

# Charmouth Parish Council

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## **MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL** **HELD ON TUESDAY 11 FEBRUARY 2025**

**PRESENT:** Cllrs. Jane Bremner, Melanie Harvey, Julie Leah, Sally Roberts, Martin Sayers, Judith Sheppard, Matt Smith, Mike Smith.

**IN ATTENDANCE:** One member of the public; Lisa Tuck, Parish Clerk.

The Chair welcomed everyone to the meeting and wished all a Happy New Year!

Jane Bremner reported that the Councillors had nominated the Clerk for the NALC Star Clerk award and the competition had been strong this year so unfortunately she hadn't won. Lisa was very surprised and thanked the Councillors as it was the thought that counts.

It was agreed, as the guidelines had changed for this year and now included employees, to nominate Lisa and her husband for the DAPTC draw to attend a Buckingham Palace Garden Party.

**FC25/01 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS** – Mr Simon Bond introduced himself and confirmed that he lives in Stonebarrow Lane. He was welcomed to the meeting.

### **FC25/02 DORSET COUNCIL ISSUES**

Dorset Councillor Belinda Bawden's report had been circulated with the agenda. Belinda was unable to attend the meeting due to a prior commitment.

Martin Sayers was interested in the 20mph survey. Mike Smith wondered if representation had been made about the charges in St Andrew's Car Park and it was confirmed that this had been done several times.

Jane Bremner reported that since Belinda's report, she had updated on the proposed planning meeting as follows:

"On the long-awaited meeting with the planning team, I spoke to the Portfolio Holder for Planning, Cllr Shane Bartlett, about this and he said he thought the team was focused on trying to interpret what the new planning regulations meant. He said he was planning to visit town and parish councils so I've asked him to prioritise a meeting with the Charmouth Parish Council Planning Committee representatives. I'm sorry this is taking so long to resolve."

This would be discussed further at the next Planning meeting.

**FC25/03 APOLOGIES FOR ABSENCE** – Apologies were received from Peter Noel (holiday), Katie Moore (personal) and Belinda Bawden (previous engagement). Jane Bremner informed members that sadly Katie's husband Chris had passed away. Sincere condolences would be sent to Katie and her family.

**FC25/04 DISPENSATIONS** – There were no dispensations relevant to this meeting.

**FC25/05 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**FC25/06 MINUTES OF PREVIOUS MEETINGS**

It was proposed by Jane Bremner, seconded by Julie Leah and

**RESOLVED that the minutes of the Meeting held on the 26 November 2024, be signed by the Chair as a correct record.**

**FC25/07 MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)** – Re 24/112: Jane updated the meeting that following agreement to write to the Police and the MP about the ongoing shoplifting issue, details of the incidents to form the basis of the letter are still awaited.

**FC25/08 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 17 DECEMBER 2024**

a) Coastal Transition Accelerator Programme (CTAP) – update – Jane Bremner reported that the Outline Business Case (OBC) had been approved by DC. There was also a very recent update from Belinda: “The main CTAP news is that our project manager, Elliott Saloman-Carter, has recently joined us which is good. Elliott has visited both locations and has met with most officer contacts from the council, EA, DCF and others. He will continue to meet people and get up to speed as it progresses. We are also working with Jacobs to develop a scope for the next phase of the project and hope to commission their services in the near future.”

b) Beach Access Steps – repairs – it was reported that the Beach Access Steps had been damaged by the storm in December and it was therefore

**RESOLVED that the quotes received for concrete step (Clive Richards £785 plus VAT) and metal (Bryan Wrixon £396 plus VAT) be approved and be taken from the specific Reserve FSH5 standing at £6132.**

**FC25/09 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 17 DECEMBER 2024**

a) PCS54.24a To approach Dorset Council to initiate Double yellow lines in Hammonds Mead and Double Common - Following a letter being sent to all Double Common residents to ask their views on initiating a Residents Only Parking Permit scheme, most of the residents were against this idea but were in favour of approaching Dorset Council to ask if double yellow lines could be considered on the bends from Hammonds Mead into Double Common and on the bend by the footpath at the side of the school. As proposed by the Committee, it was

**RESOLVED that a request for double yellow lines on the bends in Double Common be made to DC.**

Melanie Harvey would mark the exact stretches on a map.

**FC25/10 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE HELD ON 14 JANUARY 2025**

a) PL25/08(b) Housing Needs Survey – Melanie Harvey reported that together with Matt Smith, a flyer had been produced but following a discussion with the Rural Housing Enabler, Jacqui Cuff, it appears that there is already a need with 22 households in Charmouth currently on the housing register and a further 46 households who had listed Charmouth as a preferred location. Therefore, asking about need is not appropriate and promoting the survey should be the next step. However, the Council needs to agree why it is doing the survey and initially ask current landowners if they are interested in releasing land for building

as without the potential to provide housing, there seems to be no point in asking people what they require. Melanie would provide a proposal on the way forward for consideration at the next Planning Committee meeting.

