

Charmouth Parish Council

Council Office The Elms St Andrew's Drive Charmouth Bridport Dorset DT6 6LN

Telephone (01297) 560826 E-mail charmouth@dorset-aptc.gov.uk



MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL HELD VIRTUALLY ON TUESDAY 2ND JUNE 2020 at 10.30am

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

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

19.20 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

No members of the public were present.

20.20 DORSET COUNCIL ISSUES

Cllr Daryl Turner was unable to attend but Peter Noel reported that the working relationship between Dorset Council and Charmouth Parish Council had been very good during the pandemic. With Chief Executive, Matt Prosser, keeping in regular contact with regard to the status of amenities.

21.20 APOLOGIES FOR ABSENCE

Apologies were received from Dorset Cllr Daryl Turner (other commitment).

22.20 DISPENSATIONS

None received.

23.20 DECLARATIONS OF INTEREST

Martin Sayers declared an interest in relation to the letter from the NCI to be discussed under item 11(b) on the agenda.

24.20 ANNUAL MEETINGS

In line with new legislation, it was

RESOLVED to cancel both the Annual Parish Meeting and the Annual Meeting of Council for 2020 and continue with the current officials until the next Annual Meeting of Council is held in May 2021.

25.20 CHANGE OF FOOTPATH LIAISON OFFICERS

It was confirmed that Ron and Jean Dampier would now like to relinquish this role after many years of service. However, Michael and Judith Sheppard agreed to take on the position which was agreed. An official thank you would be sent to Ron and Jean.

26.20 END OF YEAR FINANCE REPORT

a) It was

RESOLVED that the end of year finance report be agreed.

b) It was agreed, following a request from Paul Oatway, that the Allocation of Surplus be discussed later in the meeting as there are other items that have a bearing on this.

c) Budget Implications Covid-19 – although there are a few things which need amending, it was agreed that this report be used as a base to work from with regard to amending the budgets as a result of loss of income during the Covid-19 pandemic.

27.20 2019/20 AUDIT

a) Annual Accounts – it was noted that as this was the first year using Scribe properly, there are no figures for the 18/19 year. It was

RESOLVED that the Annual Accounts for 2019/2020 be accepted and approved.

b) Annual Return to Auditor

(i) AGAR Annual Governance Statement

RESOLVED that the AGAR Annual Governance Statement 19/20 be accepted and approved.

(ii) AGAR Annual Accounting Statements

RESOLVED that the AGAR Annual Accounting Statements 19/20 be accepted and approved.

c) Internal Audit Report – Following the second visit of the Internal Auditors virtually, the report had been received and circulated. It was noted that there were no recommendations but the other matters relating to a handwritten invoice from a supplier and the evidence of compliance with Public Rights were highlighted and would be discussed at the next “real” meeting of the F&GP Committee at the request of Paul Oatway. It was

RESOLVED that the Internal Audit Report for 2019/20 be accepted and approved.

d) Bank Reconciliation

RESOLVED that the Annual Bank Reconciliation for 2019/20 be accepted and approved.

28.20 INSURANCE RENEWAL 2020

Three quotes had been received via Came and Co who specialise in Parish Council insurance. They recommend the cheapest which doesn't include playground inspections. Zurich, as the current provider, are cheaper than Ecclesiastical including playground inspections. It was

RESOLVED to renew the insurance with Zurich for a new three year agreement at a cost of £4574.84 per year.

29.20 FORESHORE AMENITIES

- a) (i) Charging Basis 2020/21 – It was reported that boats are now back in use and due for annual renewal having lost 8 weeks use. Beach Huts, when permitted to be used will need to be invoiced for. It was

RESOLVED that charging for amenities for 20/21 would include a pro rata reduction for the time not used.

- (ii) Having considered comparable amenities locally and in line with the current Government social distancing guidelines, it was

RESOLVED that beach huts would remain closed until updated guidelines regarding social distancing are received.

- b) (i) Following a request from a Guided Fossil Walk leader, it was agreed that the following rationale should be followed:

1. Fossil Walks can have as many as twenty people in a group. Requiring or achieving social distancing for possibly twenty people would result in a group occupying (assuming at best the participants were all couples) some 20 metres. The impact of such on the foreshore would adversely affect others on the Foreshore, particularly if there were multiple fossil walks in progress.
2. Managing such a group on the foreshore would be difficult. Mitigation using a portable audio reinforcement system for the group leader would, in the Council's opinion, have a high adverse impact on other users and is not acceptable.
3. The option to cancel or not run a walk if the beach was extremely busy is unworkable as
 - (a) cancelling a walk when visitors have prepaid for their walk would lead to high levels of dissatisfaction, for which the Council/landowner would receive the blame;
 - (b) the Parish Council staff don't "police" the foreshore to make such a judgement.
4. An important management aspect of the fossil walk guide is to monitor the safety of the participants. This is important when the low tide is coming in and 'heaven forbid' there is a casualty. Management of that situation requires the walk guide to be able to observe what is going on with members of the group to ensure their safety whilst dealing with the casualty. Social Distancing will only make the task more difficult with increased 'risk'.

