

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 29 OCTOBER 2025

Present

Chairman: Cllr M. Ellis

Councillors: Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr S. Larcombe, Cllr P. May, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

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

Guests: Cllr B. Bawden (Dorset Council ward member)

The deputy mayor, Cllr M. Ellis, read out the town prayer.

25/81/C Public Forum

There were no members of the public who wished to speak.

25/82/C Dorset Council Matters

Dorset Council (DC) ward member Cllr B. Bawden gave the following updates:

- Notice had been given that Anning Road to Bridge Street would be closed for five days, although it was hoped the work could be completed in one day.
- The First Bus winter timetable had been reinstated and timetables would be available at the council office and visitor hub.
- She had asked for a road safety and highways assessment of the Langmoor Gardens bus stop, which had been agreed.
- The 20mph consultation was open and so far the number of responses had been low.
- She was trying to get South West Water and highways to talk to each other about two separate but potentially linked issues in Talbot Road; sewage at the back of the houses and the pavement collapsing.
- A further application for devolution would be made but it wouldn't involve Swindon or North Somerset, just Dorset, Somerset, Wiltshire and Bournemouth, Christchurch and Poole. She said this wouldn't take anything away from current local authority activities or town and parish councils.

25/83/C Questions from Councillors

Cllr A. Wood

Cllr A. Wood asked Cllr B. Bawden if she was aware there hadn't been any lights at the end of the Cobb for several months. He said this was a danger to fishermen and a health and safety risk.

Cllr B. Bawden said the delay was due to the type of light that was needed but she would check the situation.

25/84/C Apologies for Absence

Cllr M. Denney
Cllr P. Evans – civic engagement
Cllr N. Hampton-Rumbold – illness
Cllr D. Holland – holiday
Cllr C. Reynolds – operation

25/85/C Disclosable Pecuniary Interests

Cllr P. May declared a non-pecuniary interest in minute number 25/35/TMH, Request for Additional Parking Restrictions in Mill Lane, as he was a trustee of the Town Mill.

Cllr G. Stammers declared an interest in any matters relating to Lyme Regis Post Office.

25/86/C Dispensations

There were none.

25/87/C To confirm the accuracy of the minutes of the Full Council meeting held on 10 September 2025

Proposed by Cllr G. Turner and seconded by Cllr A. Wood, the minutes of the Full Council meeting held on 10 September 2025 were **ADOPTED**.

25/88/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 7 October 2025

Proposed by Cllr A. Wood and seconded by Cllr P. May, the minutes of the extraordinary Full Council meeting held on 7 October 2025 were **ADOPTED**.

25/89/C Matters arising from the minutes of Full Council meeting held on 10 September 2025 and the extraordinary Full Council meeting held on 7 October 2025

Receipt and Acceptance of Tenders for the Gardens Paths Project

The town clerk said a site meeting had taken place, when it was confirmed it would be a 14-week contract, starting on 17 November 2025. It would be completed in early-March 2026.

First Winter Bus Timetable

The town clerk said the new timetable had taken effect from 26 October 2025.

25/90/C Update Report

Members noted the report.

25/91/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the meetings held on 2 September, 23 September and 14 October 2025, to note the committee's comments made on planning applications under the power delegated by Full Council, and to note the recommendations made under the chairman and vice-chairman's delegated authority following the cancellation of the meeting on 5 August 2025.

25/92/C Environment Committee

Proposed by Cllr S. Cockerell and seconded by Cllr G. Stammers, it was **RESOLVED** to receive the minutes of the meeting held on 8 October 2025, and adopt the recommendations, as follows:

25/36/ENV – Climate Response of the Year

RESOLVED: the approval of the application to the National Association of Local Councils for its Climate Response of the Year award 2025.

25/37/ENV – EcoVend Reverse Vending Recycling Machines

RESOLVED: to defer any decision on the EcoVend machine for 12 months.

24/38/ENV – Round Britain eRIB – Commemorative Noticeboard

RESOLVED: to proceed with exploratory discussions with the Round Britain eRIB team and to install a commemorative noticeboard or plaque in Lyme Regis recognising the electric world record achieved by the Round Britain eRIB project.

25/39/ENV – Action Plan for Achieving Net Carbon Zero Emissions by 2030

RESOLVED: to adopt the amended net carbon zero emissions action plan.

25/93/C Human Resources Committee

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, it was **RESOLVED** to receive the minutes of the meeting held on 17 September 2025, and adopt the recommendations, as follows:

25/26/HR – Christmas and New Year Working Arrangements

RESOLVED: to apply two-and-a-half days' discretionary leave over the Christmas and New Year period, so the council's services cease at 12noon on Wednesday 24

December 2025 and re-commence at 9am on Monday 5 January 2026; discretionary leave is applied from 12noon to 5pm Wednesday 24 December, Monday 29 December and Tuesday 30 December 2025; statutory days would be applied on Wednesday 30 December 2025 and Friday 2 January 2026; that members of the external works' team who work over the Christmas and New Year period are paid overtime and receive time-off-in-lieu for the day worked; and that the three discretionary days are not applied to the enforcement officers, cleansing operative and seafront attendant.

