC Western Area Secretary - Revised Agenda for DAPTC WA meeting on 27 February
- Rita Burden - Dorset Best Village Competition
- Kerry Hall, Dorset Council - Travel & transport newsletter
- Dorset Council News for Town and Parish Councils
- DAPTC - Statement of Community Involvement for Dorset Council - adopted 28 January 2020
- Dorset Community Action - Have your say on Dorset Council Grants and health services, plus a snapshot of current news, funding, training and resources available.
- Daptc - SPRING CONFERENCE 2020
- A35 Diversion Group – Peter Noel added to distribution list for A35 road closures/diversions
- John Collingwood - WATAG: Minutes of 19th Annual General Meeting and General Meeting 113
- James Potten, Dorset Council - News release: Climate and Ecological Emergency panel January update
- Neighbourhood Alert - the Recruitment Is Open For New Cadet Leaders To Join Our Team
- Hannah, Wessex Community Assets - Community-led Housing in Dorset - Tuesday 17 March
- Dorset Association of Parish and Town Councils - DAPTC E-Newsletter No. 21 - February 2020

- Daptc - Launch of the public consultation on the draft North East, draft North West, draft South East and draft South West Marine Plans
- Claire Peters-Way (Bridport TC) - BLAP Steering Group Meeting 06-02-20

#### 43.20 EXCHANGE OF INFORMATION

- It was noted that camping had been occurring on Evans Green and although the covenants do not preclude this as pointed out by Paul Oatway (Quote: "No buildings or erections of any kind on the land to be allowed with the following exceptions: a. Bathing huts or tents at the foot of the cliff...."), Council staff had been moving campers on.
- Paul Oatway reported that the Heritage Coast Centre is to re-open on 1 August 2020.
- Martin Sayers reported that the Library is to re-open on 20 July 2020.
- Peter Noel reported that he would be attending a DAPTC Executive meeting via Zoom on Friday.

#### 44.20 IN COMMITTEE

- Lease 2 Rent Review update – the proposed rent increase had been agreed by the tenant.
- Lease 7 update – Elms Ground Floor – partition now installed; prospective tenant has pulled out but the agent has another interested party looking around on Wednesday.
- Lease 3 update – change of lease to just one party had been approved by PN/PO and reported via the checkpoint reports.
- Lease 5 information – due to problems with build quality, it had been approved by PN/JS that the decking could stay down for the season and rectified in the Autumn. This had been reported via the checkpoint reports.
- Lease 6 renewal – In line with the report circulated, it was  

**RESOLVED that the agreement be renewed for the coming year at the same rent as previously.**
- HR issues – a verbal report was received from Jane Bremner as HR Committee Chair – all staff appraisals had now been undertaken and the issues raised would be brought through the committees in the Autumn. The review of HR documents was on hold currently.
- Elms office configuration – it was agreed that the Chair and Clerk would meet with the group concerned and explain the position with regard to office space.

Meeting closed at 9.17pm.