

## **LYME REGIS TOWN COUNCIL**

### **MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 3 APRIL 2025**

#### **Present**

**Chairman:** Cllr P. Evans

**Councillors:** Cllr C. Aldridge, Cllr G. Caddy, Cllr M. Denney, Cllr D. Holland, Cllr P. May, Cllr C. Reynolds, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

**Officers:** A. Mullins (support services manager), J. Wright (town clerk)

The mayor, Cllr P. Evans read out the town prayer.

#### **24/172/C Public Forum**

##### **C. Downes**

As a Marine Parade beach hut owner, C. Downes asked the council to reconsider its decision not to issue non-residents' parking permits for Woodmead car park or to consider an exception for people who rented from the council and paid business rates to Dorset Council (DC). She said Holmbush and Charmouth Road car parks were a less viable option due to her age and health-related problems, which she was sure would apply to others. She said the permits were a guaranteed annual income for the council and without them, there was a risk she wouldn't get a parking space. She brought money to the town through the year, she used the car park on a weekly basis, attended events at the Woodmead Halls and supported charitable events, which she wouldn't be able to do so much anymore.

##### **K. Gollop**

K. Gollop commented on the state of the town and understood the mayor and deputy mayor had had a walk around the town to inspect problem areas. He said there were still beer kegs on the seafront and pallets behind the council office, even though he had complained about this at least three times. He said DC didn't know what it was doing. He said the annual meeting of electors was coming up and he hoped the council would make it known the townspeople were invited and he hoped others would encourage neighbours and friends to attend.

The mayor, Cllr P. Evans said all members were encouraged to attend the annual meeting of electors. He agreed some places in the town were looking shoddy and said the town council was trying to resolve these issues, but it was difficult to get DC to acknowledge what its responsibilities were.

##### **C. and A. Dewdney (read out by an officer)**

C. and A. Dewdney said they had a second home in Sherborne Lane, which they bought on the understanding they would be able to park in Woodmead car park and pay an annual parking permit, which was £450 last year. Given Sherborne Lane is a pedestrian street, they said there was no other possible place to park their car nearby. They had now found the permit was no longer available and asked what the alternative was. They said they loved Lyme and visited regularly throughout the year, often staying for four weeks at a time, with peace of mind they could park in Woodmead car park for the duration. The difficulty and expense of having to buy weekly parking permits would have a very detrimental effect on their visits. They entertained many visitors who came to holiday and spend in the shops and restaurants, contributing to the local economy. They said this April their council tax had been increased 100%, which they fully accepted as they had the privilege of a second home, but felt the decision to cancel annual permits to non-residents without consultation was very unfair. They hoped the decision would be rescinded.

#### **D. Jenkins**

D. Jenkins said they had been non-resident inhabitants of Lyme Regis for over 30 years, being semi-retired and spending just under half of their time in Lyme Regis, which they loved very much. She said for about half of those years they had been happy to pay the non-resident rate for car parking at Woodmead and were very disappointed to hear the council was not renewing the non-resident car park permits. She said the Charmouth Road alternative was only open to people who live or work in Dorset, which excluded them. She said as Lyme loyalists, they would rather give their money to Lyme Regis Town Council than Dorset, as the town council used it wisely. She asked that the non-resident car parking permits be continued.

#### **24/173/C Dorset Council Matters**

The ward member, Cllr B. Bawden sent her apologies for the meeting.

Several members asked that future reports were more succinct and only included updates relevant to Lyme Regis.

#### **24/174/C Questions from Councillors**

There were none.

#### **24/175/C Apologies for Absence**

Cllr S. Cockerell – holiday  
Cllr S. Larcombe – personal commitment

#### **24/176/C Disclosable Pecuniary Interests**

There were none.

#### **24/177/C Dispensations**

There were none.

**24/178/C To confirm the accuracy of the minutes of the Full Council meeting held on 12 February 2025**

Proposed by Cllr A. Wood and seconded by Cllr P. May, the minutes of the Full Council meeting held on 12 February 2025 were **ADOPTED**.

