

Charmouth Parish Council

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MINUTES OF THE ANNUAL MEETING OF CHARMOUTH PARISH COUNCIL **HELD ON TUESDAY 22 JULY 2025**

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

IN ATTENDANCE: Lisa Tuck, Parish Clerk.

Jane welcomed a full house to the meeting and wished everyone a “good summer”, whatever that means to each individual – prosperous summer for business, family visiting or calm and lovely holiday makers for Council staff! Jane commented that the SWiB judges appeared to have liked what they saw when they attended earlier in July and we will await the results in October.

FC25/62 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

No members of the public were present.

FC25/63 DORSET COUNCIL ISSUES

Cllr Belinda Bawden's report had been circulated. It was agreed that a meeting would be arranged between Belinda and Katie/Martin to discuss the parking before the next PF,C&SM Cttee. Belinda suggested that all information be collated prior to the meeting. Belinda also reported that DC are struggling to recruit enforcement officers.

Belinda highlighted the Local Plan Consultation Roadshows being held – the nearest to Charmouth is on 10 September at Bridport Town Hall.

FC25/64 APOLOGIES FOR ABSENCE

No apologies for absence were received.

FC25/65 DISPENSATIONS

No relevant dispensations had been received.

FC25/66 DECLARATIONS OF INTEREST

Cllr Mike Smith confirmed that he would declare an interest when expenditure involving the Youth Club was discussed.

FC25/67 MINUTES

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

RESOLVED that the minutes of the Meeting held on the 27 May 2025, be signed by the Chair as a correct record.

FC25/68 TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

There were no matters arising.

FC25/69 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 17 JUNE 2025

No direct proposals were forthcoming from the Foreshore Committee. However, the loss of another swim buoy was mentioned. All buoys had been rescued, along with the rope, and when the tide is next low enough (in September) the staff will attempt to recover the weights. The Facilities Manager believes that the shackles were not “moused” and that is what is causing the problem. It was wondered whether the remaining buoys could be placed in more of a curve.

FC25/70 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 17 JUNE 2025

- a) PCS33.25f Proposed mowing schedule (all areas) – it was **RESOLVED that the mowing schedule as circulated be agreed.**

- b) PCS36.25a(ii) Dorset Council traffic survey – following confirmation that the traffic survey can proceed prior to any public consultation is required, it was **RESOLVED to request a speed survey by Dorset Council in anticipation, subject to positive feedback from a residents survey, of applying for a 20 mph limit in Charmouth. The quoted cost of £695 plus VAT would be taken from Reserve SN1 Village/Foreshore Signage standing at £2157.47.**

- c) PCS38.25a Proposed lease 15 renewal – to be dealt with “in Committee”.
- d) Jane Bremner reported that following a request to leave the Scout banner up for another month she and the Clerk had agreed that it could stay up until the end of July but with no further extension.

FC25/71 TO RECEIVE AND CONSIDER THE REPORT OF THE PLANNING COMMITTEE HELD ON 8 JULY 2025

There were no proposals. Comment was made about how big the recently built house in Higher Sea Lane is.

FC25/72 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 8 JULY 2025

- a) Supplier Payments – payments for June were noted as having been approved by delegated authority due to timescales and it was **RESOLVED that the additions to the Supplier Payments for July 2025 be accepted and approved.**

Supplier Payments - June 2025:

HMRC (PAYE)	4076.30	BACS
Yellowbox	25.02	
Yellowbox	26.28	
Yellowbox	13.14	
C W Groves	18.00	
Zurich	5590.26	
Flowbird	213.37	

