

Charmouth Parish Council

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MINUTES OF THE ANNUAL MEETING OF CHARMOUTH PARISH COUNCIL **HELD ON TUESDAY 26 MAY 2026**

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

IN ATTENDANCE: Lisa Tuck, Parish Clerk.

Cllr Jane Bremner welcomed everyone to the Annual Council Meeting.

FC26/35 TO ELECT A CHAIR OF THE COUNCIL AND RECEIVE THE CHAIR'S DECLARATION OF OFFICE

Cllr Jane Bremner was nominated by Cllr Martin Sayers, this was seconded by Cllr Katie Moore and
RESOLVED unanimously that Cllr Jane Bremner be appointed as Chair of the Council for the coming year. The declaration of office was signed.

FC26/36 TO ELECT A VICE-CHAIR OF THE COUNCIL

Cllr Jane Bremner nominated Cllr Judith Sheppard as Vice Chair. This was seconded by Cllr Katie Moore and
RESOLVED unanimously that Cllr Judith Sheppard be appointed as Vice Chair of the Council for the coming year.

FC26/37 TO ELECT REPRESENTATIVES TO OUTSIDE ORGANISATIONS

- a) To appoint a representative to the Friends of Charmouth Library - Cllr Martin Sayers.
- b) To appoint a Footpath Liaison Officer(s) - Cllr Judith Sheppard and Mike Sheppard.
- c) To appoint 2 Trustees for the Almshouse Charities - Cllr Katie Moore and Cllr Jane Bremner.
- d) To appoint a Public Transport Representative - Cllr Katie Moore.
- e) To appoint 2 representatives for the DAPTC Western Area Committee - Cllr Peter Noel and Cllr Julie Leah (as back up).
- f) To appoint a representative for the St Andrews Community Hall Management Committee - Cllr Mike Smith.
- g) To appoint a representative for the Bridport Area Partnership Committee - Cllr Martin Sayers with Cllr Peter Noel (as back up).
- h) To appoint a Tree Officer - Cllr Julie Leah.
- i) To appoint a Highways Officer - Cllr Martin Sayers.
- j) To appoint a representative to the Twinning Association – Cllr Jane Bremner.
- k) To appoint Deputy Flood Warden(s) - Cllr Judith Sheppard and Cllr Katie Moore.
- l) To appoint reps for the River Char Action Group and the River Char Community Project - Cllr Melanie Harvey (River Char Action Group rep) and Cllr Julie Leah (River Char Community Project rep).

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

RESOLVED that the Representatives to External Organisations (items a-l) be agreed for the coming year.

FC26/38 TO AGREE ISSUES ARISING FROM STANDING ORDERS FOR CONSIDERATION AT THE ANNUAL MEETING

- a) Review and adoption of appropriate standing orders and financial regulations – updated in 2025 in line with NALC recommendations regarding revised Contract Regulations.
- b) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses:
 - i. Dorset Council – grass cutting of footpath from Lower Sea Lane to bridge on a “per cut” basis invoiced annually in April for previous season; grass cutting of other areas within the parish under an agency agreement for a fixed price; weed control on a fixed price basis; cutting of shrubbery area in Bridge Road pavement on a fixed price basis.
 - ii. Beach/Seafront Car Parks – re-affirm no permanent right of way for Council vehicles;
 - iii. Electricity (Western Power) wayleaves at the Playing Field and the Elms;
 - iv. Land adjacent to the War Memorial – official agreement with owner of Hazelwood House for £1 rent payable annually in January.
- c) Review of inventory of land and assets including buildings and office equipment – updated and agreed annually as part of audit procedures.
- d) Confirmation of arrangements for insurance cover in respect of all insured risks – renewal received from Zurich Municipal from 24 June 2026 for consideration at this meeting.
- e) Review of the Council’s and/or staff subscriptions to other bodies – agreed in March 2026.
- f) Review of the Council’s complaints procedure – reviewed and approved in July 2025.
- g) Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information – FOI Policy for review July 2026 and data protection legislation (agreed October 2019, review date to be established following guidance from NALC).
- h) Review of the Council’s policy for dealing with the press/media – Communications Policy (agreed Sept 2024, amendments to be discussed at this meeting).
- i) Review of the Council’s employment policies and procedures – undertaken with WorkNest during the one year contract for HR 2023-24.
- j) Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence – agreed in Autumn each year, although, as the Council has the General Power of Competence this is not so relevant.
- k) Review of annual contracts – agreed in March 2026.
- l) Determining the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council – calendar of meetings circulated in January 2026 in line with procedure.
- m) Review of delegation arrangements to committees, sub-committees, staff and other local authorities – reviewed as part of review of Standing Orders in July 2025.
- n) Review of the terms of reference for committees – undertaken by each Committee at the first meeting in an election year.