25/27/HR – Future of the temporary two-year, fixed-term post to support the delivery of project, asset management and property-related work

RESOLVED: to make permanent the post of property and projects assistant with revised job requirements. The detailed person specification and job description for the revised job would be considered by the Human Resources Committee on 7 January 2026.

25/94/C Strategy and Finance Committee

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, it was **RESOLVED** to receive the minutes of the meeting held on 15 October 2025, and adopt the recommendations, as follows:

25/26/SF – Large Capital Grant Awards

RESOLVED: not to award a large capital grant to Sea Change Atlantic Limited.

RESOLVED: to award a large capital grant of £2,000 to Lyme Folk Weekend.

RESOLVED: to award a large capital grant of £2,000 to Uplyme and Lyme Regis Cricket Club.

RESOLVED: to award a large capital grant of £2,000 to East Devon All Stars.

RESOLVED: to award a large capital grant of £1,500 to Lyme Regis Sea Angling Club.

25/29/SF –Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

RESOLVED: to note the statement of internal control and the associated observations; to approve the risk management policy and the standard annual risk assessment; and to approve the risk register.

25/31/SF – Budget and Precept 2026-27 and Five-Year Financial Plan 2026-31

RESOLVED: to approve the 2026-27 base budget and assumptions; to agree new budget headings for the magazine, communications officer, seafront attendant and permanent project assistant role; to agree the mini golf event, Lyme in Bloom

competition, Sporting Lyme, event sponsorship and hospitality are considered as objectives; and to agree bursaries are funded from the grants' budget.

RESOLVED: to approve the base five-year financial plan.

25/32/SF – Review of Charges

RESOLVED: to hold the level of precept for 2026-27.

RESOLVED: to increase the Woodmead car park three-day ticket to £50 and increase the weekly ticket to £100 for 2026-27.

RESOLVED: to increase car parking charges at Cabanya/Monmouth Beach and Woodmead car parks by 10p per hour for 2026-27.

RESOLVED: to increase the holiday accommodation permit to £850 for 2026-27.

RESOLVED: to increase the residents' permit to £250 and the non-residents' permit to £500 for 2026-27.

RESOLVED: to extend the charging hours at Cabanya/Monmouth Beach car park from 6pm to 9pm.

RESOLVED: to set Cart Road beach hut hire charges for 2027 as follows:

	Daily Rates 2027	Weekly Rates 2027
January– Easter	£8	
Easter Holiday		£80
April – Spring Holiday	£15	
Spring Holiday		£85
June		£85
2 July – 16 July		£125
23 July- August		£200
September	£18	
October	£11	
November- December	£9	
Christmas and New Year		£110

Winter Season Mid Oct- Mid Feb		£220
Summer Season June-Aug		Remove
Annual		£2,200

RESOLVED: to hold alfresco licences for 2026-27 at £150 per cover and £20 per single chair.

RESOLVED: to hold the Bell Cliff advertising charge for 2026-27 at £175.

RESOLVED: to introduce advertising boards at Monmouth Beach car park at £175.

RESOLVED: to hold Marine Parade Shelters' charges for 2027-28 as follows:

Charites, Schools and Not-for-Profit Organisations – per area, per day

Categories	2027-28
DT7 postcodes	£20
Within a 10-mile radius of the offices	£25
Outside a 10-mile radius of the offices	£30
National charities (per hour)	£25
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk

Commercial or private hire

Area		2027-28
Langmoor Room	Per room, per hour	£15
Market area	Per day	£150
Performance area/ top of shelters (Commercial)	Per day	£200

Hire of Performance Area for Performance	Per Half	£70
Hire of any section on top of the shelters	Per Day	At the discretion of the town clerk

RESOLVED: to set amenities charges for 2026-27 as follows: adult mini golf, £5, child mini golf, £3, table tennis, £3; 50p charge for lost balls.

RESOLVED: to set wedding and civil marriage charges for 2027-28 at £500, Monday to Friday, and £600, weekends and bank holidays.

RESOLVED: to remove the £50 wedding deposit.

RESOLVED: to hold the penalty charge for 2026-27 at £70, with a reduced charge of £40 if paid within seven working days.

