

LYME REGIS TOWN COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 9TH JULY 2008

Present

Chairman: The Mayor, Cllr Ms. S. Holman

Councillors: Mrs. B. Austin, Mrs. A. Bradbury, Miss L. Campbell, D. Cozens, K. Hitchcock, Mrs. L. Jenkin, O. Lovell, K. Meech, K. Whetlor, P. Williams and S. Williams

Officers: Mr. M. Lewis (Town Clerk) and Miss V. Stickler (Admin. Officer)

Prayers

In the absence of the Mayor's Chaplain, a prayer was offered by Revd. K. Vivian.

08/22/C

Public Forum

Cllr D. Turner - West Dorset District Council

Cllr D. Turner reported:

- Following numerous complaints regarding late refuse collections on Monday 7th July, Cllr Turner contacted Mr. Marc Evans, Operations Supervisor at WDDC who advised him that this was due to a diesel supply failure which meant that all refuse collection vehicles had to return to their depot to refuel.
- Mr. Eugene Barnes had inspected all of the public toilets managed by WDDC in Lyme Regis and had arranged for the monthly deep clean of the facilities to be brought forward. He had also arranged to use special camera equipment to find a blockage in the pipes in the Broad Street toilets which was removed using water jets.
- The South West Public Health Observatory had published the West Dorset Health Profile which was designed to support local government and Primary Care Trusts. The document contained a number of references to Lyme Regis.

08/23/C

Apologies

Apologies for absence were received from Cllr Mrs. M. Ellis, Cllr Dr. S. Hogg and Cllr Col. G. Brierley (Dorset County Council).

08/24/C

Declarations of Interest

Cllr Miss L. Campbell declared a personal interest in planning application nos. 1/D/08/000861 and 1/D/08/000862 through association with the applicant via the Marine Parade Shelters Regeneration Working Group.

Cllr Miss L. Campbell also declared a personal interest in minute no. 08/15/CP (a) as she was involved in ArtsFest.

Cllr K. Whetlor declared a personal interest in minute no. 08/08/P (f) and planning application no. 1/D/08/000990 as he was a member of the Lyme Regis Gig Club.

08/25/C

To approve the signature by the Chairman of the minutes of the previous meeting held on 15th May 2008 together with those of the adjourned meeting held on 21st May 2008 and of the special meeting held on 28th May 2008

The following corrections were made to the minutes of the 15th May 2008 meeting:

- Prayers
A Prayer was offered by Cllr P. Williams, not Cllr S. Williams as stated.
- Minute No. 08/12/C (d)
Cllr D. Cozens believed that the minutes gave the impression that he was there for the whole meeting which he was not.
- Minute No. 08/13/C (c)
This item should read – “Cllr Miss L. Campbell advised that the Youth Cafe project was considering becoming independent of the Lyme Regis Development Trust”.
- Appointments to Outside Bodies 2008/2009
Cllr K. Meech had asked to be removed as a representative to the Cultural Quarter but had been left on in error.

The minutes of the previous meetings held on 15th May 2008, 21st May 2008 and 28th May 2008 having been circulated were signed by the Chairman as a correct record.

Proposed by Cllr P. Williams and seconded by Cllr D. Cozens, the minutes were ADOPTED.

08/26/C To receive “Mayor’s Announcements”

A summary of recent mayoral engagements is attached to the minutes of this meeting. NOTED.

The Mayor, Cllr Ms. S. Holman wished to thank all councillors that attended the visit of the ‘Spirit Dancer’ on the 28th May 2008. The Mayor also noted that there was a new section on the Town Council website with photographs from town events which would include councillors’ attendance at local activities.

08/27/C Planning Committee

The Planning Committee’s recommendations on planning applications forwarded directly to the planning authority and also the minutes of the meetings held on the 11th June 2008 and the 2nd July 2008 having previously been circulated to all members, were NOTED.

08/28/C Policy Committee

The minutes of the Policy Committee meeting held on the 18th June 2008 having previously been circulated were presented for adoption by the Chairman Cllr O. Lovell, seconded by Cllr A. Bradbury.

(a) Minute No. 08/06/P (a) – To consider the placement of day huts on the Cart Road

The Town Clerk reported that he had written to all day hut owners to seek their support for plans to site the huts on the Cart Road all year. He reported that those owners that had responded to date were mostly in agreement. However, the Town Clerk had received a query from one hut owner as to whether the site licence fee would be increased to reflect the year-round usage of the huts.

Cllr O. Lovell responded that there had not yet been any discussion on this matter, but that there had not been any view to increase the fee at the present time.