**24/179/C Matters arising from the Full Council meeting held on 12 February 2025**

**Council offices**

The town clerk said Lyme Regis Development Trust had approached officers about separate utilities' meters at St Michael's Business Centre. If this proceeded, it would delay the contract by up to two weeks, although this could be absorbed into the timetable. He said officers had made it very clear the council would not pay for this work.

**24/180/C Update Report**

**Councillor vacancy**

A member asked if the council would have an option to co-opt a councillor if no one was nominated.

The town clerk said DC had confirmed it would continue advertising the vacancy until someone was nominated. He said DC charged the town council for the administrative costs every time the process was re-run.

A member suggested a report was brought to the council to allow members to consider reducing the membership to 12.

**24/181/C Mayor's Announcements**

Members noted the report.

The mayor, Cllr P. Evans encouraged members to respond to the invitation to his Civic Night, if they hadn't already done so.

**24/182/C Planning Committee**

Proposed by Cllr G. Turner and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the meeting held on 11 March 2025, to note the committee's comments made on planning applications under the power delegated by Full Council, and to note that the meeting scheduled to take place on 18 February 2025 was cancelled due to lack of applications to consider.

**24/183/C Environment Committee**

Proposed by Cllr P. May and seconded by Cllr G. Stammers, it was **RESOLVED** to receive the minutes of the meeting held on 12 March 2025, and adopt the recommendations, as follows:

#### **24/67/ENV – Review of Environment Policy**

**RESOLVED:** to amend the Environment Policy to add a clause to the introduction at 1.2 as follows: 'Lyme Regis Town Council would also seek to enhance biodiversity and promote nature recovery on land managed and/owned by the town council'.

**RESOLVED:** to amend clause 7.2 of the Environment Policy to include 'internet (e.g. Teams)'.

**RESOLVED:** that the review period of the council's environment policy be amended from one year to three years.

**RESOLVED:** that the environment policy is amended to add 'business community' in paragraph 1.1.

**RESOLVED:** to ask officers to look up a more accurate description of 'scope 3 emissions' and correct it in the environment policy so it was better clarified.

#### **24/68/ENV – The establishment of a working group for the achievement of net zero carbon emissions by 2030**

**RESOLVED:** that non-members are allowed to vote at working group meetings.

**RESOLVED:** that the Environment Committee establishes a working group aiming to help Lyme Regis Town Council establish net zero emissions by 2030 and beyond and that the town council adopts the terms of reference, with all members being able to vote.

**RESOLVED:** Cllr P. May, Cllr S. Cockerell, Cllr C. Aldridge, V. Elcoate, and J. Breeze be appointed to the working group for the achievement of net zero carbon emissions by 2030.

#### **24/69/ENV – Climate Action Plan**

**RESOLVED:** that the council adopts the draft Climate Action Plan and the activities proposed within it, and to instruct the newly created working group to continue to develop this plan and to ensure the council achieves net zero carbon emissions by 2030 and beyond.

#### **24/71/ENV – Biodiversity Assessment Report**

**RESOLVED:** that the town council should pick up on the words from the conclusion of the biodiversity assessment to determine its priorities and research the costs and methodology that would result in a more comprehensive biodiversity survey across the council's assets.

## **24/72/ENV – Solar Roofs Project**

**RESOLVED:** that the council supports the solar roof scheme initiative led by DCAN and commits to use the town council's communication channels to help with its promotion and publicity.

## **24/184/C Human Resources**

Proposed by Cllr G. Stammers and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the meeting held on 26 February 2025, and adopt the recommendations, as follows:

### **24/70/HR – Spinal Point Column Progression and Pay Arrangements for Other Employees for 2025-26**

**RESOLVED:** to note the spinal column point progressions for post holders 216, 203, 204, 205, 206, 207, 202, 210, 218, 107, 106, 104, 109

### **24/72/HR – Support Services Manager, Spinal Column Point Progression**

**RESOLVED:** to approve the support services manager's progression to spinal column point 32 on 1 April 2025.

### **24/73/HR – Finance Manager, Performance Appraisal Summary**

**RESOLVED:** to approve the finance manager's progression to spinal column point 29 on 1 April 2025.

### **24/74/HR – Six-month extension of temporary two-year, fixed-term post to support the delivery of project, asset management and property-related work**

**RESOLVED:** to approve the extension of the two-year, fixed-term post (post 226) to support the delivery of project, asset management and property-related work by a period of six months ending on 30 April 2026.

