

Puncknowle & Swyre Parish Council

Situated in the Bride Valley, on the Dorset Coast

Chairman: Mr G. Fry
Vice Chairman: Mr J. Marsh

Clerk: Mrs Sally Bowsher,
Swyre Cross, Swyre, Dorchester, Dorset, DT2 9DA
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26 May 2020

Dear Councillor,

NEXT MEETING OF PUNCKNOWLE & SWYRE PARISH COUNCIL

I am writing to inform you that the next meeting of Puncknowle and Swyre Parish Council will take place on Tuesday 2nd June 2020, commencing at 7.30 p.m. Due to the current Government restrictions regarding the Coronavirus Crisis, the council will discuss the items on the agenda via a virtual meeting.

The URL link to join this meeting is: <https://us02web.zoom.us/j/83386712443>

The agenda for the meeting is set out below.

Yours faithfully,

Sally Bowsher
Parish Clerk

AGENDA

1) APOLOGIES FOR ABSENCE

2) DECLARATIONS OF INTEREST

3) PUBLIC TIME

The Council is asked to note that Public Time is not part of the formal meeting of the Council and minutes cannot be produced. ([Public Bodies \(admission to meetings\) Act 1960 s 1](#) extended by the [LGA Act 1972 s 100](#)).

4) MINUTES OF PREVIOUS MEETING

That the Minutes of the meeting held on 5th May 2020 (attached), be agreed and signed as a correct record.

5) MATTERS ARISING FROM THE MINUTES

6) CHAIRPERSON'S REPORT

1. The Council is asked to note that at future Parish Council Meetings, Public Time will occur before the start of the meeting to enable to the people of Puncknowle, Swyre and West Bexington to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public will be asked to restrict their comments, and/or questions to three minutes. This section may last, at the chairman's discretion, up to 15 minutes. A second Public Time may also be held at the end of the meeting.
2. Provision of Defibrillators
The Council are invited to consider the attached document and discuss the provision of defibrillators within the parish.

7) CLERK'S REPORT

1. Remote Meetings

The Council is asked to Resolve the formal adoption of the addition to the Standing Orders below that: "The place where a meeting is held may include electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers."

2. Remote Platform

The Clerk has now started a monthly subscription to Zoom. The Council is asked to resolve that this will be maintained until such time as the Council decide that it is no longer required.

3. Insurance Policy

The Council is asked to approve the Council Insurance Renewal retrospectively for the year commencing 2020. The total premium is now £269.65 and includes cover for the new defibrillator in Swyre.

4. Risk Assessment

The Council is asked to inform the clerk if there are any additions to the Risk Assessment and to approve the contents.

5. Dorset Best Kept Village

The clerk has been notified that the 2020 Best Kept Village competition will no longer go ahead. It expected to resume next year.

6. Health and Safety at work Policy

The Council is asked to consider the attached Health and Safety Policy.

7. West Bexington Car Park

The Council is asked to resolve that the attached letter should be sent on behalf of the members to Dorset Council.

8. Current Closure of Playing Field

The Clerk has sent an enquiry to the DAPTC asking whether there is any guidance yet about when and how to re-open the playing field.

8) REPRESENTATIVES REPORTS

- i. Homewatch and Community Police Report
- ii. Allotments
- iii. Footpaths
- iv. Playing Field Committee
- v. Transport
- vi. Village Hall
- vii. Bridport Local Area Partnership
- viii. DAPTC
- ix. Puncknowle, Swyre & West Bexington Web Site
- x. Emergency Planning
- xi. Finance

9) PLANNING

Please note that in Planning Matters the Council acts as consultee of the Principal Authority, the Principal Authority being the deciding body.

Applications on which the Parish Council is being consulted: -

At the time of producing the Agenda there are no outstanding applications on which the Council has been consulted.

Decisions:

Application No: WD/D/19/002308 Wychwood, Church Street, Puncknowle, Dorchester, DT2 9BN. Re-pointing to front elevation and replacement of rear uPVC windows and doors with timber windows and doors.
Planning Permission Granted.

Application No: WD/D/20/000457 High Views, Beach Road, West Bexington,,
Dorchester DT2 9DG

Replacement of roofing materials from tiles to zinc.
Planning Permission Refused

Other Planning Issues:

Application WD/D/19/002093 Old School House, Looke Lane, Puncknowle, DT2 9BD.
The Council are advised that above planning application will be reported to the Planning Committee on Thursday 28 May, 2020. The meeting will be held remotely and will commence at 14:00.

10 HIGHWAYS ISSUES

11 CORRESPONDENCE RECEIVED

A list of Emails received during May can be requested from the Clerk.

12 FINANCE

1. Asset Register

The Council is asked to approve the Fixed Asset Register.

2. Consider the Annual Internal Audit Report

The Council is asked to note and approve the report by the Internal Auditor.

3. Annual Governance and Accountability Return

- i) The Council is asked to review the Annual Governance Statement 2019/20 for approval**
- ii) A Resolution to accept the of Statement of Annual Receipts and Payments 2019/2020**
- iii) To consider if the PSPC meets the criteria for exemption from the External Auditor's limited Assurance Review from 2019/20 and Resolve that it wishes to be exempted.**

3. Transfer of Funds to Deposit Account

The Council is asked to approve a transfer of money from the current account to the deposit account after consideration of cash flow forecast for the current year.

4. Payments for Approval: -

Mrs S Bowsher (Clerk's salary)	£303.21
Mrs D Sinclair (Website management)	£25.00
DAPTC Zoom Training Session (Invoice no 20/105)	£20.00
Norris and Fisher Insurance Premium renewal for period 1Jun 2020 to 31 May 2021. Invoice number 44836021	£269.65

Total Cheques £617.86

13 INFORMATION ITEMS

14 PUBLIC TIME (See (3) above)

15 DATE OF NEXT MEETING

To note that the Council's next meeting will take place on **7th July 2020** commencing at 7.30pm.