

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 28 JULY 2021

Present

Chairman: The Mayor, Cllr B. Larcombe, MBE

Councillors: Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr K. Ellis, Cllr M. Ellis, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams

Officers: A. Mullins (support services manager), M. Russell (finance manager), J. Wright (town clerk)

The Rev. Chris Martin sent his apologies and the mayor, Cllr B. Larcombe read out the town prayer.

21/30/C Public Forum

K. Gollop

K. Gollop said he understood the council may be having discussions about parking in the winter. He said although the town had now gone through the worst, if anyone wanted to shop in Lyme Regis they had to be in town by 8am to be able to park. He said the situation was exacerbated by delivery vehicles not coming until after 10.30am and the loss of parking due to the pedestrian crossing. He said it was easier for him to drive 10 minutes out of town to do his shopping. K. Gollop asked if the council could involve the public in any consultation because they were the ones who were suffering. He said he hoped next year would be better but he doubted it would be and the town would be facing the same thing. He asked the council to try and involve Dorset Council (DC) in any discussion on parking at the end of the season, although he was doubtful DC would be interested in having those discussions.

The mayor, Cllr B. Larcombe said the town clerk had regular discussions with DC and would further discuss the parking issues, although it was a perennial problem which had often been discussed.

Cllr B. Bawden said the Royal College of Art's transport study last year involved community engagement regarding transport and parking and it was hoped this could continue this year. She said the Car Club trial would start soon and would hopefully take some traffic off the road.

21/31/C Dorset Council Matters

There was no report as Cllr D. Turner sent his apologies.

21/32/C Questions from Councillors

There were none.

21/33/C Apologies for Absence

Cllr T. Webb – personal commitments

21/34/C Disclosable Pecuniary Interests

There were none.

21/35/C Dispensations

There were none.

21/36/C To confirm the accuracy of the minutes of the Full Council meeting held on 25 May 2021

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, the minutes of the Full Council meeting held on 25 May 2021 were **ADOPTED**.

21/37/C To confirm the accuracy of the minutes of the Special Full Council meeting held on 26 May 2021

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, the minutes of the Special Full Council meeting held on 26 May 2021 were **ADOPTED**.

21/38/C To confirm the accuracy of the minutes of the Annual Meeting held on 26 May 2021

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, the minutes of the Annual Meeting held on 26 May 2021 were **ADOPTED**.

21/39/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 23 June 2021

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, the minutes of the extraordinary Full Council meeting held on 23 June 2021 were **ADOPTED**.

21/38/C Matters arising from the minutes of the Full Council meetings held on 25 May, 26 May and 23 June 2021

RNLI lifeguards

The town clerk confirmed funding from DC was not granted for the provision of a third lifeguard.

Granting the Honorary Freedom of the Town of Lyme Regis to Cllr Stan Williams

The mayor, Cllr B. Larcombe said he was awaiting confirmation from Cllr Williams' family of a date and arrangements for the event to formally present the Freedom of the Town and he would confirm this with members as soon as possible.

Dorset Council Parking Order Application

The town clerk said he had still not received a response from DC and would chase this up.

21/39/C Update Report

There were no updates.

21/40/C Planning Committee

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, it was **RESOLVED** to receive the decisions made under the chairman's delegated powers following the cancellation of the meeting scheduled to take place on 8 June 2021, and to receive the minutes of the Planning Committee held on 6 July 2021.

21/41/C Environment Committee

Proposed by Cllr B. Bawden and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Environment Committee held on 7 July 2021 and adopt the recommendations, as follows:

21/09/ENV – Cycle Lanes and Bicycle Racks

RESOLVED: not to pursue bicycle racks in Langmoor Gardens but to look for somewhere at the Cobb end of the seafront, and to hold discussions with Dorset Council about any other potential locations.

21/10/ENV – Japanese Knotweed

RESOLVED: to approve the use of a glyphosate-based product for the sole purpose of council gardening staff injecting into the stems to eradicate Japanese knotweed.

21/11/ENV – UN Sustainable Development Goals logo

RESOLVED: to incorporate the UN's Sustainable Development Goals logo and progress against the goals as part of the environment page and the footer of the town council website.

21/12/ENV – Queen's Green Canopy

Cllr M. Ellis was concerned this item had been discussed by the Environment Committee as it had already been discussed by the Queen's Platinum Jubilee

Working Group. She didn't agree with more trees in Anning Road playing field as it would block out visibility of children, and she was concerned about trees overhanging if they were planted around Woodmead car park. She said the working group had discussed planting trees in residential roads where they used to be.

The mayor, Cllr B. Larcombe said he had suggested spacing the trees out by 30 metres around Anning Road playing field which would maintain visibility. He said pavements were not owned by this council and in the past, tree roots had pushed up the tarmac and restricted space.

Cllr B. Bawden said the operations manager had taken the report to this committee as he needed to get a formal steer on which areas he should focus on.

