

Charmouth Parish Council

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MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL **HELD ON TUESDAY 25 MARCH 2025**

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

IN ATTENDANCE: Lisa Tuck, Parish Clerk.

The Chair welcomed everyone to the meeting.

Jane Bremner mentioned how lovely the village is looking as Spring approaches and particularly how nice the new and refurbished benches are at the Foreshore.

FC25/18 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

No members of the public were present.

FC25/19 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.

Jane highlighted some issues which Belinda had drawn attention to:

Belinda had included a Focus on Adult Services as there's a Dorset Council consultation on Day Services which will influence the service level planned. She is concerned that neither Charmouth nor Lyme has any commissioned adult service provider currently yet the population is older than any in the Dorset Council area (40%, compared to 32% for Dorset and 19% nationally).

Belinda is asking which directorate or service the Parish Council would like her to cover next time. After thought, it was felt that the Road Safety issue is important and ongoing currently.

Jane Bremner reported that it is good news that Belinda has asked the Portfolio Holder for Highways to take the small St Andrew's Road car park out of the coastal tier of more expensive car parks, while the council is undergoing the Parking Review.

FC25/20 APOLOGIES FOR ABSENCE – Apologies were received from Judith Sheppard (holiday) and Belinda Bawden (previous engagement, DC meeting).

FC25/21 DISPENSATIONS – There were no dispensations relevant to this meeting.

FC25/22 DECLARATIONS OF INTEREST – Mike Smith declared an interest in the item relating to the renewal of the new Football Club Agreement.

FC25/23 MINUTES OF PREVIOUS MEETINGS

It was proposed by Jane Bremner, seconded by Melanie Harvey and

RESOLVED that the minutes of the Meeting held on the 11 February 2025, be signed by the Chair as a correct record.

FC25/24 MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

(a) Jane reported that unfortunately the Clerk wasn't successful in the DAPTC draw to attend a Buckingham Palace Garden Party this year.

(b) Re 25/07: Jane stated that the proprietors of Nisa had now confirmed that the shop lifting situation had calmed down and there was no need for the Council to write to the Police and the MP about the issue. They will be in touch if the position changes.

(c) Re 25/13: Jane reminded the members of the Resilience Plan WG that it was agreed that they should meet to look again at the practical working of the Plan.

FC25/25 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 18 FEBRUARY 2025

There were no proposals.

Martin Sayers asked where the recycling shed was and Julie Leah confirmed that it is adjacent to the boat park. There are now signed up volunteers, including a Duke of Edinburgh student and when the hut has been painted green by the outside staff, it will be decorated with netting and pebbles spelling out "Recycling".

FC25/26 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 18 FEBRUARY 2025

There were no proposals and no questions.

FC25/27 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE HELD ON 11 MARCH 2025

There were no proposals as the Committee had agreed to proceed with the Housing Needs Survey based on tight timescales. Melanie Harvey (Housing Needs Co-ordinator) talked through the logistics of the process. Mel and Jane would design the poster for distribution asap as well as the leaflet for delivery which will be printed by Jacqui Cuff. Jacqui would also advertise in the local paper. 7 Councillors agreed to help with leaflet delivery to approximately 8-900 homes in the parish around 14 April to coincide with the "go live" date of the survey.

Martin Sayers wondered whether a separate sheet could also be delivered asking for views on whether 20mph would be favoured. It was agreed that initially this should be raised at the Annual Parish Meeting and if there seemed to be enough interest, Martin could produce a separate sheet for printing and future delivery.

FC25/28 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 11 MARCH 2025

Peter Noel reported that several of the proposals will be dealt with In Committee due to the sensitive nature of the information.

(a) FGP25/27 Supplier Payments – payments for February 2025 were noted and it was

RESOLVED that the Supplier Payments additions (shown in bold italics) for March 2025 be accepted and approved following approval by delegated authority.