Cartridge Save	203.75	
Screwfix	14.98	
MNR Mowers	87.19	
Sparkbrights	117.46	
Lawson Computer Repair	72.00	
Screwfix	74.64	
Water 2 Business	644.94	
Mole Avon	34.00	
Mole Avon	5.95	
Travis Perkins	48.68	
Hardy Tree Surgeons	420.00	
Sparkbrights	77.94	
Sparkbrights	153.18	
Amazon	32.59	
Hardy Tree Surgeons	900.00	
Protek	210.78	
Bridport Building Supplies	293.99	
		13354.44
Already Paid		
Zoro UK	114.72	
L & S Engineers	43.86	
Card Payments		
Water 2 Business	83.23	
Water 2 Business	91.07	
Water 2 Business	191.51	
Water 2 Business	91.60	
Direct Debit		
Dorset council	1345.78	
		1961.77
		£15,316.21
Supplier Payments - July 2025:		
HMRC (PAYE)	3942.08	BACS
Sparkbrights	59.86	
Sparkbrights	197.10	256.96
Bemrose Booth	905.76	
Axminster Tools	20.68	
Lawson Computer	1209.60	
Bridport Building Supplies	115.20	
Flowbird	205.60	
Screwfix	43.26	
Screwfix	28.67	
Screwfix	20.97	
Screwfix	-20.67	72.23
Bryan Wrixon	648.00	
Bryan Wrixon	144.00	918.00
Lawson Computer	72.00	
Sovereign	1808.21	

K Besant	35.00	
C W Groves	67.92	
Thorn Tree Design	720.00	
Bryan Wrixon	126.00	
Axminster Garden Machinery	182.34	
Amazon	43.75	
Prospect Garage	260.45	
Footprints	1945.00	
C B Potts	2738.90	
Target Services	900.00	
		16419.68
Already Paid		
Chesters Harcourt	960.00	
Hush Farms	330.00	
Broxap Ltd	380.40	
Ebay	25.95	
Ironmongery Direct	10.02	
		1706.37
		£18,126.05

- b) Bank Reconciliation up to 31 May 2025
RESOLVED that the Bank Reconciliation be approved and accepted.
- c) Income and Expenditure against Budget April - May 2025
RESOLVED that the Income and Expenditure against Budget April - May 2025 be accepted and approved.
- The income tracker for the year so far was noted.
- d) Schedule of expenditure from unspent/exceeded budgets/Reserves (all proposals in italics included) (to be dealt with "In Committee").
- e) 7.5% of car park takings - It was
RESOLVED to stop the transfer of 7.5% of car park takings to reserve FSH2 for the current financial year. This would be reviewed next year.
- f) Clerk's Report – It was
RESOLVED that the Clerk's Report be accepted and approved.
- g) Low Carbon Dorset – Assessment of Emissions Request – It was noted that although Andrew Lightfoot is happy to be the contact for Dorset Council in principle, he would like it recorded that he's acting in an entirely voluntary capacity and would need to seek further information from staff of the Council as the assessment progresses. It was
RESOLVED that the Assessment of Emissions Request be submitted to DC.

- h) Benches refurbishment - Following a request from a relation of an existing bench, together with enthusiasm from the staff, it was
RESOLVED to strip back the bench in question and protect it with teak oil instead of the current deck stain which flakes easily and looks tatty. It was noted that teak oil has been used for a couple of recent projects and although the oil is generally slightly more expensive than the stain, ultimately after the initial work involved, this should need doing less often and continue to look good. The proposal is to roll out this policy across all bench refurbishing.
- i) Standing Orders Update – It was
RESOLVED to agree the amendments as set out.
- j) Financial Regulations Update – It was
RESOLVED to agree the amendments as set out.
- k) Complaints Procedure – No changes are recommended to the current policy and it was
RESOLVED to accept the policy as set out.
- l) IT Policy – The Clerk explained that this is also a requirement of the new Audit assertion relating to Digital and Data Compliance and the draft has been based on Scribe/NALC information as no model document seems to exist yet. As this is a legal requirement from this current audit year, it was
RESOLVED to accept the policy as set out and update it as and when a model policy becomes available.