RESOLVED: to plant trees, where possible, for the Queen's Green Canopy, on the lower edge of Anning Road playing field, the triangular piece of land near Hix's restaurant, around Woodmead car park, on the junction of Queen's Walk and Anning Road near the war memorial, on the Lister Gardens walkway to the wooden bridge, and along the driveway of the cemetery, and to consult other landowners and residents as appropriate.

21/42/C Human Resources Committee

Proposed by Cllr G. Stammers and seconded by Cllr D. Sarson, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 9 June 2021 and adopt the recommendations, as follows:

21/12/HR – Evening Seafront Attendant Contract Extension

RESOLVED: to approve a contract extension for the evening seafront attendants to the first week of September 2021.

21/13/HR – Achievement of a Level 5 Diploma in Human Resource Management

RESCOVED: to note Adrienne Mullins has achieved a Level 5 Diploma in Human Resources Management and award two additional spinal column points to her current salary and pay scale.

21/14/HR – Works Supervisor/Lengthsman role – Spinal Column Point Banding Review

RESOLVED: to approve the re-banding of the post of works supervisor/lengthsman to spinal column point 19 to 22 and move the current incumbent onto spinal column point 22 with immediate effect on the basis of a new job description and person specification which reflects the current role.

21/43/C Strategy and Finance Committee

As former chairman of the committee, the mayor, Cllr B. Larcombe said he felt the council had achieved good results in addressing its finances and the impact of Covid-19, with ongoing savings put in place, assets improved, and long-standing lease and

debt issues resolved. As such, he felt the council could now look to pay off its loan with DC. He thanked the staff involved, particularly the deputy town clerk, finance manager, assistant finance manager and town clerk, as well as the members for bringing the council to this financial position.

Proposed by Cllr M. Ellis and seconded by Cllr R. Smith, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 14 July 2021 and adopt the recommendations, as follows:

21/10/SF – The Annual Review of the Fixed Asset Register

RESOLVED: to approve the fixed asset register.

21/11/SF – Cyber Security

RESOLVED: not to proceed with cyber security cover.

21/13/SF – Interest

RESOLVED: to continue with the council's approach of low risk investments.

21/14/SF – List of Payments

RESOLVED: to approve the schedule of payments for May and June 2021 for the sums of £145,728.04 and £135,029.39, respectively.

21/44/C Tourism, Community and Publicity Committee

Proposed by Cllr C. Reynolds and seconded by Cllr D. Sarson, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 30 June 2021 and adopt the recommendations, as follows:

21/11/TCP – Membership packages For Tourism Microsite

RESOLVED: to approve:

- a one-off introductory six-month membership package with the following prices: Bronze £90, Silver £120, Gold £200 (accommodation and things to do, only)
- all Lyme Regis advertisers who are already on Visit Dorset will feature on the Lyme Regis microsite for free
- All Discover Lyme Regis advertisers will feature on the microsite for free as they have already paid a fee
- a 70/30 income split in Visit Dorset's favour.

21/12/TCP – Lyme Regis Youth Council

RESOLVED: to re-allocate the £2,000 funding for the Youth Council project.

21/13/TCP – Dorset Council Parking and Permit Survey

RESOLVED: that Cllr B. Larcombe and Cllr J. Broom work with the deputy town clerk to formulate a view from this council on Dorset Council's proposals for parking charges and permits, and that the council requests a wider scoped traffic regulation study for Lyme Regis.

21/45/C Town Management and Highways Committee

Proposed by Cllr J. Broom and seconded by Cllr K. Ellis, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 16 June 2021 and adopt the recommendations, as follows:

21/10/TMH – Garage 8 at Monmouth Beach

RESOLVED: to confirm that garage 8 at Monmouth Beach be not relet but, instead, be retained for use by the council as secure and undercover storage.

21/11/TMH – Art for the Cinema Wall in the Gardens

RESOLVED: to allow access across the council's land in the gardens for establishing artwork on the cinema's temporary boarding wall at the entrance to the gardens.

21/12/TMH – Roof Balustrading

RESOLVED to:

- agree to obtain the detailed advice of a completely independent 'expert' about the suitability of the current design and materials specification of the roof balustrading above SWiM, the antiques and craft centre, the amusement arcade and the public toilets on the Marine Parade taking into account the location and the known and likely use of the roof space at the time the design and specification was prepared
- agree that approval of the brief and procurement process for this work be delegated to the town clerk in consultation with the deputy town clerk, the chairman and vice-chairman of this committee and the mayor and deputy mayor
- agree the work be procured as soon as possible, funded from the existing 'professional fees' budget and approved retrospectively by Full Council on 28 July 2021.

21/46/C Calendar of Meetings

Cllr M. Ellis suggested removing the proposed extraordinary Full Council meeting on 8 December 2021 to discuss the committee and governance arrangements, to move the Full Council meeting scheduled for 22 December 2021 to this date, and to find an alternative date to discuss governance arrangements in a more informal setting before it is discussed at a council meeting.

