West Lulworth Parish Council
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Chair: Gareth Wilson Clerk: Clare Smith

Minutes of the Full Parish Council Meeting

MONDAY 7 SEPTEMBER 2026 at 7.30pm at WEST LULWORTH VILLAGE HALL

Present: Councillor Gareth Wilson, Councillor Catriona Miller, Councillor Nigel Dunmore, Councillor Alix Harwood, Councillor Chris Kirk, Councillor Anthony Pack, Councillor Vikki Weld

In attendance: Clare Smith (Clerk), Dorset Council Councillor Laura Beddow and 11 members of the public

1. **Opening Remarks and Welcome**
   Cllr Wilson welcomed all to the meeting and explained that to conduct necessary business he would be reading from a script at certain points in the meeting.

   Cllr Wilson continued: as you will see from the agenda published, we are currently without a parish clerk due to her resignation a few weeks ago. That means tonight we will have temporary measures in place to make sure we capture the decisions reached. I appeal for your patience tonight whilst we look at urgent matters and hear of any issues and concerns you have. We may not be able to answer all your questions tonight, however, where we can't respond we will make a note of all points raised.

   Cllr Wilson asked if any individuals present wished to record the meeting and if so, could they make this known and out of courtesy advise all those present how the recording might be used. None made themselves known.
   Cllr Wilson proposed that WLPC record the public parts of this meeting to help with the writing of the minutes. **Resolved.**

   Cllr Wilson continued: please note there are errors in the numbering of items on the agenda. Numbers from item 7 onwards will not match between the agenda and the minutes.
   For item 17 (in the minutes), I will seek approval from councillors to hold the last item on the agenda confidentially as it relates to past and future employment related matters, which are confidential. At that point all members of the public and any press present will be asked to leave the meeting.

   Finally, over the last few weeks, the parish council has requested support and advice from the Dorset Association of Parish & Town Councils (DAPTC) whilst we are without our own Clerk.

2. **Clerk for the Meeting** – to consider the appointment of a Clerk for the meeting.
   Cllr Wilson introduced Clare Smith, a CiLCA qualified Clerk, Clerk to Toller Porcorum Parish Council and Communications Officer for DAPTC.
   Cllr Wilson proposed that Clare Smith acts temporarily for the meeting as Clerk to West Lulworth Parish Council (WLPC). **Resolved.**
   All councillors introduced themselves to members of the public.

3. **Apologies –** to receive and approve apologies for absence.
   None received.

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4. **Declarations of Interest** – to receive any declarations of interest and requests for dispensations. Declarations of interest received from Cllr Weld who will not take part in discussion or voting for item 17.A and removes themselves from consideration due to familial relations and from Cllr Miller for the same item due to knowing an applicant.

5. **Public Questions and Discussions Period** – an open forum to put forward questions and/or comments. *Please note a maximum time limit of 15 minutes may be imposed.*

   Before opening the floor to members of the public, Cllr Wilson stated the council would try to answer any questions but if that was not possible, matters raised would be considered at a future meeting.

   A resident commented that traffic is horrendous at the weekends despite it not being holiday time, with great concern over the speeding of coaches and buses in particular. They requested that speeding and illegal parking be addressed by the council.

   Another resident concurred stating the situation with illegal parking is getting worse. They raised whether yellow lines and other road markings were allocated correctly and queried why they were not repainted before the summer season. They also raised the double parking of coaches outside the visitor centre, illegal overnight camping outside the centre and the church and that there is no policing of the situation. Resident is ready to help improve the situation.

   Cllr Beddow informed the meeting that repainting of yellow lines and other road markings was delayed as it was hoped the new double yellow lines could be put in place at the same time. They have been requesting that West Lulworth have its own enforcement officer and is continuing to push for a pilot for a summer season. Cllr Beddow asked residents to keep them informed by email and to continue to report issues via the Dorset Council website.

   Another resident raised using CCTV as enforcement for traffic and parking infringements.

   Cllr Wilson assured everyone the council takes these issues seriously and will act where it can and speeding and parking will be separate items at a future meeting. Cllr Weld is investigating how other locations have addressed these issues.
   Cllr Pack informed the meeting that 2 Speed Indicator Devices (SIDs) have been purchased, and 4 locations identified for their use.

   An ex-resident, involved with the church, thanked the council for the support to the church and maintaining the churchyard in good order.

6. **Minutes** – to approve the minutes of the previous meeting held on 6 July 2026 as an accurate record of that meeting.
   Resolved.

7. **Reports from Dorset Council members –** to receive and note any reports.
   Cllrs and Beddow and Baker had provided a report to council which will be circulated in the usual manner. The report includes:
   - Two new rounds of funding: Community Culture Project and Capital Leverage Fund more information of the Dorset Council website.
   - New Housing Allocation Policy in place from 1 September which covers social housing, banding, accessing register etc. Those on register do not need to take any action.
   - Community Conversations between Dorset Council, local councils and voluntary sector are taking place with aim to working together better.
   - Solar and battery scheme which enables group buying of equipment with a trusted supplier.

   Not in the report is that the Highways reporting section of Dorset Council's customer portal will be offline 12 – 26 September for a new system to be installed.

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Cllr Weld mentioned a team were in the village earlier that day cleaning drains, paying particular attention to flooding spots and doing a really good job. Cllr Beddow thanked them for the feedback.

8. **Advice and Guidance** – to consider the appointment of DAPTC to assist the council with regard to council governance, ongoing business prioritisation and recruitment of a new clerk.
   Cllr Wilson proposed the appointment of DAPTC to assist the council on the understanding that charges for support will be £60 per hour plus HMRC approved travel costs and that an initial 6-8 hours of support have been estimated. **Resolved.**

9. **Finance –** to consider matters related to council finance:
   a. **To consider the temporary appointment to the role of Proper Officer, a named councillor for West Lulworth Parish Council to undertake payment approvals and essential administrative duties until 30 November 2026 up to a maximum of £750.00.**
      Cllr Weld proposed that the Chair of WLPC be appointed, unpaid, to the role of Proper Officer until 30 November 2026 or the appointment of a new clerk (whichever is sooner). That they can make payments up to £750.00 per transaction on regular payments known to WLPC.
      Cllr Wilson temporarily appointed as Proper Officer. **Resolved.**
   b. **Consider and reconfirm bank mandate instructions with two councillors to approve all payments and agree named councillors to be added to the mandate as account administrators.**
      Cllrs Miller and Harwood agreed as named councillors. **Resolved.**
   c. **Renewal of Zurich Insurance policy** - £596.00 (premium held at same cost)
      Resolved.
   d. **Additional payments:**
      i. DAPTC Membership Subscription - £220.69 (pro-rata for 8 months)
      ii. Information Commissioner's Office Registration - £52.00
      iii. Grass cutting invoices – up to £1,603.14
      iv. ROSPA play park and MUGA inspection report - £654.00
      v. Village Hall invoices 13 July (£12.00) and 27 August (£9.00)

      Items 9.d.i – v all Resolved.
   e. **To consider asking DAPTC to seek an extension to submit the AGAR to BDO in Southampton.**
      Resolved.

10. **Consultations and Items for Discussion or Report**
    a. To receive any Councillor portfolio feedback
       Cllr Miller received response from MOD regarding footpath responsibility. MOD is not responsible, but it is unclear if responsibility lies with WLPC or Dorset Council. Cllr Miller to investigate further and report back at a future meeting.

       Cllr Weld reported a CAD drawing of the village showing footpaths, drains, areas of responsibility and more is in progress. Once the information above is clarified it will be added.

       Cllr Harwood has put up the poo stickers as agreed.

       Cllr Pack reported that the no waiting cones, placed between the roundabout and the car park, were removed before the bank holiday weekend. If anyone knows where they are, please email the council.

       Cllr Weld reported on the play area and its closure due to concerns over condition of equipment. An urgent inspection by ROSPA was conducted and two pieces need removing

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before the area can be reopened. Part of the area is leased with 11 years remaining – this will need to be extended before longer term plans of redesign and new equipment can be considered. Land behind the area, that is also leased, is overgrown and damaging the fence. Cllr Weld is to meet with the landowner to discuss what can be done.
Cllr Weld proposed a motion to remove the two dangerous pieces of equipment and make the ground good. **Resolved.**
Cllr Dunmore to seek quotes and report back to council.

11. **Feedback from Meetings** – to receive feedback from meetings attended by councillors.
Cllr Weld attended Village Hall Committee Meeting, is now a member and will represent WLPC.

12. **Public Realm** – to consider any urgent highway, footpath, play area, or other public realm matters.
Nothing further to report than discussed in item 10.a.
    a. Consider the recommendation in the ROSPA report for the play area and agree a preferred supplier to undertake repairs and maintenance.
    Item discussed and resolved in item 10.a.

13. **Correspondence** – to receive and note any correspondence.
None received for noting.

14. **Items for the Next Agenda** – to agree any items for consideration at the next meeting.
    - Consider calling a public meeting to discuss speeding and illegal parking with an aim to develop solutions that are within the remit of WLPC.
    - Report on responsibility for footpath between MOD and village.
    - Report on progress with play area and any next steps.

15. **Meeting Dates** – to agree dates for future meetings:
    a. Monday 5 October 2026
    b. Monday 2 November 2026
    c. Monday 7 December 2026
    Items 15.a – c. all resolved.

16. **EXCLUSION OF PRESS AND PUBLIC** - to resolve, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public be excluded from the meeting during the following item of business, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during this item there would be disclosure to them of exempt information within Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the report.
Resolved. Members of the public and others in attendance left the meeting at 9:16pm.
Recording of the meeting was stopped.

17. **Employment Matters** – to note the resignation of the Parish Clerk, and to consider and agree recruitment and any other related actions**.**
Noted.

Council resolved a number of actions relating to employee related matters

Meeting closed 10:48pm

Chairman: ……..…….. Date: ……..……..

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