

PUNCKNOWLE & SWYRE PARISH COUNCIL

Minutes of a Meeting held on Tuesday 7 April 2020 at 7.30 p.m.

MEMBERS IN CONTACT VIA REMOTE MEETING:

Councillors G. Fry (Chairman), J. Marsh (Vice Chairman), T. Taylor,
E. Sinclair,

IN ATTENDANCE: S. Bowsher (Parish Clerk),

1. APOLOGIES FOR ABSENCE

M Buckland, B Pye and D Bird.

2. DECLARATIONS OF INTEREST

None.

3. PUBLIC TIME

4. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the Minutes of the Council's meeting held on 3rd March 2020 be agreed and signed as a correct record. Proposed B Pye, seconded T Taylor.

5. MATTERS ARISING FROM THE PREVIOUS MEETING

Since the last meeting the Government has imposed restrictions relating to the Coronavirus pandemic. As a result, these minutes reflect the agreed outcome of discussions between the council members by telephone. Future meetings will be arranged by a suitable virtual meeting platform until such time as the restrictions are removed.

The Dorset Council Parish Workshop meeting due 16 March was cancelled, and it was not possible to arrange The South West Ambulance Service defibrillator training day due to the restrictions. Neither has it been possible to install the new defibrillator in Swyre yet for the same reasons. A public health poster regarding the Coronavirus has been posted to all the notice boards and the website.

6. CHAIRPERSON'S REPORT

No report this month

7. CLERK'S REPORT

Risk Assessment

It was resolved that the updated Risk Assessment circulated prior to the meeting is approved by the Members.

GDPR

It was resolved that the following four policies relating to GDPR are to be adopted:

Data Protection

Records Retention

Subject Access Request

Data Breach

West Bexington

Following the restrictions on public movement due to the Coronavirus, the West Bexington car park was not initially closed by Dorset Council. Councillor Eonne Sinclair has subsequently liaised with them and they responded by making sure the car park was cleared of visitors and then secured against further entry by vehicles. In the current circumstances there has been no progression of the other outstanding matters, namely the car park signage and the replacement tree. The CAA have acknowledged our request for a response to our earlier enquiry.

Coronavirus Helpers Group

The clerk has assembled a list of local people who are willing to help those who are self-isolating within the parish. The group has been registered with the Dorset Council Volunteers, and with the

charity called Help and Kindness who are working in close association with Dorset Council. A letter was produced for every household in the parish which offered a route to obtaining help. The group has been active in taking groceries and collecting prescriptions for a number of people to date. The Chair and Councillors expressed their full support for this response to the current situation.

Dorset Best Kept Village

The entries were submitted at the start of April although it is not known whether Magna Housing will continue with the competition this year.

8. REPRESENTATIVES REPORT

- i. Homewatch and Community Police Report**

There have been several alerts relating to scams associated with the health epidemic, and one alert regarding a vehicle which was broken into in the car park at Cogden. The ability to contact people via the Neighbourhood Watch scheme has been pivotal in being able to organise the Volunteer Help Group.
- ii. Allotments**

A site meeting of the Napper Charity cannot be arranged for the time being due to the current restrictions.
- iii. Footpaths –**

Nothing to report other than the dry period has been beneficial here.
- iv. Playing Field Committee**

In accordance with Government guidelines, the playing fields are now closed to the public, and the insurers have been informed of this. Regular grass cutting will continue so that the grounds will be available as soon as this restriction is lifted.
- v. Transport**

There was no report on local bus services. Enquiries will be made about whether the PlusBus service is still available during the lockdown.
- vi. Village Hall**

As the hall is now closed, the Council is mindful that financial difficulties may result, and will be making further enquiries.
- vii. Bridport Local Area Partnership**

Meetings are currently suspended. Bridport Town Council has organised a huge and comprehensive response to the current situation with its Coronavirus Support Group.
- viii. DAPTC**

The DAPTC are working remotely and continue to provide updates especially from NALC regarding emergency legislation with regard to continuing parish council business.
- ix. Puncknowle, Swyre & West Bexington Web Site**

D Sinclair is undertaking updates to the website so that it meets new regulations on accessibility.
- x. Emergency Planning**

The events of the last three weeks have brought the need for a swift response. It was agreed that this should be reviewed once the present situation has passed.
- xi. Finance**

It is anticipated that the deadlines for reporting the financial year end will be extended, and we await further instructions on this.

9. PLANNING

Applications on which the Parish Council is being consulted: -

1. **Application No WD/D/20/000457 High Views, Beach Road, West Bexington, Dorchester DT2 9DG.** Replacement of roofing materials from tiles from zinc.
The members objected strongly to this application because it would be out of keeping with the street scene. Proposed GF, seconded JM AIF.

Decisions:

Other Planning Issues:

Application WD/D/19/002093 Old School House, Looke Lane, Puncknowle, DT2 9BD.
The Planning Committee meeting which had been scheduled for March has had to be deferred. No further information is known at present.

10. HIGHWAYS ISSUES

Highways will be installing a new gully in Swyre Road where flooding was reported last month, however in the current situation, only emergency work is being undertaken.

11. CORRESPONDENCE RECEIVED

A schedule of correspondence received since 1st March had been circulated to all Councillors in advance of the Council's meeting.

12. FINANCE

Payments for Approval:

Resolved that the five items listed below be authorised for payment: -

Mrs S. Bowsher (Clerk's salary)	£303.21
Mrs D. Sinclair (Website Management)	£25.00
Black and White IT Ltd, support with PC	£40.00
Hire of Village Hall 2019/2020	£176.00
Clerk's Membership Fees Soc of Local Council Clerks	£100.00

Total Cheques £644.21

CIL Report for Puncknowle and Swyre Parish Council 2019/2020

- a) Total Receipts for the Year ended 31st March 2020 were £1,152.00
- b) Total Expenditure was Nil
- c) The CIL Receipts for the year 2019-2020 retained into the next year are £1,152.00
- d) The total amount of CIL money left at the end of 2019-2020 is £1,152.00

13. INFORMATION ITEMS

The Parish Assembly which was due to take place on 12 May can no longer be held.

14. PUBLIC TIME

Residents have suggested that a form of memorial might be considered in Swyre in memory of a popular resident, who is recently deceased.

Local residents are reminded to report any sightings of the Asian Hornet to Peter Crabbe, West Dorset Liaison Officer for Asian Hornet sightings: petercrabbe@btinternet.com or 07484103055

15. DATE OF NEXT MEETING

RESOLVED to note that the Council's next meeting would take place on Tuesday 5th May 2020 commencing at 7.30 p.m.

The meeting ended at 8.45pm

Signed:

Dated: