

Charmouth Parish Council

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MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL **HELD ON TUESDAY 24 MARCH 2026**

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

IN ATTENDANCE: Lisa Tuck, Parish Clerk.

The Chair, Jane Bremner, welcomed everyone and reflected on the January meeting when the Council had been briefed on the proposed closure of 8 fire stations across Dorset and Wiltshire, including Charmouth. It was felt that the community had responded very well to support the cause, including a public meeting and erection of posters and banners. It is now important for everyone to complete the public consultation. The basis of the Parish Council's response is available to view on the Council's website.

FC26/17 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

There were no public questions.

FC26/18 DORSET COUNCIL ISSUES – Cllr Belinda Bawden updated the Council on:

- The latest position with regard to the proposed fire station closures;
- Double Devolution including neighbourhood boards;
- A meeting with DC Highways and Parish Cllrs Katie Moore and Martin Sayers when ongoing issues were raised;
- A reminder to report highways issues via the online portal so that these are logged.

Belinda left the meeting.

FC26/19 APOLOGIES FOR ABSENCE – Apologies were received from Mike Smith (unwell).

FC26/20 DISPENSATIONS – There were no dispensations relevant to this meeting.

FC26/21 DECLARATIONS OF INTEREST – Peter Noel declared an interest in relation to the Events Shed and would leave the room for that item. Martin Sayers declared an interest in relation to the NCI request and would leave the room for that item.

FC26/22 MINUTES OF PREVIOUS MEETINGS

It was proposed by Jane Bremner, seconded by Katie Moore and

RESOLVED that the minutes of the Meeting held on the 27 January 2026, be signed by the Chair as a correct record.

FC26/23 MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

Jane stated that the new signage is in place to ensure that the public know where the Council offices are located.

FC26/24 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 17 FEBRUARY 2026

- a) Future Coast Charmouth – Jane and Julie updated the Council on ongoing negotiations.
- b) NCI request for erection of a mast on the top of the flag pole - Martin Sayers gave some background to the request and then declared an interest and left the room. It was

RESOLVED that, having established that planning/listed building approval is not required, permission be granted for the NCI to erect a radio mast on the top of the existing flag pole adjacent to the Lookout.

FC26/25 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 17 FEBRUARY 2026

Jane reported that the new trees had now been planted at the orchard and the cemetery.

FC26/26 TO RECEIVE ANY NEW PLANNING ITEMS (NO COMMITTEE MEETING WAS HELD IN MARCH)

Jane reported that one application and a tree application are being considered by delegated authority as these are not considered to be controversial.

FC26/27 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 10 MARCH 2026

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

RESOLVED that the additions to the Supplier Payments for March 2026 be accepted and approved.

Supplier Payments - February 2026:

HMRC (PAYE)	4495.44
Water 2 Business	669.21
Lawson Computers	72.00
DAPTC	30.00
G W Machinery	253.57
St Andrews Community Hall	19.00
Scribe	933.12
Flowbird	75.24
Artwaves West	541.87
Sparkbrights	1572.04
Prospect Garage	201.79
Amazon	67.90
Amazon	13.99
Amazon	16.30
Amazon	14.54
Amazon	35.98
Sonder	546.00
Phil Turner	130.00
Cartridge Save	37.68

Hardy Tree Surgeons	300.00	
		10025.67
Already Paid		
Flowbird (Nov 25 missed)	200.41	
Dorset Council	155.00	
Exeter Window Store	735.02	
Neat Training	475.00	
		1565.43
		£11,591.10

Supplier Payments - March 2026:

