# Charmouth Parish Council

Council Office The Elms St Andrew's Drive Charmouth Bridport Dorset DT6 6LN

Telephone (01297) 560826 E-mail clerk@charmouthparishcouncil.gov.uk

**MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL HELD ON TUESDAY 6 OCTOBER 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.

**FC26/85 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS**
Bob Hughes attended and addressed the meeting about use of the Neighbourhood Plan. This related particularly to the Council's recent comments regarding land at Westcliff Road. Cllr Julie Leah confirmed that Bob's points were noted and it was agreed that the Council's comments, as amended, would be resubmitted tomorrow.

**FC26/86 DORSET COUNCIL ISSUES**
Cllr Belinda Bawden had sent her apologies but her report had been circulated in advance.

**FC26/87 APOLOGIES FOR ABSENCE**
Apologies for absence were received from Ward Cllr Belinda Bawden (unwell).

**FC26/88 DISPENSATIONS**
The ongoing dispensation that all Councillors (except Jane Bremner) hold in relation to discussion of the precept was noted and although not directly relevant to this meeting. Cllr were reminded of the position now that budgets for 27/28 are starting to be discussed..

**FC26/89 DECLARATIONS OF INTEREST**
There were no declarations of interest in any items on the agenda.

**FC26/90 MINUTES**
It was proposed by Cllr Bremner, seconded by Cllr Noel and

**RESOLVED that the minutes of the Meetings held on the 28 July 2026, be signed by the Chair as a correct record.**

**FC26/91 TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)**
There were no matters arising.

**FC26/92 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 18 AUGUST 2026** - There were no direct proposals and no updates to report.

DRAFT

**FC26/93 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 18 AUGUST 2026**

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

**FC26/94 TO RECEIVE AND CONSIDER THE REPORT OF THE PLANNING COMMITTEE HELD ON 8 SEPTEMBER 2026**

There were no proposals and no updates from the minutes.

**FC26/95 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 8 SEPTEMBER 2026**

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

**RESOLVED that additional payments for September 2026 be accepted and approved retrospectively.**

**Supplier Payments - August 2026:**

| | | |
|---|---|---|
| HMRC (PAYE) | 4118.33 | |
| Water 2 Business | 524.60 | |
| Propect Garage | 134.59 | |
| Amazon | 24.62 | |
| Amazon | 17.99 | |
| Amazon | 15.98 | |
| Flowbird | 222.23 | |
| Lawson Computer Repair | 47.52 | |
| Lawson Computer Repair | 72.00 | |
| Kitson & Trotman | 5700.00 | |
| Chesters Harcourt | 1425.00 | |
| Amazon | 19.91 | |
| Amazon | 39.59 | |
| Amazon | 14.89 | |
| Groves | 138.86 | |
| Mole Avon | 53.96 | |
| Mole Avon | 36.00 | |
| Target Services | 900.00 | |
| Sparkbrights | 210.72 | |
| Sparkbrights | 744.30 | |
| | | **14461.09** |
| ***Already Paid*** | | |
| Screwfix | 271.21 | |
| Screwfix | 89.98 | |
| Maison and Garden | 399.00 | |
| Bryan Wrixon | 576.00 | |
| A1 Tech Deals | 315.98 | |
| W & S Waste Management | 664.80 | |
| Argyll Engraving | 11.99 | |
| Photo ID Card People | 39.36 | **2415.32** |

DRAFT

| | | |
|---|---|---|
| ICO (D/D) | 47.00 | |
| | | **£16,876.41** |

**Supplier Payments - September 2026:**

| | | |
|---|---|---|
| HMRC (PAYE) | 4458.93 | **BACS** |
| Bridport Building Supplies | 104.57 | |
| Cartridge Save | 137.46 | |
| Yellow Box | 89.58 | |
| Lawson Computer Repair | 72.00 | |
| Flowbird | 321.26 | |
| Water 2 Business | 636.61 | |
| ***Kitson & Trotman*** | ***1440.00*** | |
| ***Greig & Allen*** | ***293.80*** | |
| ***Amazon*** | ***29.41*** | |
| | | **7583.62** |
| ***Already Paid*** | | |
| Screwfix | 119.97 | |
| Helping Hands | 17.08 | |
| ***Screwfix*** | ***9.99*** | |
| ***Eventbrite*** | ***90.00*** | |
| ***Screwfix*** | ***87.98*** | |
| ***Creative Solutions*** | ***75.00*** | |
| ***Highwoods*** | ***67.34*** | |
| | | **467.36** |
| | | **£8,050.98** |

b) Bank Reconciliation up to 31 July 2026

**RESOLVED that the Bank Reconciliation be approved and accepted.**

c) Income and Expenditure against Budget April 2026-July 2026

**RESOLVED that the Income and Expenditure against Budget April 2026-July 2026 be accepted and approved.**

d) Clerk's Report

**RESOLVED that the Clerk's Report be accepted and approved.**

(e) Disposal of drums quote - A quote of £725 plus VAT has now been received from W&S for the collection and disposal of all 6 drums of liquid. It was confirmed that the results show ambiguity, even for the liquids that aren't classed as hazardous, as the water is bilge water. It was