The Town Clerk informed members that the next step would be to approach the planning department with a view to submitting a planning application. NOTED.

Members discussed the possibility of re-arranging the supports under the day huts to allow easier access to move them for maintenance. The Mayor, Cllr Ms. S. Holman suggested that this be discussed at the next Policy Committee meeting.

Cllr P. Williams queried the space the hut owners or users could use outside of the hut. The Town Clerk advised that all owners and hirers had been told to maintain adequate access, particularly for emergency vehicles, and the Enforcement Officer would patrol the area daily.

(b) Minute No. 08/06/P (c) – Cllr Miss L. Campbell to seek support for a formal request to Dorset County Council to resurface Pound Road rather than just the envisaged patching

Cllr Miss L. Campbell wished to make an addition to the letter planned to go to Dorset County Council, to ask that the condition of the pavements and kerbstones of Woodmead Road were also inspected and repaired as there had been an accident recently. Cllr D. Cozens added that the ‘manhole’ covers were also in need of inspection.

Cllr K. Meech advised that Anning Road was also a well-used road and Cllr Miss L. Campbell suggested that the Town Council could seek to have both Anning Road and Woodmead Road re-classified, especially as Woodmead Road was the primary road for emergency services vehicles.

Members AGREED for the Town Clerk to include the above in the letter to Dorset County Council.

(c) Minute No. 08/06/P (d) – To consider proposals by WDDC for the future management of flood risks

Cllr K. Hitchcock, Cllr Mrs. L. Jenkin and Cllr S. Williams reported that they had attended the West Dorset ‘Flood Day’ on the 4th July 2008 and would be making a report to the next Policy Committee meeting. NOTED.

(d) Minute No. 08/06/P (e) – Skateboard Facility Working Group

As Chairman of the Skateboard Facility Working Group, Cllr Miss L. Campbell reported that the results of the additional sound tests had been received and that she was working with the Town Clerk to read the resulting 94 page document. She advised that she was arranging a meeting of the working group and that subsequently a report would be made to a future Policy Committee meeting. NOTED.

(e) Minute No. 08/08/P (a) – To consider a retrospective application from Lyme Regis Bowling Green to permit a new pedestrian access to the Green from the leased car park area

The Town Clerk reported that the solicitor had advised that it would be possible to issue an annual licence to the Bowling Green and that this would be discussed further at a future Policy Committee meeting. NOTED.

(f) Minute No. 08/08/P (i) – To consider the means of improving ventilation to the Council Chamber

The Town Clerk advised that he had been given details of a national company that produced a range of wooden, double-glazed sash windows, which, if the Listed Buildings Officer would agree to the windows being installed, could solve the problem of ventilation in the Council Chamber.

He also advised that a timer was to be fitted to the extractor fan in the Mayor's Parlour and an extractor fan installed in the tower in an attempt to ventilate these areas. The condition of the stone mullion window in the Mayor's Parlour would also be discussed with the Listed Building Officer. NOTED.

(g) Minute No. 08/09/P (a) – To receive a report on use of the Park and Ride service operated from the Sidmouth Road site

The Town Clerk advised that the signs for the Park and Ride had been inspected and the word 'bus' removed from the sign as agreed. NOTED.

(h) 08/10/P (a) – To receive Works Manager's Report

The Mayor, Cllr Ms. S. Holman advised that the gates for the Cart Road were due to arrive within the next two weeks.

Members discussed the arrangements for additional car park ticket signs in the Cabanya Car Park and Cllr S. Williams expressed a concern that the sign requested had not been installed. The Town Clerk advised that the only location in the car park where a new sign could be installed would be at the Boat Building Academy end.

The Town Clerk also advised that the Works Manager was looking into the possibility of ordering coloured tickets as members had requested. The ticket company were investigating this but advised that it could be at a cost to the Town Council as the usual tickets ordered for Town Council car parks were free due to the advertisement on the rear of the ticket which may not print on the coloured paper.

Members also requested that the Enforcement Officer could record numbers of cars parked in the Cabanya car park with WDDC tickets and report this to the Policy Committee in a few months. AGREED.

Cllr Mrs. B. Austin reported on complaints she had received regarding the lack of a handrail on the steps in the Cemetery and that cyclists and skateboarders were using the Kings Way entrance gate to the Cemetery and some were leaving litter behind. Members AGREED for the Town Clerk to investigate the missing handrail and to ask for the Police and PCSOs to include the Cemetery in their patrols.