HMRC (PAYE)	4306.18	
Screwfix	162.45	
Screwfix	9.99	
Creative Solutions	177.60	
Amazon	10.99	
Amazon Prime	114.00	
Water 2 Business	602.96	
Lawson Computer	72.00	
Screwfix	25.49	
Francis Bugler	16.32	
D Humphrey	95.40	
Mole Avon	7.20	
Axminster Ironworks	480.00	
Amazon	46.80	
Amazon	11.00	
Amazon	24.98	
Britain in Bloom	50.00	
Fowler Hire	53.28	
Screwfix	40.97	
Morgans	30.75	
Cartridge Save	132.65	
Amazon	8.99	
Arthur Fordham	20.00	6500.00
Already Paid		
Brookside Nursery	50.92	Paypal
EVAQ8	34.22	Card
Moneysoft	108.00	"
Rocket & Garden	35.98	"
Dorset Council	713.98	DD
Ashridge Nursery	702.88	Card
		1645.98
		£8,145.98

b) Bank Reconciliation up to 31 January 2026

RESOLVED that the Bank Reconciliation be approved and accepted.

- c) Income and Expenditure against Budget April 2025 – January 2026
RESOLVED that the Income and Expenditure against Budget April 2025 - January 2026 be accepted and approved.
- d) Clerk's Report – It was
RESOLVED that the Clerk's Report be accepted and approved.
- e) Pavilion Electrics Quote (IN COMMITTEE)
- f) Annual Contracts 2026/27 – Having considered the annual contracts for the coming year, it was
RESOLVED that the Annual Contracts for 2026/27 be approved as set out.
- g) Arboricultural Tree Condition Assessment – Following a proposal from the F&GP Committee, it was
RESOLVED that the quote from Hardy Tree Surgeons of £750 be accepted from the existing budget in the 2026/27 budgets. It was noted that the cost is kept significantly lower by using the same trusted contractor who has all the trees already documented.
- h) Investment Strategy 2026/27
RESOLVED that the Investment Strategy for 2026/27 be approved as set out.
- i) Reserves Policy
RESOLVED that the updated Reserves Policy be approved as set out.
- j) Overall Risk Assessment
RESOLVED that the Overall Risk Assessment be approved as set out.
- k) Financial Risk Assessment
RESOLVED that the Financial Risk Assessment be approved as set out.
- l) Cyber Security - The Committee noted the Clerk's report on the conference attended and in particular in relation to cyber security. The Clerk confirmed that the answers from Luke at Lawsons Computers tie into Councillors using their own devices. However, it must be noted that the system for the office is completely secure. Following recommendation by the F&GP Committee, it was
RESOLVED that as much as possible is currently being done to ensure data protection/cyber security and the alternative of purchasing laptops for each councillor comes with other implications and would be unjustifiably costly and inefficient. It is proposed to continue as currently and remind Cllrs regularly not to download information to personal devices, never forward information to a personal email address and delete information regularly. All information can be obtained from the Clerk if it is required in the future.
- m) Lease 2 Rent Review (IN COMMITTEE)
- n) Lease 4 Rent Review (IN COMMITTEE)
- o) Local Government Pension Scheme (IN COMMITTEE)

FC26/28 TO RECEIVE AND CONSIDER THE REPORT OF THE HR COMMITTEE HELD ON 4 MARCH 2026

There were no proposals but Jane Bremner highlighted the position with this year's seasonal Beach Assistant and the slight change of hours which is only marginally over budget and can be made up from contingency.

There is no closing date on the advert to allow for interviewing as applications are received. It was agreed that the first interview date would be on Wed 15 April and Peter Noel would join the panel with Jane Bremner and Dave Humphrey.

Jane Bremner also reported that the key office staff had worked on task diaries during 2025 and these are now being used as working documents and tweaked accordingly.

FC26/29 MEETINGS

a) Annual Parish Meeting 2026 – Jane confirmed that this year’s meeting would take place on Tuesday 19 May 2026 at 7.30pm at St Andrew’s Community Hall Club Room. No external speakers have been invited as agreed in January.

