

LYME REGIS TOWN COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 20 SEPTEMBER 2017

Present

Chairman: The Mayor, Cllr M. Ellis

Councillors: Cllr J. Broom, Cllr R. Doney, Cllr P. Hicks, Cllr O. Lovell, Cllr B. Larcombe, Cllr S. Larcombe, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

Officers: Mr M. Adamson-Drage (operations manager), Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

The mayor, Cllr Mrs M. Ellis made a presentation to Colin Barker, who had served as macebearer for over 25 years, and his wife Shirley for her support.

17/69/C Declaration of Acceptance of Office

It was noted Cllr P. Ridley had signed his declaration of acceptance of office.

17/70/C Public Forum

Adrian Ragbourne

Mr Ragbourne updated members on the project to install wi-fi on the seafront, which was due to be in place for October half term. He said a supplier had been identified, having secured funding of up to £12,000 through the Coastal Community Team for Lyme Regis and Charmouth. He said site surveys had been carried out but the project had come to a halt, and he was now under pressure to return the money to allow another town in Dorset to proceed. Mr Ragbourne said it was now for the council to decide if it wanted to proceed and how that could be done in a reasonable amount of time so he could retain the funds and get it established ideally before the October half term.

Nigel Ball

Mr Ball asked if a planning application had been submitted to East Devon District Council (EDDC) for the Sidmouth Road park and ride, and if an operator was in place. He said now was the time to sort it out.

Mr Ball said the outskirts of the town were looking a lot better, particularly Talbot Road and Colway Lane. He said hedges had been dealt with and he thanked everyone involved in making it happen because it was making a difference. He said he wanted to encourage everyone in Lyme Regis to help tidy up the town a bit. He said Three Cups was a prime example with A boards outside, which was letting the whole of Broad Street down.

Mr Ball said more bins were needed on the seafront, as well as dog waste bins to encourage people to pick up after their dogs.

Mr Ball said he hoped the public toilets would be sorted out before the next peak season. He said comments in the paper from people who had been visiting Lyme Regis for many years had been negative, but he was sure the authorities were doing everything they could with the resources they had.

Mr Ball encouraged everyone to report potholes and blocked drains on the Dorset For You website as it was an effective way to get these issues resolved.

The mayor, Cllr Mrs M. Ellis said many of these issues would be picked up by the Town Management and Highways Committee.

Ken Gollop

Mr Gollop supported Mr Ball's comments about the town. He said staff from the three local councils had done a lot of work weeding in the last couple of months and had done a good job. He said it was a pity about dandelions outside Costa Coffee and A boards in the town, as no one seemed to be doing anything to regulate them. Mr Gollop said the drop in visitor numbers had also meant there were less people begging.

Cllr D. Turner – Dorset County Council (DCC)

Cllr D. Turner said he had been heavily involved with school transport over the last few weeks and on the whole, the transport contracts had gone extremely well. He said issues remained regarding post-16 transport, because although pupils had to stay in education post-16, no extra budget had been provided to transport them. He said more information than ever before had been issued by DCC about school transport, especially on social media.

Cllr D. Turner said work to re-surface Silver Street was due to start on 8 January 2017, to co-ordinate with repairs to the old railway bridge.

Cllr D. Turner said DCC was still under budget pressures but more partnership working between the Dorset Councils Partnership was helping to relieve some pressure.

Cllr D. Turner said a decision on local government reorganisation was expected this month.

Cllr D. Turner – West Dorset District Council (WDDC)

Cllr D. Turner said WDDC was working with a company called Public Sector Plc to take assets the council was going to dispose of, add value to them, and sell them on at a profit, which would then be shared between WDDC and the Dorset Councils Partnership.

Cllr D. Turner said there were still long delays in the planning department, particularly for land searches.

Cllr S. Miller said he had emailed Cllr D. Turner several times regarding traffic issues in Lyme Regis but had not received a reply. Since the meeting in May to discuss traffic issues in Lyme Regis, he asked Cllr D. Turner what he had done to further an

agreement to pursue a one-way system comprising Silver Street, Broad Street, Pound Street and Pound Road.

