

Charmouth Parish Council

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MINUTES OF THE ANNUAL MEETING OF CHARMOUTH PARISH COUNCIL **HELD ON TUESDAY 23 SEPTEMBER 2025**

PRESENT: Cllrs Jane Bremner, Melanie Harvey, Katie Moore, Peter Noel, Sally Roberts and Mike Smith.

IN ATTENDANCE: Simon Childs, Paul Hansford and Tristan Sly from Building a Future Ltd.
Lisa Tuck, Parish Clerk.

Jane Bremner welcomed those present as well as the three gentlemen in the public gallery. She wanted to congratulate the whole Parish team for getting through the summer reasonably smoothly and keeping all areas looking so tidy. Good comments have been received and this was reiterated by Belinda.

Jane confirmed that the results of the SWiB competition will be announced at the Awards Ceremony on 8 October.

FC25/78 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

No members of the public wished to speak.

FC25/79 DORSET COUNCIL ISSUES

Cllr Belinda Bawden's report had been circulated and Belinda updated the Council including the "beeping" of the crossing which indicates when it is safe to cross. Also, the bus stop markings at Old Lyme Hill were missed when the others were repainted but these will be done soon.

Jane congratulated Belinda on being so instrumental in effecting a "u turn" in relation to the winter bus timetable.

FC25/80 APOLOGIES FOR ABSENCE

Apologies for absence were received from Julie Leah, Martin Sayers and Judith Sheppard (all on holiday).

FC25/81 DISPENSATIONS

No relevant dispensations had been received.

FC25/82 DECLARATIONS OF INTEREST

There were no declarations of interest.

FC25/83 MINUTES

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

RESOLVED that the minutes of the Meeting held on the 22 July 2025, be signed by the Chair as a correct record.

FC25/84 TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

There were no matters arising. Jane updated the meeting on a few ongoing issues.

Jane Bremner asked if she could deal with item PF25/42(f) at this point so that the visitors and Belinda could then leave if they wished. This was agreed.

Dorset Council Local Plan Options Consultation:

Jane thanked the members of the Planning Committee for each taking sections of the draft Local Plan and Julie for formulating such a comprehensive proposed response.

The document was taken section by section and comments added/agreement confirmed at the end of each section.

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

RESOLVED that the document as amended, should form the backbone of the Council's submission with Julie Leah being given discretion to add comments from the old NHP SG as she sees fit. It was also agreed that if Julie feels that an extension of time is required, this could be requested.

FC25/85 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 19 AUGUST 2025 - There were no direct proposals from the Committee and no questions on the minutes.

FC25/86 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 19 AUGUST 2025

There were no direct proposals from the Committee. Katie Moore mentioned that quotes are still being sought for the renovation of the pavilion and grants are being looked at. Jane Bremner mentioned that the Environment Working Group thought that it would be good to include the idea of a Community Garden in the pavilion project as this may well help with grant funding as it would widen the use demographic. Jane had prepared a business plan which could help with applying for grants and it was agreed that a more comprehensive scheme overall was a good idea and should be progressed.

FC25/87 TO RECEIVE AND CONSIDER THE REPORT OF THE PLANNING COMMITTEE HELD ON 9 SEPTEMBER 2025 - The proposal had been taken above and there were no questions on the minutes.

FC25/88 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 9 SEPTEMBER 2025

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

RESOLVED that the additions to the Supplier Payments for September 2025 be accepted and approved.

Supplier Payments - August 2025:

HMRC (PAYE)	4854.27	BACS
Flowbird	210.89	
Bridport Building Supplies	115.20	
Screwfix	61.41	
Screwfix	62.65	
Screwfix	25.83	
Arthur Fordham	66.49	
Legionellasafe Services	220.80	
Amazon	50.32	

Screwfix	149.99	
Screwfix	49.57	
Bridport Building Supplies	204.01	
Lawsons	72.00	
Water 2 Business	611.59	
C W Groves	34.50	
Amazon	29.74	
Sparkbrights	741.38	
Mole Avon	23.20	
Francis Bugler	7.92	
Arthur Fordham	37.49	
Martins Excavations	447.00	
Lawsons	47.52	
Lawsons	664.99	
Vale Fire	220.20	
D Humphrey	92.70	
		9101.66
Already Paid		
Footprints	92.75	
Half Moon Plumbing	688.80	
Poultons	13990.16	
ICO	47.00	
		14818.71
		£23,920.37
Supplier Payments - September 2025:		
HMRC (PAYE)	4897.81	BACS
Arthur Fordham	75.00	
Amazon	33.00	
Mole Avon	37.49	
Water2Business	611.59	
Thorn Tree Design	78.00	
MNR Mowers	123.35	
Axminster Tools	21.06	
A J Supplies	25.20	
Lawson Computer Repair	72.00	
Flowbird	270.94	
Amazon	19.98	
Screwfix	109.66	
Joe Turner	352.97	
Joe Turner	712.60	
Sparkbrights	460.74	
		7901.39
Already Paid		
The Flag Shop	20.85	
Sonder	1320.00	
		1340.85
		£9,242.24

b) Bank Reconciliation up to 31 July 2025

RESOLVED that the Bank Reconciliation be approved and accepted.