RESOLVED: to hold cemetery charges for 2026-27 as follows:

Inter still born child or under 2 years	Inter child under 16 years	Inter over 16 years	Inter cremated remains	Exclusive right of burial in earthen grave	Exclusive right of burial of cremated remains	Installation of headstone/footstone/tablet
2026/27	No Charge	No Charge	£250	£75	£500	£300

Installation of vase	Additional inscription on memorial	Scattering ashes on existing graves	Scattering ashes beneath turf of existing graves	Genealogy searches	Certified copy of entry in burial books	Double interment fee
£60/£75	£30	£20	£20	£25	Not Offered	No Extra Charge

RESOLVED: to set the charge for use of the cemetery chapel for 2026-27 at £50.

RESOLVED: that the price of a memorial bench continues to be governed by the procurement cost.

RESOLVED: to increase the charge of Monmouth Beach garages for 2026-27 by RPI.

25/33/SF – Objectives and Projects 2026-27

RESOLVED: to defer discussion on the 2026-27 objectives and projects to the Full Council meeting on 29 October 2025.

25/35/SF – List of Payments

RESOLVED: to approve the schedule of payments in July and August 2025 for the sums of £243,784.84 and £377,882.95, respectively.

25/95/C Tourism, Community and Publicity Committee

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, it was **RESOLVED** to receive the minutes of the meeting held on 1 October 2025, and adopt the recommendations, as follows:

25/30/TCP – Reader and Ripple Sculptures

RESOLVED: that a formal letter of thanks is sent to Michael Fairfax for gifting the Ripple sculpture to the town and to approve the replacement of the Reader sculpture in wire with a wooden book on a steel rebar frame.

25/96/C Town Management and Highways Committee

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, it was **RESOLVED** to receive the minutes of the meeting held on 24 September 2025, and adopt the recommendations, as follows:

25/32/TMH – Future Use of Adopted Telephone Kiosk at Bell Cliff

RESOLVED: to agree the decommissioned BT telephone kiosk located at Providence Place/Bell Cliff is re-purposed as a book exchange, ensuring all suggestions comply with the contractual obligations and restrictions outlined in the adoption agreement with British Telecommunications plc.

25/33/TMH – Memorial Tree Sculpture

RESOLVED: to put forward the idea of a memorial tree as a potential objective for 2026-27 with a budget of £25k.

25/34/TMH – Changes to the Lyme Link Bus Service Route

RESOLVED: to agree to the proposed route changes for the Lyme Link bus service, specifically the removal of Uplyme from the route, with a further review in six months.

25/35/TMH – Request for Additional Parking Restrictions in Mill Lane

Cllr P. May said the Town Mill trustees had sought clarification and had a site visit from Dorset Council, who had confirmed the land subject to the proposed restrictions does belong to Dorset Council.

Proposed by Cllr S. Cockerell and seconded by Cllr M. Ellis, members **RESOLVED** to support the Town Mill Trust for additional parking restrictions in Mill Lane and comment to Dorset Council as appropriate.

25/97/C To receive the minutes of the Gardens Working Group meeting held on 3 September 2025

The deputy mayor, Cllr M. Ellis asked if a member could second themselves to be elected as chairman, as was the case with Cllr C. Aldridge.

The town clerk said standing orders were silent on this matter, officers couldn't find anything that referred to principal or local authorities, and it was not covered in the Local Government Act 1972. He said officers could seek further clarification from the national association.

It was agreed officers would seek clarification and if necessary, re-election of the chairman could take place at the next working group meeting.

Proposed by Cllr C. Aldridge and seconded by Cllr P. May, the minutes of the Gardens Working Group meeting held on 3 September 2025 were **RECEIVED**.

25/98/C The External Auditor's Report and Certificate 2024/25

Members noted the council had received an unqualified audit and that two comments had been made by the external auditor, which would be dealt with in the next agenda item.

25/99/C Review of effectiveness of the internal auditor and agree the programme of work for 2025-26

Proposed by Cllr S. Larcombe and seconded by Cllr G. Caddy, members **RESOLVED** to approve the effectiveness of the internal auditor for 2025-26, to approve the programme of work for 2025-26 and agree a letter of engagement.

25/100/C Budget and Objectives 2026-27

The town clerk said officers had further reviewed the list of draft objectives and prioritised health and safety related projects, essential repairs, income generating opportunities and projects that were generally beneficial for the organisation.

The town clerk said at the Strategy and Finance Committee meeting, members had suggested bursaries should come out of the grants' budget, but amounts were already allocated to each grant pot. Therefore, members would need to decide which grant pot bursaries were taken out of. As the large capital grants' budget had been underspent on both occasions this year, he suggested £5k was taken out and allocated to bursaries.

Proposed by Cllr P. May and seconded by Cllr A. Wood, members **RESOLVED** to reduce the large capital grants' budget by £5k and allocate this to bursaries as it is undersubscribed.