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

RESOLVED that the items arising from Standing Orders (a-n) be noted and agreed for the coming year where appropriate.

FC26/39 TO APPOINT A FORESHORE COMMITTEE

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

RESOLVED that the Foreshore Committee consist of Cllrs Melanie Harvey, Julie Leah, Katie Moore, Sally Roberts and Judith Sheppard (ex officio).

FC26/40 TO APPOINT A PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

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

RESOLVED that the Playing Field, Cemetery and Street Management Committee consist of Cllrs Melanie Harvey, Katie Moore, Martin Sayers and Mike Smith.

FC26/41 TO APPOINT A PLANNING COMMITTEE

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

RESOLVED that the Planning Committee consist of Cllrs Julie Leah, Katie Moore, Sally Roberts, Judith Sheppard (ex officio) and Mike Smith.

FC26/42 TO APPOINT AN ADDITIONAL MEMBER(S) OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

The Committee to consist of Chairs of Foreshore and Playing Field Committees, Chair and Vice Chair of Council and at least one other Councillor.

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

RESOLVED that due to the likelihood of double roles, the additional members be Cllrs Peter Noel and Martin Sayers.

FC26/43 TO APPOINT AN HR COMMITTEE

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

RESOLVED that the HR Committee consist of Cllrs Jane Bremner (ex officio), Melanie Harvey, Katie Moore and Peter Noel.

FC26/44 TO APPOINT COUNCILLORS TO SIT ON THE ENVIRONMENT WORKING GROUP

As set out in the F&GP Cttee minutes - Jane Bremner reported that the last meeting of the Environment WG had just taken place and it had been agreed that after 5 years a separate working group is not necessary and that environmental issues are now fully embedded in Council decisions. Volunteers will continue to be used for projects as and when necessary. Julie is drafting an Environmental Policy for use moving forward.

It was agreed that a letter of thanks be sent to Andrew Lightfoot for his considerable effort in raising awareness of environmental matters over the last 5 years. Katy Tunstall and Sam Webber will also be informed and thanked.

FC26/45 TO CONSIDER WHETHER OR WHEN THE MEETING SHOULD BE ADJOURNED TO HEAR COMMENTS FROM THE PUBLIC

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

RESOLVED that the Public Questions, Comments or Representations continue to take place at the start of the meeting for a maximum of 30 minutes.

FC26/46 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

No members of the public were present.

FC26/47 DORSET COUNCIL ISSUES

Cllr Belinda Bawden had given her apologies and Jane stated that she had given a very full, Charmouth orientated report at the Annual Parish Meeting last week.

FC26/48 APOLOGIES FOR ABSENCE

Apologies for absence were received from Belinda Bawden (unwell).

FC26/49 DISPENSATIONS

Cllr Bremner reminded all Councillors that all elected members who live within the Parish hold a dispensation for the full term (until May 2029) to discuss the precept.

FC26/50 DECLARATIONS OF INTEREST

Cllr Bremner reminded the meeting that Councillors are responsible for ensuring that their ROI's are up to date and the Clerk can request access from DC for individuals to update. It was also noted that after declaring an interest on a specific item on an agenda, a Councillor should leave the room for that item.

In relation to this meeting, Cllr Mike Smith declared an interest as a member of the Events Committee and Cllr Peter Noel as a member of the Charmouth Traders.

FC26/51 MINUTES

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

RESOLVED that the minutes of the Meeting held on the 24 March 2026, be signed by the Chair as a correct record.

FC26/52 TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

There were no matters arising.

FC26/53 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 21 APRIL 20256

There were no direct proposals.

Updates from the minutes:

- a) Jane reported that Future Coast Charmouth have requested a further meeting and this has been arranged for Thursday 11 June at 2pm. All Councillors are welcome to attend.
- b) Following the successful unveiling of the artwork at Charmouth Foreshore on Monday, it was **RESOLVED to purchase a limited print of the painting (20x40cm), on metal for display at the Council offices. The cost of £150 will be taken from the current Chair's Fund.**
- c) It was confirmed that the lockable skip is still at the Foreshore gradually being filled.
- d) The Clerk confirming that a quote for the repair of the concrete steps had been requested.