Julie Leah confirmed that she had now drafted the letter to DC Planners and this would be circulated for approval of the Committee.

**FC25/11 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 14 JANUARY 2025**

a) FGP25/05 Supplier Payments – payments for December were noted and it was **RESOLVED that the Supplier Payments additions (shown in bold italics) for January 2025 be accepted and approved following approval by delegated authority.**

**Supplier Payments - DECEMBER 2024:**

HMRC (PAYE)	3281.48	<b>BACS</b>
Flowbird	178.06	
Screwfix	25.99	
SLCC	300.00	
Cloud Nine Florist	234.00	
Amazon	3.83	
Amazon	22.99	
Screwfix	14.99	
Screwfix	164.97	
Peter Grinter	24.00	
GW Machinery Services	293.34	
Francis Bugler Ltd	356.56	
Lawson Computer Repair	72.00	
MNR Mowers	32.39	
Flowbird	76.80	
Water 2 Business	487.57	
Mole Avon	8.09	
Mole Avon	150.00	
Bridget C Bowen	500.00	
Screwfix	182.22	
Screwfix	31.38	
Cartridge Save	188.67	
Amazon	6.49	
Bridport Building Supplies	679.51	
Bridport Building Supplies	111.26	
Fowler Hire and Sales	66.00	
Travis Perkins	69.00	
B H Chapman	45.00	
Glasdon	320.26	
Nigel Clarke	160.00	
Bridport Building Supplies	171.08	
Joe Turner	192.00	8449.93

**Online payments**

Water 2 Business	94.17	
Water 2 Business	179.85	
Water 2 Business	100.11	
Water 2 Business	55.08	429.21

**Already Paid**

Photomounts	9.00	
Poultons	1338.30	
Mafson Ltd	141.90	
		<b>1489.20</b>
		<b>£10,368.34</b>

**Supplier Payments - JANUARY 2025:**

HMRC (PAYE)	2922.53	<b>BACS</b>
Lawson Computer	72.00	
Water 2 Business	1105.60	
Propect Garage	187.36	
C B Potts	397.20	
Flowbird	94.57	
DAPTC	60.00	
Amazon	21.85	
Joe Turner	30.00	
Screwfix	15.99	
Screwfix	9.99	
Screwfix	12.58	
<b>Screwfix</b>	<b>429.99</b>	
Fowler Hire & Sales	827.90	
Fowler Hire & Sales	1853.60	
Yellow box solutions	577.79	
Flowbird	1050.00	
MNR Mowers	180.16	
MNR Mowers	122.67	
MNR Mowers	2086.82	
MNR Mowers	49.00	
MNR Mowers	103.99	
MNR Mowers	204.91	
<b>MNR Mowers</b>	<b>94.37</b>	
<b>Hardy Tree Surgeons</b>	<b>1020.00</b>	
<b>Hardy Tree Surgeons</b>	<b>300.00</b>	
<b>Groves</b>	<b>81.95</b>	
<b>Groves</b>	<b>39.00</b>	
<b>Bridport Building Supplies</b>	<b>182.02</b>	
<b>Dave Humphrey</b>	<b>93.60</b>	
<b>First Aid for Less</b>	<b>15.60</b>	
<b>Arthur Fordham</b>	<b>65.00</b>	
<b>Arthur Fordham</b>	<b>57.00</b>	

Dorset Council	50.00	
		<b>14415.04</b>
<b>D/D</b>		
Dorset Council	664.16	
		<b>664.16</b>
<b>Already Paid</b>		
RSPB Sales Ltd	78.00	
WGS Power & Lighting	1320.00	
Towergate	555.75	
		<b>1953.75</b>
		<b>£17,032.95</b>

- b) FGP25/06 Bank Reconciliation up to 30 November 2024  
**RESOLVED that the Bank Reconciliation be accepted and approved.**
- c) FGP25/07 Income and Expenditure against Budget April 2024-Nov 2024  
**RESOLVED that the Income and Expenditure against Budget April 2024-Nov 2024 be accepted and approved.**
- d) FGP25/09 Clerk's Report  
**RESOLVED that the Clerk's Report be accepted and approved.**
- e) FGP25/10(a) Internal Audit Interim Report – A list of recommendations was included in the F&GP minutes and the actions taken to cover all points. It was  
**RESOLVED that the Internal Audit Interim Report be accepted and approved.**
- f) FGP25/14(a) Resurfacing each end of slide - In line with the recommendation from the PF,C&SM Committee, an amended quote for wetpour at each end of the original slide had been received amounting to £2009.12 plus VAT. It was  
**RESOLVED that the quote from Sovereign be accepted and taken from the current PG Equip budget standing at £787/PG Equip Reserve (PF2) standing at £3067.**
- g) FGP25/18(e) Website Accessibility Audit - Following the recent internal audit the Clerk had been informed that compliance with the latest Website Accessibility Regulations is required. Advice had been sought from the current website provider who informs that:  
"WCAG 2.2. AA is a self-guided checklist. There isn't any sort of official 'certification' or official documentation once you've passed - it's basically down to you as the site owner and us as your agency to say 'yes, we believe we've met all of the criteria and the site is compliant.'

