

## LYME REGIS TOWN COUNCIL

### MINUTES OF THE MEETING HELD ON WEDNESDAY 11 JULY 2018

#### Present

**Chairman:** The Mayor, Cllr Mrs M. Ellis

**Councillors:** Cllr J. Broom, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr O. Lovell, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr P. Ridley, Cllr J. Scowen, Cllr G. Turner

**Officers:** Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

#### 18/32/C Public Forum

##### Rev Jane Skinner

Rev Skinner thanked members for considering the funding request from the church. She said their timing was very much dominated by the faculty process with the diocese and it was a long process. She said they had begun the consultation stage, which was near completion. Rev Skinner said she acknowledged the church represented one of several denominations but it was also the parish church and was open to all, with many members from other denominations who felt at home there. She said the church was open to and working with all denominations. Rev Skinner said the church was a place of peace, sanctuary and prayer for all. She said the church was hopefully seen as iconic in the town and although it may be viewed as a little squat, most people felt it physically rose towards the east end and was uplifting as they went through the church.

*Cllr B. Larcombe arrived at 7.02pm.*

Rev Skinner said the church was thankful for the council's help with the railings and they were now something to be proud of. She said she was not proud of the pebbledash on the tower. She said the church was the only Grade I listed building in Lyme Regis and she hoped the council would enjoy supporting the church and seeing the result. She said the council's support would be invaluable.

##### **Cllr Mrs C. Reynolds – West Dorset District Council (WDDC)**

Cllr Mrs C. Reynolds said the Local Government Boundary Commission for England (LGBCE) had opened a public consultation on its draft recommendations for new electoral arrangements for Dorset Council. She encouraged members to take part in the consultation.

Cllr Mrs C. Reynolds said the proposed transfer of assets and services would not be considered by WDDC's Strategy Committee on 17 July 2018. She said the matter would go to the Shadow Executive Committee for a decision, which would decide if or when it should go to the Strategy Committee and possibly Full Council.

She said the next Shadow Executive Committee meeting was on 20 July 2018 but she didn't know yet if the matter was on the agenda.

Cllr Mrs C. Reynolds said she had recently attended a women councillors' development day at Warwick, which had been a good networking opportunity.

**18/33/C Questions from Councillors**

**Cllr D. Hallett**

Cllr D. Hallett asked if Cllr Mrs C. Reynolds would consider apologising for her outburst at the Human Resources Committee meeting as it had upset him and other councillors.

The mayor, Cllr Mrs M. Ellis said she would not ask Cllr Mrs C. Reynolds to apologise and it was up to the member if she wished to do so.

**18/34/C Apologies for Absence**

Cllr R. Doney – other commitments  
Cllr S. Larcombe – other commitments  
Cllr S. Williams – family commitments

Cllr D. Turner (Dorset County Council and West Dorset District Council) had also given his apologies and had sent his report to members by email.

**18/35/C Disclosable Pecuniary Interests**

There were none.

**18/36/C Dispensations**

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

**18/37/C To confirm the accuracy of the minutes of the Annual Meeting held on 16 May 2018, adjourned until 23 May 2018**

Proposed by Cllr S. Miller and seconded by Cllr P. Hicks, the minutes of the Annual Meeting held on 16 May 2018, adjourned until 23 May 2018 were **ADOPTED**.

**18/38/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 27 June 2018**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the extraordinary Full Council meeting held on 27 June 2018 were **ADOPTED**.

**18/39/C Matters arising from the minutes of the Annual Meeting held on 16 May 2018, adjourned until 23 May 2018**

Members noted the report.

**18/40/C Matters arising from the minutes of the extraordinary Full Council meeting held on 27 June 2018**

Members noted the report.

**18/41/C Update Report**

There were no updates.

**18/42/C Mayor's Announcements**

In response to a member question, the mayor, Cllr Mrs M. Ellis gave a summary of Uplyme and Lyme Regis Cricket Club's AGM, when funding problems were discussed, and she said there was no indication the club would be approaching the council for further funding.

**18/43/C Planning Committee**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Planning Committee held on 29 May and 26 June 2018 and adopt the recommendations, as follows:

**RESOLVED:** that the deputy town clerk, in consultation with the chairman of this committee, produce a brief statement of the key planning issues affecting Lyme Regis which can be put forward to help inform the final draft of the Preferred Options consultation of the West Dorset and Weymouth & Portland Local Plan Review.

**18/44/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 6 June 2018 and adopt the recommendations, as follows:

**18/15/HR – An Issue Arising out of the New Contract of Employment**

**RESOLVED:** to proceed with a meeting between the employee who has not signed their contract, a member of the Human Resources Committee and the deputy town clerk.

**RESOLVED:** that Cllr S. Larcombe attends the meeting with the employee who has not signed their contract, along with the deputy town clerk.

