

# Charmouth Parish Council

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## **MINUTES OF THE ANNUAL MEETING OF CHARMOUTH PARISH COUNCIL** **HELD ON TUESDAY 2 DECEMBER 2025**

**PRESENT:** Cllrs Jane Bremner, Melanie Harvey, Katie Moore, Peter Noel, Martin Sayers and Mike Smith.  
**IN ATTENDANCE:** Lisa Tuck, Parish Clerk.

Jane Bremner welcomed those present to the last full Council meeting of 2025. Jane thanked all Councillors for their energy and ongoing commitment to the community. She knows that much of the work goes unnoticed but really believes that the Parish Council makes a difference in tackling issues with good judgement (and good humour!) when spread across the group.

Jane invited all Councillors to Festive Coffee and Nibbles with the staff at the Elms on Wednesday 17 December at 11am.

Finally, Jane mentioned recent discussions at the F&GP Cttee about data security particularly relating to emails and stated that any potential change of system would be to minimise the risk of a data breach. In the meantime, Jane reiterated the good practice of not downloading documents received from the Council by email but viewing these from emails where possible. Any documents downloaded should be deleted after use. Council emails should NEVER be forwarded to personal email addresses.

### **FC25/95 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS**

No members of the public were present.

### **FC25/96 DORSET COUNCIL ISSUES**

Cllr Belinda Bawden's report had been circulated and Belinda updated the Council as appropriate.

### **FC25/97 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Julie Leah (holiday), Sally Roberts (ill) and Judith Sheppard (medical).

### **FC25/98 DISPENSATIONS**

All members (except Jane Bremner) hold an ongoing dispensation to allow discussion about the precept.

### **FC25/99 DECLARATIONS OF INTEREST**

There were no declarations of interest. Mike Smith declared an interest in regard to the Charity Fund donations.

### **FC25/100 MINUTES**

It was proposed by Cllr Bremner, seconded by Cllr Noel and

**RESOLVED that the minutes of the Meeting held on the 23 September 2025, be signed by the Chair as a correct record.**

**FC25/101 TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)**

There were no matters arising.

**FC25/102 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 14 OCTOBER 2025**

There were no direct proposals from the Committee. The buoys were mentioned and it was confirmed that all the buoys had been rescued by the Council staff and would be returned to Lyme Regis. Further correspondence has been received which requires discussion at the next Foreshore Committee regarding the position moving forward. Martin Sayers stated that he is in strong favour of keeping the buoys.

**FC25/103 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 14 OCTOBER 2025**

There were no direct proposals from the Committee. Katie Moore confirmed that the grant application is progressing.

**FC25/104 TO RECEIVE AND CONSIDER THE REPORT OF THE PLANNING COMMITTEE HELD ON 11 NOVEMBER 2025**

There were no proposals and no questions on the minutes.

**FC25/105 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 11 NOVEMBER 2025**

a) Supplier Payments – payments for October were noted as having been approved by delegated authority due to timescales and it was

**RESOLVED that the additions to the Supplier Payments for November 2025 be accepted and approved retrospectively.**

**Supplier Payments - October 2025:**

HMRC (PAYE)	4861.78	<b>BACS</b>
Axminster Tools	5.98	
Creative Solutions	63.00	
Prospect Garage	245.62	
BDO LLP	1008.00	
Screwfix	42.99	
<b>Screwfix</b>	<b>-21.99</b>	
Screwfix	159.49	
Just Flowers	255.00	
Flowbird	306.47	
Lawson Computer	72.00	
Phillip Turner	27.00	
Water 2 Business	593.35	
Protek	404.46	
Poultons	25981.80	
MAC Building	588.00	
MAC Building	3349.32	
MAC Building	2946.05	
RJB Valeting	150.00	
Garage Doors Dorset	204.00	