FC26/54 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 21 APRIL 2026

There were no direct proposals at no updates from the minutes.

FC26/55 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 12 MAY 2026

a) Supplier Payments – payments for April were noted as having been paid by delegated authority and it was

RESOLVED that additional payments for May 2025 be accepted and approved retrospectively.

Supplier Payments - April 2026:

HMRC (PAYE)	4496.04	
Screwfix	199.98	
Flowbird	120.82	
Amazon	75.63	
Artwave West	91.30	
Lawson Computer Repair	72.00	
Travis Perkins	49.97	
Amazon	13.03	
Amazon	15.28	
Fowler Hire	42.90	
Mole Avon	24.50	
Screwfix	59.98	
Amazon	25.98	
Prospect Garage	260.65	
Yellow Box	143.52	
Perennial	126.00	
Bridport Town Council	184.89	
Amazon	24.95	
Water 2 Business	669.21	
Bridport Building Supplies	134.46	
		6831.09

Already Paid

Seed Revolution	16.00	
Maison and Garden	399.00	
Worknest	2565.36	
Etsy	16.99	
Paul Crosby	446.60	
Screwfix	47.97	
		3491.92
		£10,323.01

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- b) Bank Reconciliation up to 31 March 2026
RESOLVED that the Bank Reconciliation be approved and accepted.
- c) Income and Expenditure against Budget April 2025-March 2026
RESOLVED that the Income and Expenditure against Budget April 2025-March 2026 be accepted and approved.
- The income tracker for the year was noted.
- d) Clerk's Report
RESOLVED that the Clerk's Report be accepted and approved.
- e) Events Shed additional cost (Cllr Mike Smith left the room for this item) – it was reported that a response had been received from the Events Committee confirming that they would be prepared to donate a further £100 on top of the £2500 donation, towards the additional £515. After a discussion it was
RESOLVED that as the delays in ordering had been purely due to the Events Committee, they should be asked to fund the additional cost entirely or the idea of the shed be abandoned. It was also agreed to seek confirmation that the Committee is now moving forward and not likely to fold following the recent resignations.
- f) Asset Register as of March 2026
RESOLVED that the Asset Register as of March 2026 be accepted and approved.
- g) End of Year Finance Report
RESOLVED that the End of Year Finance Report be accepted and approved
- h) Allocation of Unspent Budgets – it was
RESOLVED that the allocation of unspent budgets be transferred as set out and allocation of the remainder of the surplus be discussed at the July F&GP Cttee to ensure all suggestions are taken into account.
- i) Transfer of 7.5% of car park takings to Reserve FSH2 – it was
RESOLVED not to transfer 7.5% for this current year and to review next May.

j) Effectiveness of Internal Control – It is considered that the system is still effective and therefore, it was

RESOLVED that the effectiveness of internal control be approved by the Council.

k) Internal Audit Report – acceptance of report and recommendations - The internal auditors reports have been circulated. Due to an oversight the Internal Auditor is unable to complete a positive assertion to B on the annual return and will provide the following explanation in this regard:

“The Council has purchased new beach huts during the year under review with a value in excess of £30,000. The initial decision made by the Finance and General Purpose Committee was to purchase 5 beach huts with a value of less than £30,000. At the following Full Council meeting it was decided to purchase more huts pushing the value of the contract over £30,000. The Financial Regulations state that for contracts in excess of £10,000 three fixed price quotes must be obtained and for contracts in excess of £30,000 the contract should be advertised on the Contract Finder website in accordance with The Public Contracts Regulations 2015. Quotes were obtained for the new beach huts as far as was possible, but the contract was not advertised on the Contract Finders website.”

Other recommendations include:

- balancing the petty cash at the year end to ensure that the balance of actual cash in the tin is the same as the balance on Scribe;
- if the Council is to fully comply with the Transparency Code, more information should be added to the Compliance section of the website relating to land and building assets as well as more detailed information relating to contracts over £5000.

It was

RESOLVED that the internal auditors report and recommendations be accepted.

l) Income/expenditure accounts and balance sheet – it was
RESOLVED that the income/expenditure accounts and the balance sheet be approved as set out.

m) i) Annual Governance Statement 2025/26 - In line with the internal auditors comments, it was agreed that the answer to assertion 3 has to be “no” in line with the beach hut contract not being advertised on the Contract Finder Website.