FC25/73 TO RECEIVE AND CONSIDER THE REPORT OF THE HR COMMITTEE HELD ON 2 JULY 2025 (ATTACHED F) Proposal taken through F&GP Cttee, to be dealt with In Committee

FC25/74 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

- a) Dorset CAN Waste Working Group – Julie Leah reported on collaboration looking at how to introduce increased recycling and support the local community/traders.
- b) Future Coast Charmouth meeting 18/06/25 – Judith Sheppard to report “In Committee”.
- c) BLAP – Martin Sayers had attended the meeting and updated on the SWiB entry, bus stop lines being repainted and that Charmouth Parish Council does not appear to have a problem with recruiting female Councillors as the majority are women.
- d) St Andrew’s Community Hall – Mike Smith reported that the Diocese won’t fund the new ceiling in the hall but provide a link to a list of financial support. Initially a survey has been recommended.
- e) Dorset Local Plan meeting – Mike Smith had attended and is hoping to receive the slides in due course.
- f) Almshouse Charities – Katie Moore reported that funds are available for university students.

FC25/75 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS (TO FOLLOW G)

Highlighted items:

- Household Recycling proposals for booking system – retracted for Bridport.
- Defra consultation - Reforming our approach to floods funding – sent to Flood warden/deputies – Julie feels a lot of work to “wade through”!
- Dorset Local Nature Strategy deadline of 30 July to put land forward – Julie reported that this is more of a Vision than a Strategy. It was agreed that Julie should respond on behalf of the Council.

- Information received from Charmouth Events Committee regarding Party in the Park to be held on 9 August.
- A public thank you had been received from Charmouth Traders to the Council for funding the new Charmouth Guide.
- Pollution levels at mouth of River Char highlighted by River Char Action Group (Appendix 1) – Julie will check the QR code on the signs to ensure they aren't misleading and it was agreed that a summary of the information should be added to the website.
- Previous correspondence with DC about the re-labelling of the recycling bins and specifically trying to collect just cans and plastic bottles – following approval from DC that stickers from Litter Free Dorset can be used to promote collection of cans and plastic bottles only, it was agreed to proceed on this basis with the current recycling bin.

- 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:
 - Western Area Minutes of 13 March
 - Details of combined Western and Central Area meeting on 3 July
- Dorset Council:
 - Open Licence Applications received
 - Dorset Council (Off-Street Parking Places) (Consolidation) Order 2022 amendments relating to Dorchester car parks
 - DCF E-News for Summer
 - Future Coast Charmouth - Project Update and Upcoming Events; Coastsnap detail; Thank you for taking part
 - Summary of Jurassic Coast WHS workshop which Judith Sheppard attended
 - Dorset Local Plan engagement event which Mike Smith attended
- Cllr Belinda Bawden – circulated where appropriate:
 - Update on Rocks in verges in Old Lyme Road
 - Request for restoration of kerb at Little Winton, The Street – would be at property owner's cost
 - Complaint from resident of Bridge Road about parking
 - Public consultation on Housing Allocations Policy - 2 June 2025 for 12 weeks, ending on the 24 August 2025
 - Belinda invited to be part of the member group on the Parking Review
 - Emergency closure of Silver Street 16-21 June
 - Information about Bus Stop Indicator signs and possibility of funding
 - Complaint from resident of Wesley Close about parking
- BLAP (all forwarded to reps):
 - Bulletins
 - BLAP Parish Liaison meeting 17-07-25 – agenda
 - BLAP Members' Meeting agenda and subsequent minutes from 05/06/25