## **24/185/C Strategy and Finance**

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, it was **RESOLVED** to receive the minutes of the meeting held on 19 March 2025, and adopt the recommendations, as follows:

### **24/80/SF – Term Grant Agreements and Appointments**

**RESOLVED:** to approve the agreement for term grants 2025-30.

**RESOLVED:** to appoint member representatives to the term grant organisations as follows, subject to the absent members agreeing:

- B Sharp – Cllr P. Evans
- Bridport and District Citizens Advice Bureau – Cllr S. Cockerell

- Lyme Regis Development Trust – Cllr C. Aldridge and Cllr S. Cockerell
- Lyme Regis Boat Building Academy – Cllr S. Larcombe
- Lyme Regis Christmas Lights Committee – Cllr M. Ellis
- Lyme Regis Foodbank Community Interest Company – Cllr C. Reynolds
- Lyme Regis (Philpot) Museum (for the Fossil Festival, only) – Cllr P. May
- Lyme Regis Regatta and Carnival Committee – Cllr P. Evans
- Lyme Regis Town Mill Trust – Cllr M. Denney
- Lyme Regis Town Band – Cllr C. Reynolds
- The Community Waffle House CIC – Cllr D. Holland
- The Lyme Regis ‘Visitor Hub’ – Cllr M. Ellis
- Turn Lyme Green – Cllr P. May and Cllr G. Stammers
- Woodmead Halls – Cllr P. May

#### **24/81/SF – Beach Replenishment**

**RESOLVED:** to refuse the request from Dorset Council for a £15,000 town council contribution towards beach replenishment in June 2025.

#### **24/82/SF – The Future Use of Beach Hut 44**

**RESOLVED:** to ask officers to advertise the availability of a beach hut to local charities and for members to consider the applications and the period of use.

#### **24/87/SF – List of Payments**

**RESOLVED:** to approve the schedule of payments in in January and February 2025 for the sums of £191,483.18 and £300,720.32, respectively.

#### **24/186/C Tourism, Community and Publicity Committee**

Proposed by Cllr P. Evans and seconded by Cllr D. Holland, it was **RESOLVED** to receive the minutes of the meeting held on 5 March 2025, and adopt the recommendations, as follows:

##### **24/164/TCP – Static and Mobile Vendors’ Concession**

**RESOLVED:** to re-introduce a static and mobile vendors’ concession if the concession is not in direct competition with existing businesses and subject to consultation with Lyme Regis Business Association.

##### **24/165/TCP – Mermaids for Mental Health Event**

**RESOLVED:** to approve the request to host a ‘Mermaids for Mental Health’ event in the Marine Parade Shelters.

##### **24/167/TCP – Support for Charity Fundraising**

**RESOLVED:** to provide council ‘badged’ clothing and entrance fees for town council teams participating in national and local charity fund raising events.

#### **24/169/TCP – Footgolf at Strawberry Field**

**RESOLVED:** to extend the licence for the footgolf business at Strawberry Field for a further period of three years and at an increased annual fee of £2,500 plus CPI (calculated as the annual increase in CPI for the preceding year from 1 April – 31 March), subject to the council reserving the right to give 12 months' written notice of termination at any time during that three-year period.

#### **24/170/TCP – Town Council Magazine**

**RESOLVED:** to adopt a town council publication in magazine format and for the name of the publication to be decided by the mayor, town clerk and support services manager.

**RESOLVED:** to approve the secondment of Cara Austin to the one-year post of communications officer, and approve the backfilling of Cara's substantive post for one year.

#### **24/187/C Town Management and Highways Committee**

Proposed by Cllr M. Ellis and seconded by Cllr D. Holland, it was **RESOLVED** to receive the minutes of the meeting held on 26 February 2025, and adopt the recommendations, as follows:

#### **24/78/TMH – Town Bus Operating Arrangements and Route**

**RESOLVED:** that the town bus should be a free-to-use community service, with the route amended initially to include Woodmead Halls, Woodberry Down, Garmans Field and Uplyme Village Hall, with the route to be reviewed after six months.