If this was agreed, the town clerk suggested the Full Council meeting was moved to 15 December 2021 as this would still give officers a week between the committee meetings and Full Council.

The support services manager said there was an error in the draft calendar; the Environment Committee scheduled for 26 February 2022 should be 22 January 2022.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Doney, members **RESOLVED** to approve the calendar of meetings for the remainder of the 2021-22 council year, with the removal of the extraordinary Full Council meeting on 8 December 2021, to arrange an alternative informal meeting to discuss governance arrangements on a date to-be-confirmed, to move the Full Council meeting scheduled for 22 December 2021 to 15 December 2021, and to approve the amendment of the date of the Environment Committee meeting from 26 February 2022 to 22 January 2022.

21/47/C Appointments to External Bodies 2021-22

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, members **RESOLVED** to appoint Cllr B. Larcombe to the Coastal Communities Team and Cllr Belinda Bawden to Lyme Regis Fossil Festival as council representatives for the 2021-22 council year.

21/48/C Member Allowances' Survey

The town clerk said there was a review of member allowances pending and the Dorset Parish Independent Remuneration Panel had asked for the views of town and parish councils on the way they should calculate the allowances.

The mayor, Cllr B. Larcombe said if the council advocated an increase in the allowance, it needed to be mindful of the public's view on this.

Members discussed section 9 of the survey, which asked councils to rank from 1 to 5 the most significant factors that could influence the basic allowance. Several members felt the council budget and service provision was the most significant factor.

Cllr M. Ellis felt a seasonal variation in population size was the most significant factor because the council only received a certain amount through the precept to provide services for residents, which didn't take into account all the council did for visitors.

Although there were five factors, members only wanted to rank from 1 to 4 as one of the factors, 'special circumstances which apply to your council', required further explanation in the next section. The town clerk said he would clarify this in the covering note sent with the survey response.

Members also agreed the suggested form of words for section 10.

Proposed by Cllr B. Larcombe and seconded by Cllr B. Bawden, members **RESOLVED** to complete the member allowances' survey and rank the most significant factors influencing the basic allowance as: council budget and service

provision (1), seasonal variation in population size (2), resident population size (3) and size of electorate (4), and to agree the suggested form of words for section 10.

21/50/C Lyme Regis Football Club, Final Stage of Projects' Programme

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members **RESOLVED** to note the last stage of Lyme Regis Football Club's projects' programme and approve an extension of the completion date to 31 December 2021.

21/51/C Trial of Food Waste to Living Soil Project

Cllr R. Smith explained what the project was about and said it would show Lyme Regis was interested in pursuing environmental initiatives. He said businesses would be sponsoring the project so there were no direct costs to the council. He said the project had been trialled in smaller sites but this was the first town.

Cllr B. Bawden said the only expense to the council would be for the external works' team to move the contents of the allocated bin to the hot box in the gardens. She requested that the external works' team were given approval to discuss the logistics with Dorset Biosolutions, including the precise location for the hot box.

In response to member questions, Cllr B. Bawden said Dorset Biosolutions would separate all the waste and there would be clear signage on the designated bin to help prevent people disposing of unwanted waste.

Several members were concerned there may be hidden costs to the council, particularly if businesses didn't provide sponsorship.

Cllr B. Bawden said the only potential cost would be the external works' team collecting the waste and there was also the potential for free compost, so it could be of financial benefit to the council. She said if sponsorship was not forthcoming, it would be looked at again, but the team didn't want to waste time getting sponsorship in place if there wasn't an in-principle agreement from the council.

Cllr R. Smith said at this point they were looking for agreement from the council to talk to the external works' team for their involvement and advice, to agree to let Dorset Biosolutions scope out the project, and to come back to the council with more details and for final approval. In the meantime, Dorset Biosolutions would talk to commercial organisations about sponsorship.

The town clerk said the project had to be properly costed and the council needed to understand the logistics. He said there was a lot of waste coming from the seafront and it was important the project worked, so, for example, there must not be bags of rubbish waiting to be sorted, and there were proper arrangements for disposing of the unwanted materials.

Cllr R. Smith clarified there would be one designated bin on the seafront for this project which would be properly signed, and only waste from that bin would be moved to the hot box, which was 1m².

Members were concerned the hot box was too small to cope with the volume and Cllr R. Smith said this would be part of the scoping of the project.

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, members **RESOLVED** to allow Dorset Biosolutions to further scope out the trial of the Food Waste to Living Soil project, and to support it in principle, subject to further details being taken to the Environment Committee.

21/52/C Parking at The Undercliff, Cobb Road

Members agreed the property and current parking arrangements were not within the council's remit and it was entirely within the gift of the owners of The Undercliff.

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members **RESOLVED** to take no action on the potential loss of parking at The Undercliff, Cobb Road, Lyme Regis as this was not within the council's remit.

The meeting closed at 8.22pm.