- Dorset CAN:
 - Papers for Climate and Nature Action Support Group – 09/06/25; 08/07/25
 - Carbon Literacy training and accreditation workshops
 - Dorset WIT (Waste Innovation Team) working group first meeting 12/06/25; 10/07/25
- St Andrew's Community Hall (all circulated to rep):
 - Agenda and papers for meeting on 09/07/25.
- WATAG:
 - Notice for General Meeting 127 held on 29/05 25 – forwarded to Matt Smith
 - Minutes of meeting 127 and confirmation that 128 will be held in the Autumn
- Dorset Local Nature Partnership
- Enquiries via website contact form:
 - Enquiry about boat launching
 - Request for Holiday Guide map from Events Cttee
 - Charmouth Gateway event poster from Library
 - Enquiry about parking on Bridge Road – forwarded to Belinda
 - Enquiry about yellow dogs on lead signs
 - Enquiry from School about Green Group – Env WG nominated Andrew Lightfoot to contact School
 - Enquiry about lost glasses adjacent to the PF
 - Complaint about dogs on the beach not being enforced – explanation sent and thank you received
 - Complaint about overgrown footpaths – reported
 - Enquiry about wrongly entered reg number at Fsh car park – reply sent
 - Enquiry about dumpy bag of gravel in Barrs Lane on private land – left from slide surfacing by Sovereign – CPC staff moved to depot
 - Gender Neutral Toilet enquiry from Jurassic Pride
 - Enquiry about shop to let availability
 - Enquiry about rats at PF, specifically to rear of Barney's Close – referred to Pest Control contractor
 - Two complaints about overhanging hedge at Neighbridge – reported to DC
 - Enquiry from resident seeking to buy a Stampede Elephant for Charmouth Foreshore – unfortunately all sold
- Voices of the River Char:
 - Wild Systems Newsletters
 - Balsam Bandit working parties
 - Rights of Rivers and Future Trees – 2 events in July
- Dorset National Park Summer Newsletter
- Dorset CPRE invitation to Planning Conference 04/06/25
- Dorset and Somerset Air Ambulance seeking help advertising the new Charity Clothing Bank at Wootton Fitzpaine Village Hall
- Flood Warden Lunch and Learn sessions
- Flood Warden Summer Newsletter
- Camper Van at Playing Field – landowner informed
- Changes to X31 and X53 timetable due to new gas connection in West Street, Axminster

- Jumble the elephant!
- Forestry Commission Trinity Hill Car Park charges

FC25/76 EXCHANGE OF INFORMATION

- a) Mike Smith asked about the campervan parked at the Playing Field and it was confirmed that the landowner continues to try and get the vehicle moved on.
- b) Martin Sayers highlighted a pile of rubbish in a trailer in Higher Sea Lane. As this is on the highway it can be reported through the DC portal.

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

RESOLVED that the Council should go "In Committee".

FC25/77 IN COMMITTEE

- a) Lease 15 renewal – it was
RESOLVED that a new 5 year agreement be offered on the same basis as currently.
- b) Schedule of expenditure from unspent/exceeded budgets/Reserves – Cllr Mike Smith declared an interest and left the room for the whole item. It was
RESOLVED that the schedule be accepted as set out but with the addition of the remaining single door Lower Platform (grey) beach huts (12 in total – amounting to £33309.92) which would be funded from the current year's budgeted expenditure (£5000) together with Reserve GEN6.
- c) Lease 7 – Rent Review – it was
RESOLVED that no increase be made to the current rent for the remaining period of the lease.
- d) Future Coast Charmouth
- Judith Sheppard reported on the public meeting held in June when the audience was disappointingly negative;
 - Judith Sheppard confirmed that the next meeting of the Steering Group is in September and key issues for discussion will be the beach access ramp design and roll back of land;
 - Julie Leah reported that she had taken Matt and Elliott along the river to look at where nature based solutions could be developed. This was a positive meeting;
 - It was reported that an FOI request had been made to DC regarding costs to date and a public meeting may be called by the person who had submitted the request.

Jane Bremner stated that she is concerned that Charmouth is showing a negative face regarding the project which is particularly concerning as Swanage have a project ready and are enthusiastic. The update received from the Future Coast Charmouth team would be attached to the minutes (Appendix 2).

The meeting closed at 8.50pm.