- c) Income and Expenditure against Budget April - July 2025
RESOLVED that the Income and Expenditure against Budget April - July 2025 be accepted and approved.
- d) Boat Launch channel
RESOLVED that this be left for the winter and the unused allocated funds in Reserve GEN6 be carried forward for next year.
- e) Clerk's Report – It was
RESOLVED that the Clerk's Report be accepted and approved.
- f) Future Coast Charmouth Questions Re Beach Access
RESOLVED that agreement be given to points 1 and 2 and regarding point 3, the Parish Council would like to be consulted about any changes before any commitment is made.
- g) Web Content Accessibility Guidelines (WCAG) 2.2 - UPDATE
RESOLVED that the circulated Accessibility Statement, updated in line with the latest guidelines, be approved.
- h) Health and Safety Policy Manual
RESOLVED that the Health and Safety Policy Manual/Handbook provided by Worknest be approved and signed by the Clerk on behalf of the Council.
- i) Elms Valley Replacement/Gutter clearance (IN COMMITTEE)
- j) Replacement Shutters (IN COMMITTEE)
- k) Tractor Service (IN COMMITTEE)

FC25/89 RESIGNATION OF COUNCILLOR

- a) Procedure for replacement – following the resignation of Matthew Smith as a Councillor, it had been confirmed that no election had been requested and therefore the Council is free to co-opt to fill this vacancy. It was noted that there are now two vacancies available for co-option.
- b) Appointment of reps to organisations:
 - (i) Public Transport – Katie Moore reported that she would attend the Zoom WATAG meeting on 25 September and as no-one wanted to take on this role, she would attend when she could until such time as a new rep is found.
 - (ii) Charmouth Twinning Association – Jane Bremner would resume this role until a new rep is appointed.

FC25/90 DAPTC PARISH COUNCIL SURVEY COUNCIL RESPONSE

The Clerk went through the survey, question by question and a corporate response was approved.

FC25/91 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

- a) Future Coast Charmouth Steering Group – Jane Bremner talked through the report of the meeting attended by Judith Sheppard, representing the Parish Council (as well as Julie Leah on behalf of the River Char Action Group). Jane confirmed that she was confident that the Charmouth point of view had been put across clearly. There was still concern that the money is being spent on non-tangible research and time is running out.

FC25/92 TO RECEIVE CORRESPONDENCE AND COMMUNICATIONS

The following correspondence was highlighted:

- First bus winter timetable – following a request from Belinda for PC to write to DC and MP – it was confirmed that DC had now done a U turn and last year’s winter timetable would be restored.
- To note that an FOI request was received regarding monthly breakdown of parking fines from July 24-June25
- Closing date for Transport Plan Consultation of 13 October
- Notification from Wessex Water about essential sewer renovation near Newlands Bridge – Julie reports that the work they have done so far has already made an improvement – no sewage outages at Newlands despite all the recent rain – community action at its best as they had said they wouldn’t do anything as Charmouth were too small a community to merit improving the situation!
- Invitation to SWiB Civic drinks reception in Torquay on 7 Oct prior to the Awards Evening on 8 Oct - declined

- 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:
 - Invitation to attend a workshop to discuss an Age-friendly Guide for Town and Parish Councils
 - Action briefing re website info and Assertion 10
 - Slides from the Chair and Clerk’s Briefing re Fresh Start report attended by the Clerk
 - Encouragement to respond to the current DC consultations re the Local Plan and the Local Transport Plan
 - Information on the next Working Together Webinar on the Development of a new Leisure Strategy

- Dorset Council:
 - Open Licence Applications received
 - Information for residents from Dorset Council’s Environmental Enforcement Team regarding the message about the ‘duty of care’ of a person’s rubbish/household waste (poster displayed)
 - Jurassic Coast World Heritage Site workshop outcomes – attended by Judith Sheppard
 - Details of Bridport Reablement Centre Public Information Sessions
 - Details of a Climate Workshop
 - Heads up to look out for a letter about domestic bin collection days in south west Dorset – Charmouth changed to a Tuesday
 - Details of Dorset Coast Forum 30-year celebrations

- Cllr Belinda Bawden – circulated where appropriate:
 - Correspondence about the First bus winter timetable - highlighted
 - Details of Pop-up sessions re current consultations and councillor surgery dates
 - Information about a press communication following investigations by the internal auditor into aspects of the Property and Assets department’s work
 - Details of Holiday Activities for Young People