FC26/30 DAPTC / DC STATEMENT OF REASONABLE EXPECTATIONS

Councillors were asked to review the proposal through the lens of the wider parish and town council community and its collective relationship with Dorset Council. Councils were also invited to offer any significant feedback or suggested amendments, which DAPTC will gather for a review with Dorset Council in 12–18 months. It was

RESOLVED that following consideration of the draft DAPTC/DC Statement of Reasonable Expectations (SoRE) this was approved by Charmouth Parish Council ahead of the DAPTC 2025 AGM on 30 May 2026.

FC26/31 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

- a) Martin Sayers reported that he had attended the recent BLAP Parishes meeting when he had mentioned the recent speed survey and the ongoing fire station campaign.
- b) Katie Moore had attended a recent WATAG meeting and First Buses had been reminded not to forget Charmouth when considering transport to Dorchester Hospital from Lyme Regis/Bridport.
- c) Following Katie Moore and Martin Sayers’ meeting with DC Highways and Belinda, Katie’s report of the meeting would be taken to the next PF,C&SM Cttee.
- d) Katie Moore reported that she had attended the Almshouse Charities meeting and they are actively seeking people who may need extra help in the village. Katie is to check with the Almshouse Charities if they are happy for information to be added to the Council’s website along with details of local food banks.

FC26/32 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS

- Following the recent slip at Stonebarrow, an enquiry had been received about the reopening of the coast path to the east of Charmouth as well as the path along the river from the beach to Newlands corner. It was confirmed that the coast path was now open again and this is due to new legislation which means the coast path can be rerouted without compulsory purchase or objection from landowners. With regard to the river path, there is a lot of history associated with this path which has avoided its reopening for many years.
- 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:
 - Royal Garden party attendees – Friday 8 May 2026

- New date for DAPTC 2025 AGM – Sat 30 May 2026 (this allowed Dorset Council the additional time to take the draft Statement of Reasonable Expectations (SoRE) through its internal service areas and the elected-member decision-making process)
- Invite from Dorset Council Climate Team to monthly a Webinar Series designed specifically for Town and Parish Councils across Dorset
- Further information about Age Friendly Dorset and that a webinar is being arranged
- Dorset Council:
 - Open Licence Applications received including one for Cummins Farm Campsite, Fernhill
 - DCF webpage on Storm Impacts on the Dorset Coast
 - DCF Future Coast Charmouth Adaption Plan Community Events
 - DCF Jurassic Coast World Heritage Site News
 - DCF Consultation now live for Dorset Council Purbeck Watercraft Byelaw 2027
 - West Dorset Fossil Code meeting notes and slides (Lisa attended)
 - Amber warning of ground water flooding issued for Dorset at the end of January
 - Playing pitch and Built Facilities Strategy consultation
 - Information about urgent closure of Old Lyme road for Openreach work
 - Information about temporary closure of Stonebarrow Lane for Openreach work
 - Information about urgent closure of Wesley Close to repair a street light fault
- Cllr Belinda Bawden – circulated where appropriate:
 - Information about withdrawal of school transport on 30 January due to storms/flooding
 - Proposed closure of Coombe Street, Lyme Regis for up to 18 months from 2 March
 - Correspondence re Bus User Group Forum
 - Temporary Closure of Colway Lane, Lyme Regis for Openreach work
- BLAP (all forwarded to reps):
 - Bulletins
 - BLAP Members' meeting agenda and subsequent notes for meeting held on 05/03/26
 - BLAP Parish Liaison meeting postponement and rearrangement for 20 April 2026 at 4pm (Martin Sayers has sent his apologies)
 - Postponement of Bridport Town Council Annual Meeting until 28 April 2026
- Dorset CAN:
 - Climate and Nature Action Support Group – Tues 17 Feb and Vid and notes from January
 - Climate and Nature Action Support Group – Wed 18 March and Vid and notes from February
- St Andrew's Community Hall (all circulated to rep):
 - Minutes of meeting held on 14/01/26
 - Agenda and subsequent minutes for the meeting on 25/02/26
- WATAG:
 - Minutes of AGM and GM 129 – Katie attended and affirmed that any transport for hospital appointments should ensure that the route would capture Charmouth residents
- Enquiries via website contact form:
 - Uplyme Parish Council re memorial topple testing
 - Availability of commercial property at Charmouth Foreshore
 - Flooding at Wesley Close adjacent to the depot – reported to DC
 - Potential riverbank collapse at Manor Farm
 - Washed up life raft on Charmouth beach near the Soft Rock Café – removed by CPC staff