Supplier Payments - FEBRUARY 2025:

HMRC (PAYE)	2956.73		BACS
Amazon	14.00		
Amazon	25.99		
Flowbird	78.70		
Scribe	933.12		
Screwfix	149.83		
Screwfix	35.98		
Legionellasafe	130.44		
Legionellasafe	466.44		
Legionellasafe	226.44		
Legionellasafe	394.44		
Bridport Building Supplies	170.76		
MAC Building	438.00		
MAC Building	336.00		
Screwfix	18.49		
Screwfix	26.76		
Lawson Computer Repair	72.00		
Creative Solutions	92.45		
Mole Avon	14.50		
Water 2 Business	536.10		
Yellow Box	75.42		
Sonder Digital Ltd	884.70		
CPRE	36.00		
Prospect Garage	153.37		
Joe Turner	45.00		
Travis Perkins	46.37		
DCW Polymers	1642.80		
DCW Polymers	1783.20		
Amazon	15.15		
Sovereign	602.74		
Creative Solutions	85.82		
Poultons	3122.70		
Cumbria Clock Company	222.00		
			15832.44
Already Paid			
The Flag Shop	23.97	Paypal	
			23.97
			£15,856.41

Supplier Payments - MARCH 2025:

HMRC (PAYE)	2956.53		BACS
Amazon	17.98		
Amazon	3.99		
Amazon	6.72		

Amazon	56.99	
Amazon	43.90	
Amazon	10.18	
Amazon	5.59	
Water2Business	485.46	
Screwfix	19.99	
Screwfix	49.98	
Screwfix	43.48	
Screwfix	200.14	
Lawson Computer Repair	72.00	
Screwfix	40.57	
C B Potts	280.39	
Arthur Fordham	37.34	
Yellowbox	65.94	
Amazon	14.95	
Axminster Power Tools	17.58	
Flowbird	117.79	
		4547.49
Already Paid		
Screwfix	69.98	
South West in Bloom	30.00	
Sonder Digital	1800.00	
National Garden Gift Vouchers	106.95	
EVAQ8	27.59	
Moneysoft	103.20	
O2	10.00	
Ashridge Nurseries	51.08	
		2198.80
		£6,746.29

- (b) FGP25/28 Bank Reconciliation up to 31 January 2025
RESOLVED that the Bank Reconciliation be accepted and approved.
- (c) FGP25/29 Income and Expenditure against Budget April 2024-Jan 2025
RESOLVED that the Income and Expenditure against Budget April 2024-Jan 2025 be accepted and approved.
- (d) FGP25/31 Clerk's Report
RESOLVED that the Clerk's Report be accepted and approved.
- (e) FGP25/37(a) Annual Contracts 2025/26
RESOLVED that the Annual Contracts for 2025/26 be approved as set out.
- (f) FGP25/38(a) Investment Strategy 2025/26
RESOLVED that the Investment Strategy for 2025/26 be approved as set out.
- (g) FGP25/38(b) Reserves Policy
RESOLVED that the Reserves Policy be approved without change.

(h) FGP25/38(c) Overall Risk Assessment

RESOLVED that the Overall Risk Assessment be approved as set out.

(i) FGP25/28(d) Financial Risk Assessment

RESOLVED that the Financial Risk Assessment be approved as set out.

FC25/29 TO RECEIVE AND CONSIDER THE REPORT OF THE HR COMMITTEE HELD ON 11 MARCH 2025

Jane Bremner reported that last year's Seasonal Beach Assistant has confirmed that he will return for the main season (early July-early Sept) in line with the budgets set and that he will be available for the two weekends of the Spring Bank Holiday/Half Term week. He isn't however, available to cover the Easter weekend evenings.

The proposal relating to Enhanced Management Benefits will be dealt with in Committee.