### **18/16/HR – Lengthsman Probation**

**RESOLVED:** to approve the lengthsman's continued employment with the council.

**RESOLVED:** to approve annual pay progression of one spinal column point for the lengthsman from April 2018.

### **18/45/C Strategy and Finance Committee**

Proposed by Cllr S. Miller and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 27 June 2018 and adopt the recommendations, as follows:

#### **18/11/SF – The Annual Review of the Complaints' Policy and Procedure**

**RESOLVED:** to approve the complaints' policy and procedure as they stand.

#### **18/12/SF – The Annual Review of the Communications/PR Policy and Procedure**

**RESOLVED:** to approve the amended Communications/PR Policy and Procedure, with an additional amendment to include reference to the weekly publicity planning meetings between officers and members.

#### **18/13/SF – Membership of the Section 106 Funding Working Group**

**RESOLVED:** to approve the appointments of Cllrs D. Hallett, J. Scowen and S. Williams to the Section 106 Funding working group.

#### **18/14/SF – Submission of a Funding Bid to the Dorset Leader Programme for Works to the Flat-roofed Area above the Shelters' Building**

**RESOLVED:** to approve the submission of a funding bid to the Dorset LEADER programme for works to develop the flat-roofed area above the shelters' building and the adjoining gardens area into an amenity area in line with existing council objectives, for Cllr J. Broom to work with officers on the submission, and for the expression of interest to be taken to the Full Council on 11 July 2018 for final approval.

#### **18/15/SF – Council Office Accommodation**

**RESOLVED:** to authorise officers to explore the potential for the council and tourist information centre to remain in the current premises with suitable investment, or to move to the ground floor of either the Three Cups' site or the former Lloyds Bank building, should the opportunity arise and the business case be favourable, and to approve a budget of up to £10k in the first instance to procure, if necessary, specialist space and cost planning advice.

### **18/16/SF – Possible Use of Reserves**

**RESOLVED:** to defer consideration of the possible use of the council's reserves to the next meeting of the Strategy and Finance Committee on 5 September 2018.

### **18/17/SF – Request from St Michael's Parish Church for Grant Funding**

Cllr O. Lovell asked for clarification on whether the council's contribution would be reduced if the church was successful in attracting funding from other sources.

The town clerk said the council expected the church to raise other funds and if, for example, it raised £20,000 from another source, the council's contribution would reduce by that amount. He said the recommendation covered this in stating the funding would be underwritten.

**RESOLVED:** to underwrite the church tower project to a maximum sum of £66,770.50, for the purpose of the Coastal Revival Funding application only, and should this funding application fail, the church will need to re-set its parameters for funding overall and if it wishes, the church can come back to the council to request it underwrites a new funding proposal.

### **18/18/SF – Grant Review, Lyme Regis Football Club**

**RESOLVED:** to approve the request from the football club to build a grandstand, only, in 2018 and to replace the 2019 project to tarmac the car park and replace the roadside perimeter fencing with a project to improve drainage to the ground and to widen the pitch, and to approve transferring £15,000 of Lyme Regis Football Club's grant allocation to 2019-20, increasing the 2019-20 grant allocation to £40,000.

### **18/19/SF – Dorset Association of Parish and Town Councils' Annual General Meeting**

**RESOLVED:** to submit a proposal to the Dorset Association of Parish and Town Councils' annual general meeting on 10 November 2018 to request that the National Association of Local Councils pursues the means for town and parish councils to receive a percentage, e.g. 5%, of business rates paid by businesses within their town or parish.

### **18/20/SF – Dorset Association of Parish and Town Councils Local Government Review Survey**

**RESOLVED:** to delegate authority to the town clerk, the chairman of the Strategy and Finance Committee and the council's DAPTC representative, Cllr J. Broom, to respond to the DAPTC's survey on the local government review.

### **18/22/SF – List of Payments**

**RESOLVED:** to approve the schedule of payments for April and May 2018 for the sums of £147,655.03 and £266,291.09, respectively.

## **18/45/C Tourism, Community and Publicity Committee**

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr J. Scowen, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 20 June 2018 and adopt the recommendations, as follows:

### **18/11/TCP – Major Events**

Cllr Mrs C. Reynolds said since the committee meeting, she had found out the Jazz and Blues Festival had been held on the May Bank Holiday weekend for seven years, and the Folk Weekend had been held on the same weekend for six years, with the exception of one year. She said she considered them to be established events and she believed they should be exceptions to the proposed rule not to allow events to take place during school holidays or bank holidays.

The town clerk said members would have the opportunity to discuss this again as a draft policy and procedure would be taken to the next committee meeting. This would be based on the guidance from the committee, but could be refined.

**RESOLVED:** to refuse the request from the organisers of Lifeboat Week to move the event to 10-17 August 2018.

### **18/12/TCP – Lyme Regis Guide**

**RESOLVED:** to agree in principle to continue producing the Lyme Regis guide and to explore more opportunities for advertising with Visit Dorset.

### **18/13/TCP – Review of Pop-Up Open-Air Cinema Event in Lister Gardens**

**RESOLVED:** to allow further open-air cinema events to take place in Lister Gardens, on dates to be arranged, at a charge of £500 per session.