A member queried the children's play area in Langmoor Gardens and asked that as this hadn't been discussed by members, if the description could be changed to something more general like 'development in the gardens'.

The town clerk said this project had been removed because the council hadn't thought about what it wanted to do with the area yet. He said next year the council would be talking about how to spend the receipt from the sale of the council offices and at that point, a report could come back to members to get some clarity over what to do with that location.

A member asked if the objectives could be further reviewed in early-2026 as there would be a better understanding of the year-end position and more projects could possibly be agreed.

The town clerk said officers intended to take a report to the Strategy and Finance Committee on 4 February 2026 about how the council could generate revenue or capital receipts. The committee could then review the year-end position and further objectives at its meeting on 18 March 2026.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** to approve the following objectives for delivery in 2026-27:

Priority 1	Revised cost
Garden handrails	10,000
Red arrows	10,000
Line marking WM & MB	5,000
Electric tools	15,000
Cemetery drive	5,000
Repairs to Lister room- The Terrace	6,000
Replacement fence Woodmead/ View Road	5,000
Further works to pavilion roof	5,000
Beach replenishment contribution	15,000
Sculpture trail	3,000
Priority 1 Total	<u>79,000</u>
Priority 2	
New shelter tables and chairs	10,000
Beach weddings	1,500
Employee benefits	10,000
Replacement woodland walkway	10,000
Opening up the guildhall to public	2,000
New webcam pavilion and cobb	6,000
Replacement electric litter wagon	15,000
Priority 2 Total	<u>54,500</u>
Priority 3	
Biodiversity of the gardens	15,000
Priority 3 Total	<u>15,000</u>
2026-27 Base Budget Omissions	
Minigolf event	1,000
Lyme in Bloom	1,000
Sporting Lyme	2,000
Event sponsorship	1,000
Hospitality	500
Budget amendment	<u>5,500</u>
Bursaries	<u>5,000</u>
	<u>159,000</u>

25/102/C Framework for Developing Town Plans

The town clerk said there was no legal requirement to have a town plan and putting one together would involve a lot of data collection, analysis and stakeholder involvement, it would be resource intense and would take three to six months to pull together.

The town clerk said it would raise expectations but he wasn't optimistic about the funding being available.

Members agreed it would require a lot of work but the council wouldn't get much out of it, and all efforts should be focused on the council's own projects and day-to-day operations.

It was also agreed any external funding should be directed to the Cobb repairs.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** not to pursue Dorset Council's Framework for developing Town Plans.

25/103/C Council of the Year Application 2026

One member felt it wasn't the right time to apply for the award as the council's relationship with external bodies was not good enough and member behaviour needed further improvement.

The town clerk said he believed external relationships were good, especially with other councils. He said there had been a significant improvement in member behaviour and this could be a further control as members would have to keep their behaviour in check through the process.

It was noted that officers had suggested the preparation and application be delegated to the town clerk in consultation with three members, one of whom should be the chairman of the Tourism, Community and Publicity Committee and that progress should be reviewed by the same committee.

It was therefore agreed the appointment of members should be done via the committee and any members who were not on the committee could let officers know separately if they wanted to be involved.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members **RESOLVED** to approve applying for Town Council of the Year 2026 and delegate the preparation and application to the town clerk in consultation with three members, one of whom should be the chairman of the Tourism, Community and Publicity Committee and that progress should be reviewed by the Tourism, Community and Publicity Committee, with the appointment of members to be made by the committee.

25/104/C Lyme Regis to Bridport Shuttle

The town clerk said since writing the report, he had had confirmation that the grant funding for the service from Western Gateway Sub-National Transport Body (STB)

had been approved. He and the deputy town clerk had met with Western Gateway STB and a further meeting was planned with Dorset Community Transport, who would provide the bus and the drivers. Following initial discussions, it was likely the service would be operational from April 2026.

Proposed by Cllr G. Stammers and seconded by Cllr A. Wood, members **RESOLVED** to retrospectively approve the council acting as the lead organisation and accountable body for the submission to Western Gateway Sub-National Transport Body of a grant funding application for £20,000 to provide a weekend bus shuttle between Lyme Regis on Friday and Saturday evenings between 7pm and midnight.

25/105/C Request from tenant for a financial contribution towards the cost of installing an air conditioning unit in a council-owned commercial property (Jurassic Photography)

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, 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.

25/106/C Exempt Business

a) Request from tenant for a financial contribution towards the cost of installing an air conditioning unit in a council-owned commercial property (Jurassic Photography)

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members **RESOLVED** to approve a financial contribution of £1,500 to Jurassic Photography Ltd towards the cost of installing an air conditioning unit in the eastern shelters retail unit.

The meeting closed at 7.50pm.