It was therefore

RESOLVED that in line with the above rationale, Guided Fossil Walks could not commence until updated guidelines are received.

- (ii) A letter from the NCI was reported regarding their use of the lookout and the concerns over parking going forward.

30.20 FINANCIAL PROPOSALS FROM F&GP COMMITTEE MARCH 2020

- a) Foreshore Car Park Signs – As recommended by the Foreshore Committee, it was

RESOLVED to purchase two signs at a cost of £161.78 plus VAT. This is to make the issue of overnight parking and oversized vehicle rules clearer. This expenditure would be taken from General Reserve FSH2.

b) Cement Factory Clock – It was

RESOLVED that the clock at the Old Cement Factory should be replaced at a cost of £1265 plus VAT to be taken from General Reserve FSH1.

c) Foreshore Float – It was noted that due to the increase in the Foreshore Float in order to provide change for amenities as well as relieve the need for car park change being requested from other businesses, this should become permanent and therefore it was

RESOLVED that the “cash in hand” amount in the accounts should be amended from £115 to £210 (£90 Office Petty Cash; £120 Foreshore Float).

d) Annual Contracts – It was

RESOLVED that the Annual Contracts (list circulated) be agreed for 2020/21.

e) Investment Strategy – It was

RESOLVED that the draft policy as circulated be approved for 2020/21.

f) Call out fee – Following a call out due to the fire alarm at the Elms going off at 5.30am one Sunday morning, it was

RESOLVED that the *current* Facilities Manager should be paid a “call out fee” of £40 for such incidents. This would be included in weekly wages when necessary.

g) Buildings Insurance – Due to the reduction in size of the letting space on the ground floor of the Elms, it was

RESOLVED that the proportion of buildings insurance chargeable to the future tenant of this area should be reduced from 30% to 25%.

h) Beach Shop Cladding – following planning approval of the amendments for the extension of the existing contract and in line with the report circulated, it was

RESOLVED that £7500 of additional funds be committed for the final phase of the works. This would be taken from the end of year surplus 2019/20.

31.20 IN COMMITTEE

a) Lease 2 Rent Review – It was

RESOLVED to increase the rent by 5.25% in line with RPI. This would be rounded down to the nearest ten.

b) Lease 1 Update – It was reported that the Chair and Vice Chair had approved the changes relating to rent reviews and leaseholder. *Post meeting note – the lease has been signed and returned to the Solicitor 3/6/2020.*

c) Lease 4 Correspondence – It was

RESOLVED that there be no rent free period given at the current time in terms of equitability for the tax payers in Charmouth. However if the situation changes in the long term, the Council would be open to further requests. A table outside is agreed but this should be directly outside the unit in question to allow for accommodating other tenants if necessary.

d) Lease 7 Update – The alternations are partially completed, with the rest in hand and it is hoped that the prospective tenant will still be in a position to take the lease when lockdown ends. The area remains on the market with the agent in the meantime.

e) Lease 10 correspondence – Information had been supplied in relation to the questions asked and further information has been sought. *Post meeting note – the tenant has decided to give notice of the Tenancy at Will (3/6/2020) with effect from the end of August.*

f) Lease 17 Update – The current tenant had intended to leave on 2 April but has had to remain due to the lockdown. *Post meeting note – the tenant has withdrawn notice to leave and would like to remain for the foreseeable future (3/6/2020).*

g) Lease 3 Correspondence – Due to the uniqueness of the situation, it was

RESOLVED that a rent holiday be granted, the details/repayment of which would be negotiated with the tenant by the Chair and Vice Chair.

h) The allocation of surplus deferred from earlier in the meeting would be executed in line with the document circulated and the approvals made at this meeting, by the Chair and Vice Chair in conjunction with the Clerk.

i) The Chair asked all Councillors to check on the Council policy before dealing/requesting action by other landowners/tenants/staff etc. Please remember that the Council act as a whole not by individuals.

j) Jane Bremner mentioned that as Chair of HR she would be moving the staff appraisals forward to ensure that staff are happy and feel safe during the current situation.

Meeting closed at 11.50am.

Signed

Dated