(i) Minute No. 08/10/P (b) – To receive a report on the current and future powers of the Enforcement Officer and Deputy

As requested, the Town Clerk distributed copies of a report he had prepared on the powers of the Enforcement Officer and Deputy Enforcement Officer. He advised that WDDC had signed the relevant documents for both officers to issue fixed penalties and that both would be attending a course to train on the matter.

Members expressed a concern that cyclists were still using Marine Parade in spite of the Dorset County Council order preventing this and AGREED for the Town Clerk to ask the Enforcement Officer and Deputy Enforcement Officer to report any incidents of cycling on Marine Parade that they witnessed to the Police or PCSOs.

(j) Minute No. 08/10/P (e) – To consider revising the effectiveness of the 'Incident Book' maintained in the Council Offices

The Administrative Assistant reported that the new forms, as agreed at the Policy Committee meeting, were now in use and that copies were available for councillors either from the office or via email. She also advised that a summary of the forms and resulting actions would be attached to the Works Manager's Report for the next Policy Committee meeting.

Cllr O. Lovell suggested that a version of the Incident Form could be included with the next Town Council newsletter. AGREED.

(k) Minute No. 08/10/P (f) – To be advised of the issue and usage of radios by Council staff and others

The Town Clerk advised that the issue of radios for the radio-link had been completed with the lifeguards and ice cream kiosk now both operational. NOTED.

(l) Minute No. 08/11/P (a) – To receive a report on progress with the provision of bus stops throughout the town

Cllr Mrs. B. Austin reported that she had been advised by Ms. Michelle Boone of Dorset County Council that discussions had been held with First Bus regarding the possibility of the number 71 town service extending to include Cobb Road. First Bus had advised Ms. Boone that although the buses could get down Cobb Road, there would be difficulties in returning up the hill as the buses used had a low chassis to aid access to the bus. However, Cllr Mrs. B. Austin believed that there was a petition being organised to dispute this. She also advised that there had been a request to extend the service to include Woodmead Road.

Cllr Mrs. L. Jenkin advised that she had emailed the local county councillor regarding this matter and was awaiting a reply. NOTED.

(m) Minute No. 08/13/P (a) – Tourism & Advertising Sub-Committee – 8th May 2008

The Mayor, Cllr Ms. S. Holman advised members that funding was being sought for the artistic signage referred to in the recommendations by the 'Turn Lyme Green' group and that they hoped to work with an artist to produce something (that may not be the same as traditional signage) to promote Lyme Regis' 'green' aspirations. NOTED.

Cllr P. Williams queried the use of the recycling bins on the Cart Road and the Mayor confirmed that they were often full. Cllr Mrs. L. Jenkin suggested the re-location of the recycling bins to sit alongside the normal rubbish bins on the Cart Road and members AGREED to discuss this at the next Policy Committee meeting.

(n) Minute No. 08/13/P (b) – Byelaws Working Group – 4th June 2008

The Mayor, Cllr Ms. S. Holman and the Town Clerk reported that the amended draft byelaws had been received from the solicitors inclusive of the additions and corrections made at the Byelaws Working Group meeting. It AGREED to have copies of these circulated to all members before submission to the Department of Communities and Local Government for formal consideration.

Members discussed the ongoing concern regarding the skateboarding signage in the Marine Parade Shelters. The Town Clerk reported on a suggestion to replace the existing signs with fewer signs of a more advisory nature until the byelaws had been agreed.

Cllr D. Cozens was against this idea and proposed that the signs remained as they were, seconded by Cllr S. Williams and AGREED with Cllr Mrs. L. Jenkin abstaining.

(o) Minute No. 08/13/P (c) – Seafront Management Working Group – 4th June 2008

The Town Clerk reported that he had written to all businesses located on the seafront to advise them of the decisions reached at the Seafront Management Working Group meeting. He planned to meet with the individual business owners to discuss their personal requirements and then to report his findings to a future Policy Committee meeting.

The Town Clerk had been advised that the businesses had also been contacted by WDDC to check on their planning consents, but that Dorset County Council had also contacted them with the possibility that the County Council would charge for having tables and chairs in front of the properties. The Town Clerk AGREED to investigate this further.

There being no further items raised for discussion, the report and recommendations were ADOPTED.

08/29/C Community Plan Implementation Sub-Committee

The minutes of the meeting held on the 25th June 2008 having previously been circulated, were presented for adoption by the Chairman, Cllr S. Williams, seconded by Cllr D. Cozens.

(a) Minute No. 08/07/CP – Matters arising from the meeting held on 30th April 2008

The Town Clerk confirmed that the weight limit for the Cobb was 7.5 tonnes.