**RESOLVED that this quote be accepted and taken from General Reserve FSH1.**

(f) Allotment tree surgery (IN COMMITTEE)

(g) Volunteer Policy – it was

**RESOLVED that the Volunteer Policy be approved with no changes.**

DRAFT

(h) Charmouth Lamppost Poppy donation - As in previous years, and in line with the current Remembrance Day budget, it was

**RESOLVED that a donation of £150 be made to Linda Bearpark towards the Lamppost Poppies which will be erected about 25 Oct.**

(i) Conclusion of Audit 2025/26 - Completion of the audit by the external auditors has been received and circulated to all Councillors.
The general sign off is as follows:
*"On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."*

There are three other additional points made:
*"The authority has disclosed that it has not complied with one of the governance assertions within the Annual Governance Statement. The authority has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address identified weaknesses.*

*The AGAR was not accurately completed before submission for review. It was returned for amendment and has subsequently been corrected.*

*The period for the exercise of public rights was less than 30 working days, meaning the smaller authority has not complied with the Accounts and Audit Regulations 2015 in 2026/27 as it failed to make proper provision during the year for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2026/27 and ensure that it makes proper provision for the exercise of public rights going forward."*

The first two points have already been reported to Council and explained in full. The final point was caused by the Clerk misreading the dates and taking the end date from the line above, meaning that the period was 3 days short of 30.

It was

**RESOLVED to approve the completion of audit for 25/26 and accept the Auditor's comments.**

**FC26/96 FUTURE COAST CHARMOUTH**

(a) Charmouth Beach Access & Property Flood Resilience Projects - Collaboration Legal Agreement – following circulation to all Councillors, it was agreed that due to lack of information and not allowing for designs to be reviewed by CPC, it was not possible to sign the agreement relating to the Property Flood Resilience project at this time. FCC would be asked if they could split the agreement to enable the Beach Access Steps to be signed off.

(b) Charmouth Coastal Change Adaptation Plan - This has been widely circulated by the FCC team to all stakeholders etc for comments by 15 October. It was included in the agenda pack and any comments should be sent to the Clerk.

A report on the other ongoing project will be given "in Committee".

**FC26/97 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL**

(a) Cllr Martin Sayers reported that he had attended the recent BLAP meeting via Zoom when Edward Morello MP had been invited.

**FC26/98 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS**

Highlighted items:

- 2026 Dorset Council Parking Review – comments made by Cllr Judith Sheppard on behalf of the Council following consultation with other Councillors and Ward Cllr Belinda Bawden
- Dorset Council Community Conversation – Mike Smith is to attend a workshop in Bridport and the list of enquiry questions was circulated with Councillors being asked to contact Mike directly with any comments
- Freedom of Information Act inquiry received relating to a fall on the footpath in the Field Car Park. The relevant information was collated and sent within the 20 working day timescales.
- This year's South West in Bloom Awards Presentation 2026 will take place on Friday 23rd October at The Atlantic Hotel, Newquay – no one from CPC is able to attend.
- A consultation on draft recommendations for ward boundaries in Dorset has been received from the Local Government Boundary Commission for England. Comments are due by 9 November but as the Council made proposals previously which weren't accepted/popular with the residents concerned, it was agreed that there were no further comments to make.
- An enquiry was received from an A Level Student, seeking information for her A Level Geography NEA Research Questionnaire – Coastal Management in Charmouth. Comments from both Cllr Judith Sheppard and Cllr Julie Leah were sent and the student was very appreciative of the time taken.
- Details of the "Flood Warden Lunch and Learn Session - Flood Warden Role and Winter Readiness" on 17 September was received and Cllr Katie Moore said she would try to attend the virtual session. Katie and Judith are Deputy Flood Wardens and the Council would consider appointing a new Flood Warden. This would be discussed at the next F&GP Cttee.
- A telephone answer message was received about a planning enquiry and seeking a meeting with the Chair of the Council. Before this could be dealt with, the enquirer attended the Chair's house and was advised to email the office and contact Dorset Council/Ward Cllr Bawden. No email has been received and comments have now been sent to Dorset Council's portal.
- Cllr Belinda Bawden has advised that 'Transforming Public Buses and Community Transport Full Business Case' will be considered by DC Cabinet today. She is asking if there is ambition in Lyme to include Charmouth in a future Park and Ride offering and in improved services and connectivity with train services at Axminster, as well as any future weekend night bus service. She believes it makes sense to request a joint meeting with Dorset Council's team as soon as we can. There is a deadline of 20 October for ideas for funding for public/community transport improvements. It was agreed that inclusion in a future Park and Ride service is broadly supported by Charmouth PC, dependant on financial contributions expected.
- Email from Scott Welland of National Trust regarding the acquisition of Lower Hogchester land. All Councillors would like to be invited and it was suggested that the Scout Group and the River Char Action Group should also be included.