### **18/14/TCP – Town Council Website Re-Design**

**RESOLVED:** to nominate Cllrs Mrs C. Reynolds, R. Doney and J. Scowen to work with officers on the re-design of the town council website.

### **18/15/TCP – Request for Funding to Complete a Film about the Life of Mary Anning**

Cllr B. Larcombe wanted to make it clear the £5,000 grant did not infer the council would provide funding for the second film.

Cllr Mrs C. Reynolds said the funding was to complete the first film and the council had not committed to anything else.

**RESOLVED:** to approve funding of £5,000 to complete a half-made film about the life of Mary Anning, starring Jenny Agutter and featuring Lyme Regis.

### **18/16/TCP – Story Boat – Possible Locations**

Cllr B. Larcombe asked if the members would have any influence over the location of the Story Boat at any one time, and he was also concerned some of the identified areas were pinch points on the parade.

Cllr Mrs C. Reynolds said the operations manager had checked the locations and was satisfied the boat would not cause an obstruction.

Cllr O. Lovell asked if the vehicle movement rules for the Marine Parade would also apply to the Story Boat.

The mayor, Cllr Mrs M. Ellis said the operations manager would ensure it was moved in accordance with the policy.

**RESOLVED:** to allow the Story Boat to be sited at the 11 identified locations, to be moved regularly between the locations.

### **18/46/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 13 June 2018 and adopt the recommendations, as follows:

#### **18/10/TMH – California Fitness**

**RESOLVED:** to refuse the request from California Fitness to operate fitness classes on Anning Road playing field, due to covenants in place which restrict the use of the field as a children's sports ground and playing field and prevent any trade from taking place on the field.

#### **18/12/TMH – Parking at the Gully**

**RESOLVED:** to obtain a valuation for parking spaces at the Gully from the Valuation Office Agency and to report back to the Town Management and Highways Committee, and in allocating the two new parking spaces, preference will be given those living in the area around the Gully and those with no other parking provision.

#### **18/13/TMH – Unauthorised Trading on the Seafront**

This recommendation was approved at the extraordinary Full Council meeting on 27 June 2018.

### **18/47/C Appointments to Council Committees**

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr G. Turner, members **RESOLVED** to approve Cllr P. Ridley's appointment to the Tourism, Community and Publicity Committee and the Planning Committee for the 2018/19 council year.

### **18/48/C Draft Recommendations for Dorset Council Electoral Arrangements**

Cllr Mrs C. Reynolds said there were two options on the LGBCE report, both of which identified Lyme Regis and Charmouth as a single ward with one member.

Members discussed the advantages and disadvantages of a single-councillor ward for Lyme Regis and Charmouth, or a two-councillor ward for Lyme Regis, Charmouth and the Marshwood Vale.

Proposed by Cllr J. Scowen and seconded by Cllr B. Larcome, members **RESOLVED** to agree with the Local Government Boundary Commission for England's draft recommendation for a single-councillor ward for Lyme Regis and Charmouth for the new Dorset Council.

### **18/49/C Sidmouth Road Park and Ride Site**

Cllr S. Miller said as the traffic survey by Hydrock was underway, he suggested the council waited until it was concluded and the results were considered before deciding whether to pursue Sidmouth Road park and ride.

Proposed by Cllr S. Miller and seconded by Cllr O. Lovell, members **RESOLVED** to defer consideration of whether to pursue Sidmouth Road park and ride until the traffic survey has been completed by Hydrock.

### **18/50/C Remuneration Panel**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr O. Lovell, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

### **18/51/C Amendment to the Busking Policy**

The town clerk assured members B Sharp were committed to ensuring a quality standard of buskers.

Proposed by Cllr O. Lovell and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to approve a temporary amendment to the Busking Policy to allow B Sharp to administer the allocation of busking permits to its members until June 2019 and that the precise wording of the temporary amendment is delegated to the town clerk.



## **18/52/C Enforcement Officers' Hut Replacement**

Cllr O. Lovell asked if the council had considered building a permanent structure for the enforcement officers.

The mayor, Cllr Mrs M. Ellis said this had not been considered but a permanent structure may require planning permission.

Members generally agreed a composite hut was too expensive and although it was acknowledged a normal garden shed would be the cheapest option, it was agreed a more expensive security shed was required.

Proposed by Cllr J. Broom and seconded by Cllr S. Miller, members **RESOLVED** to replace the enforcement officers' hut at Monmouth Beach car park with a wooden security shed at a cost of approximately £1,500 to £2,000 plus VAT.

## **18/53/C Exempt Business**

### **(a) Remuneration Panel**

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to approve the recommendations of the remuneration panel to regrade the council's enforcement officers to spinal column point (SCP) range 25-28, that payment is backdated to 1 January 2018, and the officers are positioned on the same point within the new spinal column range, i.e. if an officer was at the top of the old SCP range, they automatically move to the top of the new SCP range.

*The meeting closed at 7.49pm.*