#### **24/79/TMH – Monmouth Beach Garages Roof Replacement**

**RESOLVED:** to approve unbudgeted expenditure of £3,800 for roofing sheets and fixings to replace the roofs of eight garages at Monmouth Beach car park.

#### **24/81/TMH – Bridge Over River Lym at Town Mill**

**RESOLVED:** that the council takes responsibility for the maintenance of the bridge over the River Lym at the Town Mill.

#### **24/82/TMH – Council Offices**

**RESOLVED:** to make available facilities for council meetings to be held in the new council offices.

#### **24/84/TMH – Chalet Site at Monmouth Beach**

**RESOLVED:** that as there is no evidence of any building on the site of chalet 18 Monmouth Beach and it would be impossible to meet the previous deadline of 31 March 2025, the council should serve notice to quit.

**24/188/C Selection of Mayor-Elect and Deputy Mayor-Elect**

Cllr C. Aldridge nominated Cllr P. Evans as mayor for the 2025-26 council year, seconded by Cllr M. Ellis.

There being no other nominations, Cllr P. Evans was **ELECTED** as mayor for the 2025-26 council year.

Cllr P. Evans nominated Cllr M. Ellis as deputy mayor for the 2025-26 council year, seconded by **Cllr C. Reynolds**.

Cllr M. Denney nominated Cllr P. May as deputy mayor for the 2025-26 council year, seconded by Cllr C. Aldridge.

Cllr M. Ellis was **ELECTED** as deputy mayor for the 2025-26 council year.

**24/188/C Calendar of Meetings**

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, members **RESOLVED** to approve the calendar of meetings for the 2025-26 council year.

**24/188/C Appointments to Council Committees**

Proposed by Cllr D. Holland and seconded by Cllr G. Stammers, members **RESOLVED** to appoint Cllr Gail Caddy to the Human Resources Committee.

**24/189/C Review of effectiveness of the internal auditor 2024-25**

The town clerk confirmed the council's internal auditor more than met the requirements for the role and was independent of the council.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members **RESOLVED** to approve the effectiveness of the internal auditor for 2024-25.

**24/190/C Internal Audit Report, Visit Two 2024-25**

A member asked if the missing lease for the Boat Building Academy had been found.

The town clerk said it had not been found yet.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members **RESOLVED** to note the internal auditor's report following visit two of 2024-25 and approve the management responses.



**24/190/C Allocation of Objectives and Projects to Committees and Target Completion Dates**

The town clerk said the objectives and projects would be allocated to committees to monitor progress.

A member suggested the objective to migrate to electric hedge trimmers should sit with the Town Management and Highways Committee, not the Environment Committee.

The town clerk said officers had allocated it to the Environment Committee because the suggestion had first come from this committee.

Proposed by Cllr P. May and seconded by Cllr G. Caddy, members **RESOLVED** to approve the allocation of objectives and projects to committees for performance monitoring and to allow members to consider proposed target completion dates for those objectives and projects.

**24/191/C Renewal of Insurance Provision for 2025-2028**

Proposed by Cllr M. Ellis and seconded by Cllr C. Aldridge, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**24/192/C Appeal Following a Member Complaint**

Proposed by Cllr M. Ellis and seconded by Cllr C. Aldridge, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**24/193/C Exempt Business**

**a) Renewal of Insurance Provision for 2025-2028**

The town clerk said the council had been with its current insurers for 11 years but in the last year there had been some operational issues.

It was noted there would be a significant saving if the council switched to Clear Group, although members wanted to know if other local councils used them.

The town clerk said officers had spoken to other local councils and the reports were favourable.

It was suggested a one-year policy was taken up.

The town clerk said officers would recommend three years and they would be talking to the insurers to finalise the details of the policy.

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, members **RESOLVED** to enter into a three-year negotiated insurance agreement with Clear Councils from 1 April 2025.

*The town clerk and support services manager left the meeting at 7.50pm.*

**a) Appeal Following a Member Complaint**

Proposed by Cllr C. Reynolds and seconded by Cllr G. Caddy, members **RESOLVED** that no further action is taken due to the thorough investigation of the original panel, the cost to the council, the time that has elapsed and the wishes of the council to move forward in a professional manner.

*The meeting closed at 8.23pm.*