Cllr D. Turner said he had not received those emails and he asked Cllr S. Miller to send details to his DCC address, and he would then take the matter to the relevant DCC officers and report back.

Cllr B. Larcombe said the council had not been notified that the resurfacing of Silver Street had been postponed.

Cllr D. Turner said this kind of information was available on the Dorset Explorer website.

Cllr Mrs C. Reynolds – West Dorset District Council

The mayor, Cllr Mrs M. Ellis congratulated Cllr Mrs C. Reynolds on her election to WDDC.

Cllr Mrs C. Reynolds thanked all those who voted for her and colleagues on the town council who had supported her.

17/71/C Questions from Councillors

Cllr B. Larcombe

Given the council office's poor public access, particularly disabled and emergency access, and inefficient office space, Cllr B. Larcombe asked if the council could formally explore the potential of occupying the ground floor of the Three Cups Hotel, once the refurbishment had been completed.

The mayor, Cllr Mrs M. Ellis requested this was put on a future agenda.

Cllr J. Scowen

Cllr J. Scowen asked why the council was not proceeding with seafront wi-fi and why the project would have to start again.

The town clerk said members would be asked to consider wi-fi options at the next Tourism, Community and Publicity Committee meeting.

Cllr B. Larcombe

Cllr B. Larcombe asked if the enforcement officers could be congratulated for their work at the height of the season when there was a massive influx of tourists, for being the council's eyes and ears and dealing with many issues against the odds.

Cllr O. Lovell

Cllr O. Lovell asked why an ATM was being put at the bottom of Bell Cliff where the rotunda was moved from, why two machines were required, and why the council wasn't supporting Fordhams in its application to install an ATM in its shop, instead of installing two on the same side of the road.

Cllr Mrs C. Reynolds said in a town the size of Lyme Regis, there should be around four or five ATMs. She said the only locations available were those where the land belonged to the council, and that other locations had been pursued but to no avail. She said the bottom of Bell Cliff had better accessibility, and the ATM would be located at the side of the parade.

17/72/C Apologies for Absence

Cllr D. Hallett – illness
Cllr P. Ridley – holiday

17/73/C Disclosable Pecuniary Interests

There were none.

17/74//C Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/75/C To confirm the accuracy of the minutes of the Full Council meeting held on 12 July 2017

Proposed by Cllr S. Miller and seconded by Cllr J. Scowen, the minutes of the meeting held on 12 July 2017 were **ADOPTED**.

17/76/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 26 July 2017

Proposed by Cllr S. Miller and seconded by Cllr S. Larcombe, the minutes of the extraordinary Full Council meeting held on 26 July 2017 were **ADOPTED**.

17/77/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 9 August 2017

Proposed by Cllr S. Miller and seconded by Cllr G. Turner, the minutes of the extraordinary Full Council meeting held on 9 August 2017 were **ADOPTED**.

17/78/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 22 August 2017

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, the minutes of the extraordinary Full Council meeting held on 22 August 2017 were **ADOPTED**.

17/79/C Matters arising from the minutes of the Full Council meeting held on 12 July 2017

Chalet 18, Monmouth Beach

Cllr S. Miller asked for an update on chalet 18, Monmouth Beach.

The town clerk said legal proceedings had been instigated, although a proposal to demolish and re-build the chalet had been received from the owners. He said the legal notice would not be withdrawn until a new chalet had been built.

Lengthsman

In response to a member question, the town clerk said a programme of work for the external works' team was being developed, and this included the lengthsman.

Ware Cliff chalets

In response to a member question, the town clerk said initial payments had been received from prospective purchasers, although final payments had not been received as there were ongoing issues with building control. He said no one would be occupying the chalets until full payment was received.

Site licences and leases

The town clerk said the deputy town clerk met had with the solicitor that day to go through outstanding issues, and he was assured this work would be completed by lunchtime the following day. He said the process of issuing invoices would start by the end of the week.