RESOLVED that the Annual Governance Statement for the year ending March 2026 be approved and accepted.

ii) Accounting Statements 2025/26 –

RESOLVED that the Annual Accounting Statements for the year ending March 2026 be approved and accepted.

n) Conflict of Interest Declaration

RESOLVED that there is no conflict of interest between any member of Charmouth Parish Council and BDO.

o) Compliance with Transparency Code - Following advice from the Internal Auditor, as stated above, in order for the Council to comply fully with the Transparency Code, additional information relating to land, buildings and contracts over £5000 should be added to the website.

RESOLVED that the additional information be added as soon as practically possible.

p) Insurance renewal - Renewal details have been received from Zurich who have been the Council's insurers for over 30 years. To enter into a another three year agreement would incur a renewal premium of £5931.70 for the 26/27 year (as opposed to £6415.93 for 1 year). The current year's premium is £5590.26. Quotes have been sought previously but the cost difference was negligible and given the complexity of the Council's requirements as well as the time required to source and review other quotes, it was

RESOLVED to enter another three year agreement with Zurich for the Council's insurance.

q) Transfer of Christmas lights arrangement to Traders – Cllrs Peter Noel and Mike Smith left the room for this item. It was reported that the Events Cttee are taking steps to transfer the Christmas lights to the Traders on a legal footing but would like confirmation from the Council that the current arrangements they have with the Council for the storage and payment of the annual erection of the lights, can be transferred to Charmouth Traders.

RESOLVED that the current arrangement continue with the Traders.

r) Safeguarding Policy

RESOLVED that the Safeguarding Policy be approved unchanged.

s) Communications Policy update –

RESOLVED that the Communications Policy be updated in line with the circulated amendments.

Cllr Jane Bremner reported the following updates from the minutes:

t) Barrs Lane – to be dealt with In Committee;

u) Lease 1 renewal – to be dealt with In Committee;

v) Machinery – it was reported that two mowers are now out of action and needing repair.

Following a quote, it was

RESOLVED that a Stihl battery powered mower be purchased from Fowler Hire and Sales at a cost of £584.25 plus VAT. This mower is compatible with the current batteries and the funds would be taken from Reserve MC1.

FC26/56 TO RECEIVE AND CONSIDER THE REPORT OF THE PLANNING COMMITTEE HELD ON 12 MAY 2026

a) Jane Bremner reported that an update regarding the Community Land Trust would be given In Committee.

FC26/57 TO RECEIVE AND CONSIDER THE REPORT OF THE HR COMMITTEE HELD ON 15 APRIL 2026

a) Staff Member No. 5 – Jane Bremner reported the extremely sad news of this death in service and confirmed that the details would be dealt with In Committee.

FC26/58 TO RECEIVE AND CONSIDER THE REPORT OF THE ENVIRONMENT WORKING GROUP HELD ON 7 MAY 2026 TOGETHER WITH THE ANNUAL REPORT

The notes and Annual Report were noted.

FC26/59 SCHEME OF DELEGATION – REVIEW OF SCHEME AGREED ANNUALLY IN MAY

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

RESOLVED that the Council continue to delegate authority to the Clerk, in consultation with the Chair and Vice Chair, to take any actions necessary with associated expenditure to protect the interests of the community and ensure Council business continuity, informed by consultation with appropriate members of the Council. This includes approval of supplier payments when a meeting does not coincide with payment deadlines. All payments will be reported to the next appropriate meeting. The scheme of delegation should be reviewed annually at the Annual Meeting of Council in May.

FC26/60 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

- a) Martin Sayers confirmed that he would be attending the forthcoming BLAP meeting on 4 June.
- b) Julie Leah reported that she had attended the Community Discussions meeting via Zoom which was about how Dorset Council will deal with double devolution and assimilate decision making down. Feed back from Councillors is sought.
- c) Mike Smith updated on the works continuing at St Andrew's Community Hall following the recent legacy.

FC26/61 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS

- Email from Charmouth Uncensored in response to previous email response – to be discussed In Committee.
- Local Government Boundary Commission notice about consultation on ward boundaries for Dorset – circulated to Councillors 25 March. It wasn't felt necessary to make any comments in view of the recommendations made previously which weren't popular with the areas in question.
- 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:
 - New Clerk's Café Sessions
 - Working Together Webinar: Age Friendly Dorset
 - Survey Request – Community Emergency Response Plans
 - Working Together Webinar: Event Management/Martyn's Law
 - Community Conversations Design Sessions – Julie booked to attend
 - Parish Networking Events
 - AGM Agenda
- Dorset Council:
 - Open Licence Applications received
 - DCF eNews for Spring 2026
 - Parish Council advert from the Environmental Enforcement Team - duty of care re waste disposal
 - How to help shape the New Jurassic Coast World Heritage Website
 - Invitation to take part in Jurassic Coast Stakeholder Survey – ends 18 June