Prospect Garage	182.79	
Cartridge Save	111.31	
Sparkbrights	576.00	
		<b>42112.42</b>
<b>Already Paid</b>		
Sutton Seeds (Paypal)	46.98	
		<b>46.98</b>
		<b>£42,159.40</b>
<b>Supplier Payments - November 2025:</b>		
HMRC (PAYE)	4271.67	<b>BACS</b>
Creative Solutions	74.45	
Bridport Building Supplies	124.86	
Bridport Building Supplies	65.78	
Flowbird	195.77	
Amazon	17.99	
Amazon	7.05	
Amazon	20.71	
Screwfix	42.14	
Screwfix	16.76	
Morgans	35.27	
Water 2 Business	617.36	
Mole Avon	87.99	
Lawson Computer Repair	72.00	
<b>DAPTC</b>	<b>14.00</b>	
<b>RBL</b>	<b>50.00</b>	
		<b>5713.80</b>
<b>Already Paid</b>		
DVLA - Card	220.00	
Dorset Council (DD)	834.00	
<b>Charmouth Events Comm</b>	<b>1800.00</b>	
		<b>2854.00</b>
		<b>£8,567.80</b>

- b) Bank Reconciliation up to 30 September 2025  
**RESOLVED that the Bank Reconciliation be approved and accepted.**
- c) Income and Expenditure against Budget April - September 2025  
**RESOLVED that the Income and Expenditure against Budget April - September 2025 be accepted and approved.**
- d) Real Time Bus Indicators from CIL funds  
Further information has been forthcoming from DC regarding the Real Time Bus Indicators and the proposal from the F&GP Cttee was  
**RESOLVED in that the Parish Council proceed with the purchase of the indicators at a maximum cost of £11608 plus VAT from CIL funds (currently standing at £15526) as previously discussed, and gift these to Dorset Council for them to fund the ongoing maintenance and operational costs.**

- e) Clerk's Report – It was  
**RESOLVED that the Clerk's Report be accepted and approved.**
- f) Charity Fund donations – Mike Smith declared an interest in relation to the Youth Club but it wasn't felt necessary for him to leave the room. It was  
**RESOLVED that donations be made (Section 137) as set out in the report.**
- g) Biodiversity of the Cemetery  
Following a proposal from PF Cttee to look into the suggestion from the Env WG further, at a potential cost of £550, it was  
**RESOLVED that this be approved, subject to a more detailed plan being agreed, to be taken from General Reserve CEM1 for Upkeep of the cemetery, standing at £3349.**
- h) Seek quotes to supply and install solar panels on the roof of the Elms  
It was noted that the electricity use at the elms is mainly by the Parish Council with a small amount being recharged and a separate supply on the ground floor. The usage at the Old Cement Factory is mainly recharged from the three tenants that don't have a separate supply (DC Toilets, Fossil Shop and Sea Lily) with very little being used by the Parish Council in the beach office. It was therefore  
**RESOLVED that initially the potential installation of panels on the roof of the Elms should be looked at and quotes sought (the amount isn't anticipated high enough to trigger the tender process). It was felt that the idea of supplementing heating with an air source heat pump can be looked at again at such time as the current, fairly new gas boiler needs replacement.**
- i) 26/27 Budgets (except wages) – it was  
**RESOLVED that the budgets for 2026/27, as set out, be approved.**
- j) 26/27 Charges – it was  
**RESOLVED that the charges for 2026/27, as set out, be approved.**
- k) Completion of 24/25 Audit – it was  
**RESOLVED that the Council approve completion of the audit for 24/25 with no issues raised.**
- l) Fire Alarm/Emergency Light repairs/replacements – it was  
**RESOLVED that the two proposals from the circulated report amounting to £928.29 plus VAT be accepted and taken from the various reserves suggested.**
- m) Changes to operation of autodiallers  
As the fire brigade do not now attend unless an actual fire is reported, instead of paying for a contract where the autodiallers call a centre for the Fire Brigade to be notified, it was  
**RESOLVED to have staff/Councillors who live close as the contacts on the autodialler and the fire brigade should be called via 999 if a fire is suspected.**
- n) Flying of the Ukrainian flag – following a discussion at the F&GP Cttee the following social media post was issued:  
"In response to comments about the flags which are flown on the flag pole at the Elms, the Council felt a statement should be published setting out the current position.