(b) Minute No. 08/09/CP – To receive an update on the progress of the planned Phase 4 Coastal Protection Scheme

The Mayor, Cllr Ms. S. Holman reported that the next Coastal Forum meeting would be held on Thursday 24th July, 7pm at the Power Boat Club, with an agenda to follow shortly.

(c) Minute No. 08/11/CP (a) – To receive the LymeForward report to the Local Area Partnership on the development of an Affordable Housing Strategy

Cllr S. Williams commented that since the Community Plan Implementation Sub-Committee meeting, there had been reports in the local press surrounding a discussion regarding the involvement of Uplyme in the development of the Housing Strategy. As Chairman of the Sub-Committee, Cllr S. Williams invited Mrs. Beryl Denham of Uplyme Parish Council to contact him to discuss this. Cllr S. Williams believed that it was very important for Lyme Regis and Uplyme to work together on the housing issue.

Cllr O. Lovell confirmed that he had not wished to upset the Uplyme Parish Council in his comments at the Sub-Committee meeting, but was concerned that there did not appear to him to be many people involved from Uplyme and he was concerned that the East Devon District Council planning system was not easy to work with.

The Mayor, Cllr Ms. S. Holman informed members that there would be an update to the Housing Strategy report at the next Community Plan Implementation Sub-Committee meeting and that it was unfortunate that this report gave the impression that there were difficulties with EDDC.

(d) Minute No. 08/13/CP (a) – To note that a traffic and transport questionnaire has been distributed by LymeForward to all groups involved in the Local Area Partnership

The Mayor, Cllr Ms. S. Holman advised that the clarifications requested for the traffic and transport questionnaire would be reported to the next Community Plan Implementation Sub-Committee meeting.

There being no further items raised for discussion, the report and recommendations were ADOPTED.

08/30/C To authorise the sealing of documents

(a) Lease of the Ice Cream Kiosk, Cart Road

The Town Clerk advised that the lease in respect of the Ice Cream Kiosk, Cart Road, had been made available at the Council Offices for members' inspection and sought authority to seal the document.

Cllr Mrs. A. Bradbury proposed that the lease be duly signed and sealed, seconded by Cllr O. Lovell and AGREED.

08/31/C To approve the list of payments for the period ending 31st May 2008

The list of payments for the period ending 31st May 2008 had previously been circulated to all members.

The Town Clerk reminded members that any queries regarding payments could be raised with the Finance Officer prior to the meeting.

Members questioned why the payments to 'Mr. C. Smith' and 'SG World Ltd' appeared on page 808 and pages 819 and 820. Finance Officer to investigate.

Therefore, it was proposed by Cllr P. Williams to approve the list of payments in the sum of £61,507.29 for the period ending 31st May 2008, seconded by Cllr Mrs. L. Jenkin and AGREED. A copy of this list is attached to these minutes.

08/32/C To approve the Annual Return for the year ending 31st March 2008

The Town Clerk advised that the Finance Officer had been working recently to complete the Annual Return for submission by the mandatory deadline of 31st July. He reported that after the agenda and copy of the Annual Return attached as an appendix had been circulated to members, amendments had proved necessary to the figures, and these were made in conjunction with the Council's accountants. Consequently, revised copies of Section 1 of the return were distributed at the meeting. He explained that the greatest change was to the fixed assets value quoted which the accountants had not upgraded to insurance values as requested by external audit. Other differences were largely in the writing out of the accounts of accruals from the previous year.

The Town Clerk explained the actions required in respect of each section of the Annual Return, stressing that Section 2 of the form (annual governance statement) needed to be discussed and completed at this meeting. Each question was examined in turn with members considering and approving the answer in all cases. The Clerk highlighted that question number 6 had required the Council to conduct a review of the effectiveness of the internal audit system, and he gave guidance on what was involved. In order to deal with this requirement, he circulated a draft report for members' consideration.

Members agreed to answer 'yes' to questions 1 – 8, and 'not applicable' to question 9 as the Town Council did not have any trust funds.

Cllr O. Lovell proposed that the Mayor and Town Clerk/RFO be authorised to sign the document on behalf of the Council, also that the review of the effectiveness of the internal audit system as presented, be adopted. This was seconded by Cllr K. Meech and AGREED. A copy of the Annual Return incorporating the revised page is attached to these minutes, as is the review of the effectiveness of the internal audit.

08/33/C To note any items that the Chairman decides are urgent

There were no items raised for discussion.