FC25/30 MEETINGS

(a) Annual Parish Meeting - 1 April 2025 – Final Arrangements – Jane confirmed that the official notices had been circulated for the meeting to be held at 7.30pm in the Village Hall, Wesley Close. Of the speakers invited the following had accepted - the River Char Action Group represented by Julie Leah, Future Coast Dorset (formerly CTAP) represented by Elliott Saloman-Carter (DC Project Officer) and Matt Smith (Dorset Coast Forum) and Belinda Bawden as DC Ward Councillor. Edward Morello MP had declined as he is in London on that day. Committee Chairs had been asked to let Jane and Lisa have a copy of their reports in advance. Councillors were asked to arrive at about 7pm to help set up chairs and refreshments.

Jane updated the Council on the recent meeting which she, Judith and Lisa had with Elliott Saloman-Carter and Toni Powell about the Future Coast Dorset project and outlined the up to date position.

(b) Change of date for FSH and PF,C&SM Committees to 29 April 2025 - Jane confirmed that members had been notified of this change and it had been advertised.

FC25/31 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

(a) A written report had been received from Peter Noel following his attendance at the BLAP Parish Liaison Meeting on 4 March 2025.

(b) Julie Leah reported that she will be attending Dorset Local Nature Partnership Annual Forum on 26 March 2025. Julie plans to ask about steps to enforce mitigation questions as well as raise tree issues.

(c) Mike Smith reported that he had attended the St Andrew's Community Hall meeting and updated the Council on the latest position with the speaker system.

(d) Melanie Harvey confirmed that the River Char Community Project (RCCP) were mostly discussing the River Dragon event currently.

FC25/32 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS

- Following the notes of the Climate and Nature Action Support Group held on 4 March, Julie Leah asked if the slides presented by Nick Ireland (Leader of DC) could be added to the Parish Council's website. It was confirmed that permission had been gained and the slides added to the website.
- Following correspondence about the upcoming Simpler Recycling legislation, queries were raised and a visit received from DC's Matt Boulter who confirmed the following information:

- Defra are due to confirm whether public waste bins will be out of scope of the new regulations – it is hoped that they will be;
- The Elms and all businesses at the Foreshore will need their own contract and the appropriate bins – waste cannot be included in the public bins (less than 10 full time staff, effective from March 2027); The Clerk has reminded CPC tenants of the position.
- Defra have confirmed already that refuse from “Events” will be “in scope” from 2027;
- Suggested thinking about the possibility of communal bins for Charmouth businesses from 2027.
- An enquiry had been received from Linda Bearpark about whether the Council would fly a VE Day 80 flag on the Elms for the upcoming anniversary on 8 May. Also wondering if any lamppost signs could be purchased for strategic locations (eg by Tommy). Councillors considered the images provided and agreed to purchase a flag and 4 lamppost signs from the RBLI at a total cost of £40 which would be taken from the remainder of the current Remembrance Day budget. The lamppost signs would be placed by the Tommy Garden, by the War Memorial and either side of the Street outside the shops.
- An email has been received from Toni Powell, Dorset Coast Forum asking whether Charmouth PC has signed up for Motion for the Ocean. She has given a name of an officer at Swanage Town Council for advice following their sign up last year and it was agreed that Julie Leah would follow this up and report back.
- 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:
 - Upcoming training and events at a glance
 - Confirmation of Royal Garden Party 2025 Delegate for Dorset
- Dorset Council:
 - Dorset Council Notice of Variation Off-Street Car Park Charges inc Charmouth Lower Sea Lane – circulated to Councillors and Belinda is requesting that LSL car park be removed from the seaside tariff
 - Open Licence Applications received weekly
 - Consultation on Off-Street Parking changes in Dorchester Old Market Car Park
 - Dorset Coast Forum 30 year celebrations
 - DCF ENews March 2025
- Cllr Belinda Bawden – circulated where appropriate:
 - Key Insights from the Welsh 20mph Webinar – Watch On-Demand!
 - Free BinForGreenSeas - applications open until 25 April
 - Engineering works affecting travel between Salisbury and Yeovil Junction, 22nd-28th February
 - Temporary bus route during Church Street closure
 - Dorset Council Budget approved
- BLAP (all forwarded to reps):
 - Bulletins
 - BLAP Parish Liaison meeting 04/03/25 – agenda and subsequent notes