- Lost hammer
- Coast path access issues between Higher Sea Lane and Charmouth Foreshore – referred to DC who installed a handrail.
- Further enquiry about reinstating the bench to the rear of Cliffend – history explained and referred to Foreshore Cttee
- Sauna concession enquiry
- Further drone survey as agreed - part of Future Coast Charmouth
- Beach hut paint colours
- Wild Systems from Voices of the River Char – Invitation to ‘State of the River Char’ meeting on 24 February (also received via Mel as the River Char Action Group rep)
- Dorset Local Nature Partnership Annual Forum on 25 March – Julie Leah to attend
- Dorset CPRE January/February 2026 Newsletters
- Receipt of Charmouth School Newsletters
- Information from Flood Wessex online sessions – 19 Feb (Flood Mary), 19 March
- Dorset Flood Warden update re Flood Mary Recording
- Monarch’s Way March 2026 Newsletter
- Information from Wessex Water re Community Outreach sessions in Bridport – advertised on CPC Facebook page
- Network Rail launch of Digital Lineside Neighbour Notifications

FC26/33 EXCHANGE OF INFORMATION

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

- a) Julie Leah confirmed that she is now unable to attend the Local Nature Partnership’s forthcoming meeting but would received the notes for review.
- b) Jane Bremner mentioned a new Facebook page which seemed to have raised the profile of Parish Council meetings which is good. Councillors were reminded of the Policy regarding engagement on social media.

FC26/34 IN COMMITTEE

- a) Pavilion Electrics Quote - Taking into account that the upgrade of the electrics would benefit the whole community as well as rectify the issue of legionella testing on the existing showers, it was

RESOLVED that the lowest quote of £4118.54 plus VAT from Sparkbrights to upgrade the electrics at the pavilion be accepted. This would be taken from the General Reserve for Pavilion/PF alterations (standing at £11406.30).

Despite more information being received from the Football Club that it very much hopes to continue into next season, it was still felt that the chosen plumbing quote should be revisited after the year end when the financial position is clearer and also when it is known categorically whether Charmouth Football Club would be returning for the coming season and onwards.

- b) Lease 2 Rent Review - Following a proposal from the F&GP Committee, it was **RESOLVED that the proposed rent review be agreed as discussed.**
- c) Lease 4 Rent Review - Following a proposal from the F&GP Committee, it was **RESOLVED that the proposed rent review be agreed as discussed.**

d) Events Shed Services – quotes – Peter Noel declared an interest and left the room. After a discussion about the logistics of installing an electricity supply to the approved new shed, it was

RESOLVED that if the Events Committee wish to proceed with the installation, the Council can commission this but would require a donation of 100% of the cost.

As previously stated, the supply to be used for this spur is a separate supply in the name of the Scout Group and therefore, there would need to be a sub-meter fitted so that the electricity can be charged to the Events Committee on a regular basis. This will need to be written into the new agreement for the rental of the new shed in due course.

The Council felt it important to remind the Events Committee that use of the pavilion can always be applied for, when water and electricity are required.

e) Lease 1 – Following developments since the F&GP Cttee, the Clerk updated the Council on the latest position with the new lease. In addition, an email had been received from the tenant which was discussed and a response agreed.

f) Local Government Pension Scheme – The Clerk left the room for this item. Following a proposal from the F&GP Committee, it was agreed that the Council would participate in the Local Government Pension Scheme as set out and would proceed with a statutory resolution at the most convenient point during the current year.

The meeting closed at 9.05pm.