Safety of the River Char in Charmouth

On Wednesday (16th July) we tested the river as usual at five locations. *E. coli* levels at the footbridge near Charmouth Beach were an alarming 3980 cfu/100ml. That is:

- Nearly four times higher than the official "fail" threshold (>900 cfu/100ml) for "sufficient" or minimum safety standards in UK inland bathing waters.
- Far above levels considered "safe" for swimming or any full-body contact activity.

What This Means for Swimmers

- Swimming in water with *E. coli* at this concentration is not safe.
- There is a heightened risk of gastrointestinal disease, ear, nose, throat, skin, and respiratory infections after contact.
- Those most at risk: children, the elderly, anyone with a weakened immune system.

Health Risks

Symptoms may include vomiting, diarrhoea, stomach upsets, fever, skin/eye infections.

What to Do

Do NOT swim at this *E. coli* count.

What's the cause?

E. coli levels upstream and on the Monkton Wyld Stream were far lower, so this is the result of pollution entering the River Char somewhere between Whitchurch Canonorum and the footbridge. It almost certainly does not come from Wessex Water's Sewage Treatment Plant or other assets. Levels like this are common after heavy rain but very rare in a prolonged dry spell. We are investigating.

Future Coast Charmouth Update 22/07/2025

The Future Coast Charmouth Project has now completed the second round of engagement, which has included in-person events, online events, attendance at local community events, as well as surveys and online polls. Alongside this, Jacobs are progressing the research and development activities. Jacobs are leading the technical development and evidence-gathering aspects of the project, including site assessments, monitoring coordination, and practical solution evaluation. Their work supports informed decision-making by identifying effective, locally appropriate approaches to community resilience. In terms of key activities, the project is currently:

- **Developing a Future Coast Charmouth Working Group**, which will have membership extended to those with relevant technical expertise. Invitations will be sent out in August. This group will have the opportunity to peer review the work that Jacobs are progressing.
- **Reviewing the existing planning application for a beach access ramp South of the Charmouth Heritage Coast Centre**. Recent engagement feedback suggests that this beach access design is a popular option that needs to be explored further. The Project Team are looking to identify if this is viable to deliver.
- **Working with Dorset Council Estates and Legal teams to identify land to purchase**. This activity fits under the theme of rollback – the Project Team would like to purchase land either for a new carpark or a new Charmouth Heritage Coast Centre.
- **Installing a ‘CoastSnap’ cradle on the railing looking over East Beach**. CoastSnap is an international project that invites people to help monitor coastal change by taking photos from clearly marked spots along the coast. These photos, when shared, are used to build a long-term visual record of how beaches and cliffs naturally shift over time—helping communities and scientists make better decisions about coastal management.
- **Engaging with Wessex Water regarding the risk to the sewage pumping station**. The Project Team are engaging with Wessex Water to discuss the issues presented by the community in previous engagement, including the risk to the pumping station.
- **Exploring the potential to implement nature-based solutions in Charmouth**. Examples include planting trees on cliff slopes to improve stability or extending reedbeds for natural flood management.
- **Refining the scope of Phase 2 (the delivery stage)**. This means reviewing all the feedback gathered through community engagement and identifying the most supported options for implementation. These options (originally developed through engagement with the community during the development of the Outline Business Case) will be refined based on the latest engagement

feedback. This will also consider any insights from Jacobs’ technical work, to ensure they are practical, locally appropriate, and aligned with project goals.

After the summer, the Project Team will present these refined options for delivery to the Future Coast Charmouth Steering Group. These options will be based on popularity, affordability, feasibility and general feedback from the community and stakeholders.

The next stage of the project will focus on delivering actions that are eligible under the external funding secured, which is specifically for adaptation-based approaches. While this funding cannot be used for traditional sea defences, it enables us to take forward practical, community-informed measures that help Charmouth respond to coastal change in a proactive and sustainable way. These actions are designed to support long-term resilience and ensure that the village is better prepared for future challenges—protecting both its character and its coastline.

DRAFT