- BLAP Steering Group meeting 05/03/25 – agenda
- Dorset CAN:
 - Great UK WaterBlitz 25-28 April 2025
 - Reminder for next CNAS meeting - Tues 4th March – agenda and support group notes received
 - Carbon Literacy Training for Community Groups and Orgs in Dorset
- 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
- WATAG:
 - AGM, Constitution and General Meetings held on 30th January
 - Confirmation of reminder re change of rep for Charmouth
- Dorset Local Nature Partnership
 - Annual Forum: 26 March 2025 – Julie Leah booked to attend
- Enquiries via website contact form:
 - Use of foreign blue badge disability permit
 - Radio Solent request for interview re Charmouth beach unexploded ordnance – declined
 - Concession request for cocktail bar – position explained
 - Meeting request with Chair re shepherds hut café concession proposal – spoke to Mike Smith who, after speaking to the Clerk, relayed the position with covenants
 - Request for NHP background document
 - Concession request for automatic kayak rental – position explained
 - Metal detecting policy
 - Further representation about requesting additional restrictions for Double Common parking – explained that limits had already been agreed by the Council
 - Enquiry about parking of camper vans at the layby by Stonebarrow Lane – explained actually outside of Parish but responsibility of DC, who should be contacted
 - Concern about a dead swan
 - Enquiry re speeding vehicles and rubbish bins between Stonebarrow Lane and Newlands – directed enquirer to Belinda in relation to her ongoing survey
 - Filming enquiry from BBC re World's Most Amazing Walks with Robson Green – filmed on 14 March, no charge made
 - Urgent housing enquiry – directed to Belinda as Ward Member
- St Andrew's Community Hall Agenda for next Tuesday 18th March Lisa Tuck
- Info re death of Michael Whatmore
- Flood Alert: West Dorset Rivers and Streams
- Wessex Water Community Outreach at Bridport Library – advertised on Facebook
- Correspondence with Ed Morello MP's office about attending a PC meeting as he can't attend the APM

FC25/33 EXCHANGE OF INFORMATION

Any other issues Councillors wish to report, related to Council business but not requiring a response.

- (a) Peter Noel raised concern about several businesses in the village either closing or being up for sale.

FC25/34 IN COMMITTEE

(a) F&GP Committee proposals

(i) FGP25/30(b)i Beach Office Lighting Quote - 3 quotes had been received and it was

RESOLVED to accept the quote from Tim Mayers of £217.30 plus VAT as, although the highest quote, this option allows for twin type fittings which is felt would cast a better light. This is within the estimated figure set out in the GEN6 schedule (£1000). It is not possible to install an extractor fan in the office due to the thickness of the walls.

(ii) FGP25/30(b)ii Reed Bed Fence Quote - 3 quotes had been received and it was

RESOLVED to accept the lowest quote from Michael White £1450 plus VAT. This is more than the estimated figure set out in the GEN6 schedule (£1000) but savings have been made on other items.

(iii) FGP25/34 Renewal of Agreements 12 and 13 – Mike Smith declared an interest and left the room. It was reported that Agreement 12 had been amended to take into account the items raised by the Club as well as the more recent requirement for legionella checks to be undertaken on the hot water storage tanks for the showers. It was

RESOLVED that both new 3 year agreements be accepted as set out.

(iv) FGP25/37(d) Alarm Maintenance Contract - 3 quotes had been received and as a change is clearly required, it was

RESOLVED that the quote from local contractor Tim Mayers of £1260 plus VAT, although more expensive, should be accepted in the interest of efficiency.

(b) HR Committee proposals

(i) HR25/06 Enhanced Management Benefits – It was

RESOLVED that the proposal set out in the confidential report circulated separately be accepted.

The meeting closed at 8.35pm.