In line with the Parish Council's "Flag Flying Policy", the Union Flag is only flown from the flag pole of the Parish Council offices on days and dates designated by HM Government. This includes Remembrance Sunday.

Before next November, the Council will consider whether a dedicated Remembrance Flag should be purchased and flown for the period around Remembrance Sunday when the Union Flag isn't required to be flown.

With regard to the flying of the Ukrainian national flag, it was previously resolved by the Council, and has been reviewed several times since, that this flag should continue to be flown as a show of support, when the Union Flag/Commonwealth Flag are not required to be flown. This decision will be re-considered by the Council at its next meeting in December."

The Clerk read a statement from Judith Sheppard in her absence which supported the purchase of a dedicated Remembrance Flag for flying for a two week period either side of the Remembrance weekend when the Union flag is flown. She also strongly supported the continued flying of the Ukrainian National flag at other times. It was

**RESOLVED after a vote (5:1) that the Ukrainian flag continue to be flown when the Union/Commonwealth flags are not required to be flown and that a dedicated Remembrance Flag be purchased to be flown for the two weeks either side of the Remembrance weekend.**

o) RCD replacement – update – Following previous approval to replace the RCD's at CHCC and the Fossil Shop, the electrician has reported that the price of these units has increased significantly.

Thankfully, as the electrician has been able to negotiate and lower increase than first thought, it was

**RESOLVED that the increase of £400 to replace the RCD's be approved.**

#### **FC25/106 TO RECEIVE AND CONSIDER THE REPORT OF THE HR COMMITTEE HELD ON 29 OCTOBER 2025**

There were no proposals.

#### **FC25/107 MEETINGS**

a) Meetings Calendar 2026 – it was

**RESOLVED that the meetings calendar for 2026 be agreed and published.**

#### **FC25/108 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL**

a) Katie Moore reported that she had attended the Almshouse Charities meeting and they were once again organising Christmas vouchers.

b) Mike Smith reported that the St Andrew's Community Hall are looking at repairs/improvements following a legacy.

c) Martin Sayers reported that he had attending the Library AGM and they are hoping that the new digital security requirements don't mean that they lose too many volunteers. He also reported that they have healthy reserve funds.

d) Melanie Harvey reported that she was unable to attend the recent River Char Action Group meeting.

#### **FC25/109 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS**

- Bridport and Lyme Regis News re Council's flying of flags post on Facebook. This situation was reviewed earlier in the meeting.

- NALC Chief Executive's Bulletin/Newsletter received weekly and circulated
- Dorset Council latest news received weekly and circulated
- DAPTC E-News and Training News received weekly and circulated
  
- DAPTC:
  - Confirmation of subscriptions for 26/27 with a 3.5% increase (NALC portion increased by 3.6%);
  - Warning about theft of equipment for cemetery chapels/stores;
  - Details of area Committees for the remainder of 2025;
  - Letter to all Chairs in Dorset Council area regarding change and the Fresh Start Report.
- Dorset Council:
  - Open Licence Applications received
  - DCF ENews Autumn 2025
  - Extension of consultation deadlines for Local Plan and Local Transport Plan
  - Survey from Age Friendly Dorset
  - Proposed and confirmed temporary road closure of Stonebarrow Lane between 8am and 6pm on 4 December
  - Introductory Message to Town and Parish Councils from Catherine Howe, new Chief Exec of DC ahead of her address at the DAPTC conference
  - Info re Christmas campaign to recruit new foster carers in Dorset
  - Dorset Local Nature Partnership November News: Welcome to the new Chair & Annual Report
- Cllr Belinda Bawden – circulated where appropriate:
  - Correspondence about the First bus confirmed new winter timetable
  - Survey re Lyme Regis 20mph Scheme
  - Ward meeting dates
  - Amber warning for rain 14 November
  - Advice sought about whether there is a community support service in Charmouth
  - Following damage to grass at the Foreshore by e-bikes, PCSO from Neighbourhood Team to contact the Facilities Manager direct
  - Information about evening road closure for repairs to Cobb Road on 10 December
- BLAP (all forwarded to reps):
  - Bulletins
  - BLAP Members' meeting agenda for 04/12/25
  - BLAP Parish Liaison meeting 02/10/25 – Minutes
  - BLAP Members' Assembly meeting 11/09/25 – Minutes
  - Bridport TC's response to Local Plan Consultation
  - Information for Parish Liaison Group members regarding the Miles Cross Roundabout update
- Dorset CAN:
  - Climate and Nature Action Support Group – Tues 18 Nov 12.30pm and Vid and notes from October
  - Climate and Nature Action Support Group – October and Vid and notes from September