17/80/C Matters arising from the minutes of the extraordinary Full Council meeting held on 26 July 2017

Members noted the report.

17/81/C Matters arising from the minutes of the extraordinary Full Council meeting held on 9 August 2017

Members noted the report.

17/82/C Matters arising from the minutes of the extraordinary Full Council meeting held on 22 August 2017

Cllr Mrs C. Reynolds asked that a letter was sent to WDDC, Lyme Regis Community Land Trust and Yarlinton Housing Group before the homes at Timber Hill were allocated to ensure clause 4 of the allocations policy was amended.

17/83/C Update Report

Members noted the report.

17/84/C Mayor's Announcements

The mayor, Cllr Mrs M. Ellis said her chosen charity was St Michael's Parish Church, as considerable work was required to the church tower.

Cllr S. Williams asked for a written note on what was discussed at meetings attended by the mayor with WDDC and Oliver Letwin MP.

17/85/C Planning Committee

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Planning Committee held on 25 July 2017 and 22 August 2017.

17/86/C Human Resources Committee

Proposed by Cllr B. Larcombe and seconded by Cllr O. Lovell , it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 19 July 2017 and adopt the recommendations, as follows:

17/24/HR – Learning and Development Plans

RESOLVED: to note the learning and development undertaken by employees in 2016/17, to note the learning and development undertaken by members in 2016/17, and to agree employees are paid an additional spinal column point if they obtain a qualification during their employment with the council which is relevant to their job and that qualification is at a level 3 or above on the National Qualification Framework.

17/25/HR – Local Council Award Scheme

RESOLVED: to defer the target date for achieving the Quality Gold Award of the Local Council Award Scheme to 30 September 2018.

17/26/HR – Health and Safety

RESOLVED: to approve the appointment of a consultant undertake a health and safety audit, develop a compliance programme and oversee the implementation of the compliance programme.

17/27/HR – Working Patterns and Pay

RESOLVED: that the lengthsman is paid overtime to work one Saturday each month and a local agreement is entered in to if required, a comparative review of the cleansing operative pay is undertaken with Dorset Waste Partnership and a local agreement is entered in to if required, and all employees, including office staff, up to and including spinal column point 28, who are not the subject of a separate local agreement and who are required to work additional hours beyond their 'normal' working week are offered overtime as an alternative to time-off in lieu in accordance with Part 3 para 2.6 of the 'Green Book' (National Agreement on Pay and Conditions of Service as amended December 2016).

17/28/HR – Staff Leave Entitlement

RESOLVED: to keep a watching brief on leave entitlement and refer the matter to the external HR consultant, with a view to introducing a cap for new employees of 27 days, and to seek further advice on harmonising leave entitlement with other councils.

17/87/C Strategy and Finance Committee

Proposed by Cllr S. Miller and seconded by Cllr O. Lovell, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 6 September 2017 and adopt the recommendations, as follows:

17/32/SF – Review of Mandatory and Non-Mandatory Standing Orders

RESOLVED: to approve the suggested amendments to standing orders to reflect the model standing orders provided by the National Association of Local Councils (NALC), specifically in relation to mandatory and non-mandatory clauses, subject to qualification of the coloured bullet points in relation to mandatory clauses.

17/35/SF – Credit Card Surcharge

RESOLVED: that the council removes the 2% surcharge it imposes on credit card transactions from 21 September 2017.

17/37/SF – List of Payments

RESOLVED: to approve the schedule of payments for June 2017 for the sum of £210,613.73.

17/38/SF – Debtors' Report

RESOLVED: to instruct officers to pursue all outstanding debts.

17/88/C Tourism, Community and Publicity Committee

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr S. Larcombe, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 2 August 2017 and adopt the recommendations, as follows:

Cllr S. Williams asked if accounts had been provided by LymeArts Community Trust, and if so, could they be circulated to members.

The town clerk said he anticipated the signed-off 2016/17 accounts would be provided imminently. He said an update report would be provided to the Tourism, Community and Publicity Committee.