- Design sessions to help shape the upcoming Community Conversations events – Peter applied to join session on 13 May
- Future Coast Charmouth - Spring newsletter and mid-programme update
- Cllr Belinda Bawden – circulated where appropriate:
 - Two additional TRO's added to the list - double yellow lines on Lower Sea Lane (Job No. 14299916) and a separate order to install a new dropped kerb with tactile paving
 - Civility, Democracy and Voluntary Sector Bulletin: April 2026
 - Updates from the Dorset Council West Local Alliance team
 - Webinar Alert: Pavement Parking: Safety, Accessibility & Enforcement
 - Proposed Temporary Closure Of Colway Lane, Lyme Regis
 - Encouraging local responses and extra guidance for the People's Emergency Briefing film
- BLAP (all forwarded to reps):
 - Bulletins
 - BLAP Parish Liaison agenda and subsequent notes from 20 April 2026
 - BLAP Members meeting agenda for 4 June 2026
 - Foundry Lea highway works – planned road closure and start of works postponed and rearranged
 - BLAP contribution 2026/27 invoice
- Dorset CAN:
 - Earth Raise Campaign
 - Invitation to Dorset COP 2026
 - Carbon Literacy Training
- St Andrew's Community Hall (all circulated to rep):
 - Accounts Summary
 - Email seeking new emails for Virginia Lockett and the new vicar – confirmed this isn't CPC, suggested to contact Golden Cap Team
 - Agenda for meeting on 20/05/26
 - Agenda and Minutes of meeting held on 8/04/26
 - Minutes of meeting held 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:
 - Enquiry about ownership of the footpath from Riverway to the bridge by adjoining property
 - Fellows Collective re Oil heating group May 2026
 - Footway obstruction on Axminster Road – referred to National Highways
 - National Highways re A30/A35 Renewals Programme
 - Enquiry about recycled material bench at the front of the Elms
 - Enquiry about a loose street light in Higher Sea Lane – reported to DC
 - Request to promote the Cinnamon Trust charity for the elderly and terminally ill and their pets
 - Complaint about blue paint transferring from a bench to clothes – the Parish Council don't have any blue benches
 - Guidance given on reporting of highways issues

- Enquiry about joining the housing register
 - Display of RBL Flyers
 - Query from Charmouth Ukelele Group about permission to perform outside
- Dorset CPRE March/April 2026 Newsletter
 - CPRE Summer Conference details – 9 June at 6.30pm
 - Proposed Closure of Charmouth Fire Station – response from Fire Service
 - Bus Diversion due to Lyme Regis Lifeboat parade
 - Climate and Nature Action Support Group 18 May 12.30pm and notes from April meeting
 - Climate & Nature Action Support Meeting: Thurs 23rd April 7.30pm and March notes and vid
 - Flood Warden Newsletter Spring 2026
 - Information about new High Sherriff's Walk
 - Mobile Police Station @ Lyme Regis (Marine Parade) : Thu 09 Apr
 - Invitation: People's Emergency Briefing Film and Discussion. Thurs 23rd April 7.30pm
 - Flood Wessex Flood community drop-ins
 - Charmouth School Newsletter
 - Invitation to the Angel Carers Open Day at our new office and community hub in Bridport on Wednesday, 27th May 2026

FC26/62 EXCHANGE OF INFORMATION

a) Judith Sheppard reported that her husband felt that as very few electors had attended the Annual Parish Meeting, it should be assumed that the Council has the support of the village and everyone is pleased with what is being done.

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

RESOLVED that the Council should go "In Committee".

FC26/63 IN COMMITTEE

a) HR Cttee – Staff Member No. 5 – it was

RESOLVED unanimously that previous agreed arrangements should continue.

b) Barrs Lane – Julie Leah updated the Council on the latest position.

c) Community Land Trust – Jane Bremner updated the Council on the latest position.

d) Correspondence from Charmouth Uncensored – It was agreed that the previous information should be reiterated and that no further response would be made to any further questions about these issues.

e) Lease 1 – Renewal – Following recent correspondence from the Solicitor, it was

RESOLVED unanimously that the rent should commence from the start date of the new lease.

The meeting closed at 8.55pm.