- Dorset COP 2025 on Saturday 1 November at The Exchange, Sturminster Newton (also advertising exhibition space)
- Invite to Dorset CAN's 'The Dorset Local Plan' Zoom Event - Weds 1st Oct
- Invite to Food Resilience in Dorset - Zoom Meeting 30th Sept
- St Andrew's Community Hall (all circulated to rep):
  - Minutes of AGM on 02/10/25
  - Minutes of Cttee meeting held on 02/10/25 and notification of date of next meeting (14 January 2026)
  - Papers for meeting on 10/09/25 and reminder of a quiz on 1 October and the AGM on 2 October
  - Minutes of 2024 AGM
- WATAG:
  - News and Minutes of GM 128
- Dorset Local Nature Partnership – no correspondence
- Enquiries via website contact form:
  - Enquiry about encroachment of vegetation
  - Enquiry about faulty street light
  - Enquiry about issues with Apsility subscription
  - Enquiry about memorial tree
  - Enquiry about winter parking permits
  - Enquiry about Street Naming and Numbering
  - Enquiry about St Andrew's Hall booking and Christmas lights
  - Enquiry about filing of grit bins
  - Enquiry about coastal landslides, particularly Stonebarrow Hill
- Voices of the River Char – no correspondence
- Dorset CPRE September and October News and Planning Campaign
- Wessex Water Community Outreach event at Bridport Library
- Flood Drop in Events and Flood Warden Workshops - starting today - come and see us! Future Lunch and Learn Sessions
- Dorset Cultural Strategy Survey from the Arts Development Company
- Future Coast Charmouth Autumn Newsletter
- Sport England Active Places Annual Review
- Flood Warden Newsletter Autumn 2025
- Information about High Sheriff Award
- Various Temporary Service Alteration information from First Buses
- Citizen's Advice Annual Report
- Jurassic Coast stakeholder update November 2025

#### **FC25/110 EXCHANGE OF INFORMATION**

- a) Peter Noel expressed his ongoing concern about businesses/groups in the village ceasing to exist, the latest of which is apparently the Twinning Association. In addition, the Football Club have withdrawn from the league for the rest of this season but are confident that they will be up and running again for the 26/27 season.

- b) Martin Sayers reported that from his BLAP liaison, he had learned that the roundabout at Miles Cross, Bridport is due to be constructed between January and October 2026. Permission had been sought to wait until half the houses were built before starting the roundabout but Dorset Council had stated that this should be undertaken as planned after a significantly lower number are built (109 is reported).

It was proposed by Cllr Bremner, seconded by Cllr Noel and

**RESOLVED that the Council should go "In Committee".**

**FC25/111 IN COMMITTEE**

- a) FGP25/108 (d) (i) 26/27 Wages Budget - it was  
**RESOLVED that the wage rates for 2026/27 as set out in Salary Detail sheet in the budgets, be approved.**
- b) FGP25/108 (d) (ii) 26/27 Precept Requirement it was  
**RESOLVED that the precept requirement for 2026/27 of £107,600 (a 3% increase on 2025/26) be approved.**

The meeting closed at 8.10pm.

DRAFT