A top end quote of £3250 plus VAT has been provided to undertake an audit to ensure compliance but it is actually thought that the Charmouth site is likely to be quite simple and the majority of it already compliant. There's around 55 success criteria that need to be ticked off on every single page and download throughout the website.

Reluctantly, it was

**RESOLVED that the quote from Sonder of up to £3250 plus VAT to ensure that the Council's website is compliant with the new accessibility regulations be accepted by Full Council and this be taken from General Reserve EM1 Emergency Needs standing at £15000.**

h) FGP25/19(a) Councillor/Employee Protocol – It was  
**RESOLVED that the updated Councillor/Employee Protocol be approved.**

i) FGP25/22(c) Lease 3 Renewal would be dealt with "In Committee".

#### **FC25/12 ANNUAL PARISH MEETING 2025**

Jane Bremner suggested a date for the Annual Parish Meeting of 8 or 15 April. As there were too many Councillors away, another date would be found and agreed by email. It was agreed that the meeting would once again be held at the Village Hall due to accessibility to the first floor of the Elms and that the following speakers would be invited: Belinda (specifically Road Safety Concerns to coincide with the open week on Speedwatch); Edward Morello MP; River Char Community Project/Action Group; CTAP for a further update. *(Post meeting note – a date of 1 April 2025 has been agreed and the hall has been booked.)*

#### **FC25/13 EMERGENCY/RESILIENCE PLAN – PRACTICAL WORKING FOLLOWING RECENT POWER CUTS**

The practical working of the Resilience Plan needs discussion based on the recent power cuts and the fact that people were effectively cut off especially due to the new digital phone network which doesn't work if there is a power cut. A village network is required which doesn't involve Council staff. In addition, an email had been received from DC highlighting the problems with the digital switch over of landline phones and the fact that they won't work in a power cut. They suggest that the Digital Champion in the library may be able to advise/help anyone affected. It was agreed that the Resilience Plan Working Group (Judith Sheppard, Katie Moore and Melanie Harvey) would reconvene to resolve how the plan would work in practice moving forward.

#### **FC25/14 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL**

Although there were no written reports. The following verbal reports were received:

- Matt Smith confirmed that he hadn't been able to join the WATAG meeting on 30 Jan;
- Martin Sayers reported that he had attended the Library AGM. Linda Sayers is now the Chair. As the library does not make any money, it is anticipated that the reserves will last about another 5-6 years.
- Melanie Harvey reported that the River Char Action Group meeting in Wootton Fitzpaine on 7 February to discuss the Pollution in the River Char report was well supported with 70 people attending.
- Mike Smith gave an update on the Youth Club and stated that much upgrading is being required due to the changes in requirements since the Youth Club was last open 8 years ago. They are looking to model the youth activities on Beaminster following a visit and will be concentrating on the 14-17 age group initially. The plan is to start around Easter with some drop-in café sessions initially. Once safeguarding issues and training of Leaders, Volunteers etc has taken place, commencement of weekly evening sessions will follow. Grants are being pursued as well as more active hiring out of the hall.

- Mike Smith gave a report from St Andrew's Community Hall which focused on the installation of new speakers, the continuing work following a recent H&S review and the new hall booking system which is working really well and has increased bookings considerably.