17/25/TCP – Lyme Regis Guide 2018

RESOLVED: that the number of town guides produced and printed in 2018 be increased from 20,000 to 25,000, that Carrier Direct Marketing be retained to carry out the design, advertising, sales service and lead generation and fulfilment of the 2018 town guide at a total cost of £28,436 plus VAT, and Blackmore Group be retained for the printing of the 2018 town guide at a cost of £5,553.

17/26/TCP – Keeping the Electorate Informed

ORIGINAL MOTION: that Cllr J. Scowen submits a mock-up of a possible newsletter for consideration by the next meeting of Full Council, and the offer of a regular and free council column in the View From newspaper be noted with thanks and supported in principle, together with the possibility of using Lyme Voice to help inform the choice of topics and priorities.

Cllr J. Scowen said he had not been able to produce a mock-up of a possible newsletter for this meeting.

RESOLVED: the offer of a regular and free council column in the View From newspaper be noted with thanks and supported in principle, together with the possibility of using Lyme Voice to help inform the choice of topics and priorities.

17/27/TCP – A New Proposal for Retaining a Public Arts Presence in Lister and Langmoor Gardens

RESOLVED: that the proposal submitted by Adrian Ragbourne for retaining a public arts presence in Lister and Langmoor Gardens be underwritten up to a maximum of £5k for a period of one year, only.

17/89/C Town Management and Highways Committee

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 26 July 2017 and adopt the recommendations, as follows:

Cllr R. Roney asked for an update on the Public Space Protection Orders (PSPOs).

Cllr D. Turner said most of the proposed PSPOs were approved by WDDC but the issue of begging had been deferred back to the Overview and Scrutiny Committee for further consideration.

The mayor, Cllr Mrs M. Ellis asked if members could be informed of the outcome through the members' briefing.

17/24/TMH – Proposals for a Café and Toilets in the Lister Gardens

RESOLVED: that John Stark and Crickmay Partnership's scheme is properly costed at today's rates, and for a costed scheme to be taken to the Strategy and Finance Committee for review and to consider a way forward.

17/25/TMH – Winter Boat Storage, Monmouth Beach Car Park

RESOLVED: to approve the request from the harbourmaster to store boats on the western section of Monmouth Beach from 14 October 2017 until 23 March 2018, to charge West Dorset District Council £3,500 plus VAT, to be paid within 30 days of the invoice, and to instruct the town clerk to give West Dorset District Council advance notice of this committee's recommendation to Full Council.

17/26/TMH – A Request to Launch Personal Watercrafts from Monmouth Beach

RESOLVED: to refuse the request to launch personal watercrafts from Monmouth Beach.

17/27/TMH – Cleaning of Marine Parade Toilets

RESOLVED: to prepare a costed schedule for servicing the public toilets, formulate a plan for the servicing of the toilets, and assess the viability of how people can be employed to service that.

17/30/TMH – Request for Alfresco Seating Outside By the Bay Restaurant, Marine Parade

RESOLVED: to refuse the request for alfresco seating outside By the Bay Restaurant.

17/90/C External Audit Report for the Year Ended 31 March 2017

The town clerk said this was a good audit; it was not qualified and there were no comments made by the external auditors. He said this was testament to what went on in the back office to make the council's systems and procedures work.

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members **RESOLVED** that the council approves and accepts the certified Annual Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 31 March 2017.

17/91/C Appointments to Council Committees

Proposed by Cllr S. Williams and seconded by Cllr O. Lovell, members **RESOLVED** to approve the appointment of Cllrs J. Broom and B. Larcombe to the Christmas Lights Committee.

17/92/C List of Payments

Cllr S. Larcombe asked what the payment for £129.60 to Glen Cleaning was for, as it was less than the regular payment.

In relation to payments for bands performing in the shelters, Cllr O. Lovell said this budget had not been increased for some years and he asked if the council would consider an increase.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr J. Scowen, members **RESOLVED** to approve the schedule of payments for July 2017 for the sum of £158,703.63.

The meeting closed at 8.33pm.