- 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:
    - Following the overhaul of the Register of Interests (ROI) system, this went live on Monday 7 September 2026. These changes are designed to improve data protection, increase flexibility for councils, and enhance the information available to the public.
- Dorset Council:
    - Open Licence Applications received
    - Various road closure notices have been received and all have been circulated and displayed
    - Future Coast Charmouth - Message House documents were received and circulated
    - Booking opened for the DCF annual conference
    - Dorset Council Community Transport Grant 2026-2027 is now live on its website
- Cllr Belinda Bawden – circulated where appropriate:
    - Details of local community groups were sent to Belinda in relation to the Community Engagement Consultation – information was also received about the process
    - Details of various road closures were received via Belinda and circulated/displayed
    - Draft Lyme and Charmouth Newsletter for Autumn was received for comments
    - Various correspondence was received relating to parking in The Street and a loose manhole cover. This was referred to DC/Belinda and copies of further correspondence were received
    - Belinda held a briefing and listening session regarding a potential grant for a community waste management project & town & village centre improvement ahead of the introduction of the new regulations next April. A response was sent confirming that although CPC is keen to help the businesses in Charmouth, especially its own tenants, with the transition to the new waste management regulations from April 2027 and is interested in being part of a grant application, there is no admin capacity to input at the current time
    - An update was received on the Miles Cross improvements works
    - Information, via Edward Morello MP, about the A35 - National Grid updated roadworks
    - Confirmation of how the buses would access Charmouth during the recent road closure at the bottom of the Street
    - First Bus complaint - lack of public communications about bus LB1 cancellation
- BLAP (all forwarded to reps):
    - Bulletins
    - BLAP Parish Liaison notes for 13 July 2026
    - Confirmation of the Annual BLAP Members' Assembly - Thursday 24th September 2026 together with the agenda
    - Nominations sought for BLAP Members' Assembly Election of Chair and Vice Chair at the Annual Assembly
    - Confirmation of the next BLAP Parish Liaison meeting date of 6 October together with the agenda
- Dorset CAN:
    - Next Climate and Nature Action Support Group meeting Thursday 17th Sept 7.30pm and July notes and Vid circulated

DRAFT

    - Next Climate and Nature Action Support Meeting: Weds 21st Oct 12.30pm plus Sept Notes and Vid
    - Details of release of Dorset COP tickets
- St Andrew's Community Hall (all circulated to rep):
    - Agenda and subsequent Minutes of the Management Committee meeting held on 9 September
    - Details of St Andrews funds and allocations
    - Account summaries for July and August
    - Confirmation of St Andrews Community Hall AGM on Weds October 21st and an invitation to all hall users to attend
- WATAG: No correspondence received
- Enquiries via website contact form:
    - The distance of the swim buoys from the shore
    - Possibility of running swim safe sessions at Charmouth beach
    - Possibility of being added to the Guided Fossil Walks Leaders – added to the list as currently full
    - Complaint about trench in The Street and the remarking of time limited bays
    - Seeking a memorial bench at the Foreshore – explained that currently there are no spaces and offered alternatives
    - Seeking clarification of dog restrictions at Charmouth Foreshore
    - Complaint about Charmouth Foreshore Toilets – sent to DC
    - Sport England Active Places annual update undertaken
    - Complaint about dogs on beaches – clarified the position and apology received

- Dorset CPRE August News and Planning Campaign
- Dorset CPRE Invitation to Centenary Celebration 25th September at Milton Abbey
- Flood Warden Lunch and Learn Sessions – how to catch up on missed sessions
- News from the River Char
- Wessex Water update re introduction of hosepipe ban – displayed and circulated
- Information about a cyber security incident from Volunteering Dorset as well as a notification from Dorset Community Action confirming that this had affected one of its suppliers
- Forestry England East Devon - Monkton Wyld and Forches Plantation Operations
- SwimSafe UK has been launched - a website that helps people check the latest water quality and safety information before they visit a beach. Cllr Julie Leah was involved and explained about the river quality and asked them to put the link to the pollution info on the River Char website. Links to both sites have also been added to the Parish Council website.

**FC26/99 EXCHANGE OF INFORMATION**

(a) Cllr Melanie Harvey mentioned that the Dragon Festival would take place again next May.

It was proposed by Jane Bremner, seconded by Peter Noel and

**RESOLVED to go "In Committee"**

DRAFT

**FC26/100 IN COMMITTEE**

a) Allotment tree surgery quote - The tree risk survey for the allotment trees had now been received and it was

**RESOLVED that the quote of £4830 plus VAT from Hardy's, to provide appropriate surgery to the trees, be accepted and taken from the main Contingency Account (Nat West Current) standing at £7165. It was reiterated that the company quoting is the only company locally who undertake the specific tree risk survey required by the Council and therefore, are the Council's trusted supplier for this ongoing work.**

(b) Cllr Jane Bremner confirmed that the proposal by DC to purchase Hensleigh House using the Future Coast Charmouth funds was now in the public domain and was being considered by the DC Cabinet this evening.

(c) Information had been received from FCC regarding community-led rock armour which would be circulated to community and other stakeholders in the coming weeks.

The meeting closed at 8.25pm.

DRAFT