#### **FC25/15 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS**

- Via DAPTC – Dorset Council survey on future climate and nature support – circulated to Cllrs on 28 November. This had been completed by Julie Leah and it was agreed that it should be submitted by the deadline of 28 February.
- Via DAPTC - The Ministry of Housing, Communities and Local Government consultation on Standard and Conduct – circulated to Cllrs. Deadline 26 February. It is recommended that as the questions are more relevant to a principle authority, this should be completed individually if Councillors wish, rather than as a Council.
- Jane Bremner had received an invitation as Chair of Charmouth City Council to the 3<sup>rd</sup> United Nations Ocean Conference (UNOC3) organised by France and Costa Rica from 9-13 June in Nice. Apologies have been sent.
- Feed back on Dorset Council Plan has been received in the form of two documents that refer to the Dorset Council plan. Firstly, a letter from Matt Prosser, thanking the Council for taking the time to gather and provide feedback on the draft Dorset Council Plan. And secondly, a 'Plan on a Page' which should provide a helpful one-page summary. This was circulated to all Councillors on 10 December 2024.
- As we are now aware Dorset Coast Forum is recruiting for a Project Officer to work with coastal stakeholders and local communities along the Dorset coast in place of Dan Williams who was the contact for CTAP.
- A link to the River Char Pollution Report as presented at the public meeting in Wootton Fitzpaine last Friday 7 Feb was circulated to all Councillors and this would be the focus of further discussion at next week's Fsh Cttee.
- Letter from Jurassic Coast Trust to Fossil Warden Partners regarding the closure of the Trust with immediate effect. General newsletter also received.
- 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:
  - Notification that the Western Area Meeting due to be held on 16 January is postponed;
  - Upcoming training and events at a glance;
  - A reminder about how to raise an Issue or report a Problem to Dorset Council
  - Minutes and proposed subs rates following the AGM
  - Farewell from Debbie Hollings, DAPTC Customer Relationship Manager who left her role in December after 14 years – an email was sent thanking Debbie for her help over the years and wishing her well for the future
  - Information about this year's Buckingham Palace Garden Parties
- Dorset Council:
  - Open Licence Applications received weekly

- Notification that Clare Jennings, Community Resilience Liaison Officer is leaving her post
- Notification that there is a new grant available called the 'Dorset Community Transport grant' for Community Transport schemes.
- Notification of the temporary closure of Higher Sea Lane from 6-10 Jan max. Notices erected.
- Notification from Southern Gas Networks of an urgent closure on PENN CROSS TO A3052 CHARMOUTH, Charmouth due to a repair of a gas escape. The works are expected to be completed by 04-02-2025.
- Dorset Coast Forum E-News for January 2025.
- Cllr Belinda Bawden – circulated where appropriate:
  - Dorset Council 2025-26 Budget proposals – report to Scrutiny Cttees 16 and 17 Jan
  - Recommendation for a meeting re CTAP to improve understanding
  - White Paper on Devolution
  - Concern that the recently published [Local government finance policy statement](#) signals a shift in funding away from rural authorities with high tax bases (such as Dorset)
  - Idea to include a movement and access survey as part of the Green Party Newsletter in February – this will be reported to the next PF,C&SM Committee
  - Confirmation that the bus stop boxes outside and opposite the Elms will be repainted after various correspondence about bus stops in Charmouth and Lyme
- Dorset CPRE:
  - December 2024 Newsletter, NPPF and BCP Local Plan examination
- St Andrew's Community Hall (all circulated to rep):
  - Change of date of meeting to 22 Jan – agenda and subsequent minutes circulated
  - Email sent confirming change of rep from CPC
- Dorset Local Nature Partnership
  - Merry Christmas!
- BLAP (all forwarded to reps):
  - Bulletins
  - BLAP Parish Liaison meeting 10/12/24 – agenda and subsequent notes
  - BLAP Steering Group meeting 5/12/24 – notes
- Enquiries via website contact form:
  - Enquiry about drone flying policy
  - Allotment charges query
  - Land for circus enquiry
  - Highway problem, Stonebarrow Lane
  - Request for information about contact details of Dorset Town and Parishes
  - Request for details of registered fossil guides
  - Collection of seaweed enquiry
- River Char Community Project and River Char Action Group poster for event – 7 Feb 7pm Wootton Fitzpaine Village Hall re Results of 2024 water testing
- Flood Warden Winter Newsletter 24-25
- Flood Warden "Lunch and Learn" session reminder
- Flood Wessex Storm Bert Flood Warden update



- Flood Wessex Storms Eowyn and Herminia recovery guide
- EA Floodline Flood alerts – multiple for coast and streams due to storms
- Wild Systems from Voices of the River Char
- Climate and Nature Action Support Group 14 January 2025
- Dorset CAN – Food Resilience Open Meeting 27 January 2025
- Info via Julie Leah from the Environmental agency re Transforming our understanding of flood and coastal erosion risk in England – Julie reports that they did say at the Dorset Coast Forum that they will be reviewing the SMP so it looks as though this may be part of that. In addition, a surveyor from Teignmouth Council was at the Foreshore in January!
- Wessex Water Community Outreach sessions in Bridport
- Latest from the Jurassic Coast Trust Team
- Details of WATAG Twenty Fourth Annual General Meeting at 6.30 pm on Thursday 30th January 2025 – forwarded to Matt Smith as Public Transport Rep.

#### **FC25/16 EXCHANGE OF INFORMATION**

There were no items for Exchange of Information.

#### **FC25/17 IN COMMITTEE**

a) Proposal from F&GP Committee - Lease 3 Renewal – following a proposal from the Foreshore/F&GP Committees, it was

**RESOLVED that a new lease be offered with all the same terms as currently.**

The meeting closed at 8.35pm.