- Change to bin collection day
- Details of cabinet decisions from meeting 9 September
- Poster for Lyme public meeting with Edward Morello MP
- BLAP (all forwarded to reps):
 - Bulletins
 - BLAP Members' Assembly Election of Chair and Vice Chair
 - BLAP Parish Liaison meeting 17-07-25 – Minutes
 - Details of Flu and Covid Vaccination Clinics
 - Closure of the Neighbourhood Plan Grant Fund, response to DC's Local Plan Consultation and reminder about the Members' Annual Assembly on 11 Sept (Agenda since received)
- Dorset CAN:
 - Climate and Nature Action Support Group – 10/09/25
 - Encouragement for PCs to comment on the Dorset Council Local Plan Consultation
 - Invite to Food Resilience in Dorset Zoom meeting on 30 September
 - Details of an Open Zoom Event regarding the Dorset Council Local Plan on 1 October
- St Andrew's Community Hall (all circulated to rep):
 - Minutes of meeting on 09/07/25
 - Papers for meeting on 10/09/25 and reminder of a quiz on 1 October and the AGM on 2 October
 - Minutes of meeting on 10/09/25
- WATAG:
 - Notice for General Meeting 128 held on 25/09/25 – Katie attending
- Dorset Local Nature Partnership – no correspondence
- Enquiries via website contact form:
 - Enquiry about camper van parking on public highway
 - Enquiry about extinct footpath W16/51 from Stonebarrow Lane to Charmouth Beach
 - Enquiry about a lost teddy
 - Information about a "Fangs and Feathers" workshop available for events
 - Rat infestation enquiry
 - Request from Volunteering Dorset – referred to allotment society
 - Enquiry about whether Charmouth were undertaking any events for the 80th Anniversary of VJ Day and disappointment that it wasn't
 - Information about avoiding a subscription sign up to Appsility when using Justpark
 - Enquiry about Charmouth Cemetery opening hours
 - Lost property enquiries
 - Follow up to complaint about accident on the promenade with positive comments about Council staff
 - Enquiry about memorial benches
 - Highway complaint about Devonedge Lane
 - Complaint about upkeep of the village wall
 - Complaint about beach access steps and their uneven nature
 - Complaint about Charmouth Foreshore toilets
 - Enquiry about scattering of ashes
 - Change of date of Library book sale

- Enquiry about a height barrier for Foreshore Car Park
- Further enquiries about motorhome parking in Barrs Lane – issue since alleviated
- Plea from Yeovil businesses for support for a Somerset Council proposal to redevelop three car parks in Yeovil
- Voices of the River Char – no correspondence
- Dorset CPRE July News and Planning Campaign
- Dorset Neighbourhood Policing Team Community contact point information
- Wessex Water Community Outreach event at Bridport Library
- Thanks from Charmouth Events for help with Party in the Park from Council staff and community spirit re the scarecrows
- Flood Warden Lunch and Learn sessions
- Charmouth Flash Flood Risk Awareness – information to be shared with vulnerable properties/campsites and more widely via posters and on social media
- Details from First Buses about an urgent closure on Silver Street Lyme Regis in August, disruption relating to Axminster Carnival on 20 Sept and urgent SW Water works on Silver Street in September
- Confirmation from DC that the trailer and associated items on HSL has been served with a notice to remove (03/09/25)
- Dorset Police mobile police station to visit Lyme Regis Marine Parade on Thurs 9 October at 11am

FC25/93 EXCHANGE OF INFORMATION

- a) Katie Moore reported that she had attended the Youth Club open evening and it was “buzzing”. Congratulations to the team. Mike Smith stated that the first proper sessions had now taken place and it is hoped that “word of mouth” will spread positivity and increase numbers moving forward.

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

RESOLVED that the Council should go “In Committee”.

FC25/94 IN COMMITTEE

- a) FC25/88 i) Elms Valley Replacement/Gutter clearance - Based on recommendation and the F&GP Cttee’s proposal, it was

RESOLVED to accept the quote from Perennial Roofing of £4460 plus VAT to be taken from Reserve GEN4 Upkeep of Elms (standing at £19855).

In addition, following noting of the blocked gutter at the front of the East Wing where it adjoins the Elms eastern wall, it was agreed that the owner of the property should be asked to ensure this is kept clear.

- b) FC25/88 j) Replacement Shutters – Following the F&GP Cttee’s proposal, it was
RESOLVED to accept the lowest quote of £400 plus VAT from Axminster Ironworks to replace one folding window shutter and two door shutters on the café. (Reserve FSH1)
- c) FC25/88 k) Tractor Service – Following the F&GP Cttee’s proposal, it was
RESOLVED to accept the quote from the Council’s usual tractor engineers (Bugler’s of £1202.06) to service the tractor. This will be taken from the existing budget of £993.40 and topped up with Reserve MC1 standing at £14637.

The meeting closed at 9.00pm.