

# PUNCKNOWLE & SWYRE PARISH COUNCIL

Minutes of a Meeting held on Tuesday 2 June 2020 at 7.30 p.m.

## **MEMBERS IN CONTACT VIA REMOTE MEETING:**

Councillors G. Fry (Chairman), J. Marsh (Vice Chairman), T. Taylor, M. Buckland, B. Pye. Dorset Council Ward Councillor Mark Roberts

**IN ATTENDANCE:** S. Bowsher (Parish Clerk),

### **1. APOLOGIES FOR ABSENCE**

D Bird. E Sinclair.

### **2. DECLARATIONS OF INTEREST**

None

### **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.

There were no members of the public in attendance at this meeting.

### **4. MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the Minutes of the Council's meeting held on 5<sup>th</sup> May 2020 be agreed and signed as a correct record. Proposed J Marsh, seconded T Taylor.

### **5. MATTERS ARISING FROM THE PREVIOUS MEETING**

Work on the new noticeboard for West Bexington should resume shortly.

### **6. CHAIRPERSON'S REPORT**

1. The Council is asked to note that at future Parish Council Meetings, Public Time will occur at the time given on the agenda; typically, 7.30 p.m. This will precede the start of the Council Meeting to enable 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. The Council considered the current provision of defibrillators and **Resolved** that further analysis of costs should be provided by the next meeting to facilitate any decisions.

### **7. CLERK'S REPORT**

#### **1. Remote Meetings**

The Council **Resolved** 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."

Proposed G Fry, Seconded, J Marsh.

#### **2. Remote Meeting Platform**

The Council **Resolved** that a monthly subscription to Zoom will be maintained until such time as the Council decide that it is no longer required.

Proposed J Marsh, seconded T Taylor.

#### **3. Insurance Policy**

The Council **Resolved** 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.

Proposed B Pye, seconded J Marsh.

#### **4. Risk Assessment**

The Council **Resolved** to approve the general Risk Assessment.

Proposed M Buckland, seconded G Fry

The risk assessment for volunteers will be considered at the next meeting.

**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 **Resolved** to adopt its Health and Safety Policy.

Proposed J Marsh, seconded T Taylor

**7. West Bexington Car Park**

The Council **Resolved** that the draft letter circulated before the meeting should be sent on behalf of the members to Dorset Council.

AIF

**8. Current Closure of Playing Field**

It was **Resolved** that under current government guidance, access to the wider Playing Field can be permitted, as long as social distancing is observed. The Contact Play Area must however remain closed.

Proposed G Fry, seconded T Taylor.

**8. REPRESENTATIVES REPORT**

**i. Homewatch and Community Police Report**

This continues to be of great use to circulate information about suspicious activity locally and about national guidelines for the current pandemic.

**ii. Allotments**

The Chair of the Napper Charity has visited the allotments and been in contact with the Allotment Society regarding a change of tenancy.

**iii. Footpaths –**

D Bird reports the following: he has strimmed the long vegetation down on the following footpaths: Knackers Hole, Bull Lane, the path alongside the playfield between the garages and Looke Lane and the short section on the footpath off Clay Lane behind the post box into the field. Otherwise no other problems to report. The Clerk has made Dorset Council aware of a drainage ditch that needs clearing on a footpath in Swyre.

**iv. Playing Field Committee**

In accordance with Government guidelines, it was **Resolved** that the field will be re-opened. The goal posts will be temporarily removed from the field area, and the play area taped off with a notice to show that this part is still closed. Proposed G Fry, seconded T Taylor  
The insurers are to be informed.

**v. Transport**

The Coastal bus service X51 and X53 have resumed a restricted service from 1 June. A Timetable has been circulated via the Homewatch email and is available from the Parish Clerk.

**vi. Village Hall**

The Village Hall committee have applied for grants to assist with the cost of essential repairs. They intend to present an update of their financial position once the outcome of these applications is known.

**vii. Bridport Local Area Partnership**

Meetings are currently suspended, but email bulletins are being sent out.

**viii. DAPTC**

The DAPTC are working remotely and continue to provide updates from NALC regarding emergency legislation with regard to continuing parish council business. The Clerk has been asked to provide feedback about any issues where we might like advice or training. Councillors were asked to make the Clerk aware of any such issues.

**ix. Puncknowle, Swyre & West Bexington Web Site**

The Bride Valley News is now published on the Parish website, Puncknowle.net. Efforts are being undertaken by our BVN local editor to try to ensure that it is also printed and distributed where people cannot access this.

**x. Emergency Planning**

Volunteer helpers continue to give their support and it is believed that all self-isolated residents are aware of the help that is available.

**xi. Finance**

The Finance Working Group met on the 21 May and reviewed the Fixed Asset Register, and the existing Internal Controls.

**9. PLANNING**

**Applications on which the Parish Council is being consulted: -**

There have been no applications upon which the Council have been consulted since the last meeting.

**Decisions:**

1. **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.
2. **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
3. **Application WD/D/19/002093 DT2 9BD** Old School House, Looke Lane, Puncknowle.  
A meeting of the Planning Committee was held on 28 May 2020.  
Planning Permission Granted

**Other Planning Issues:**

None.

**10. HIGHWAYS ISSUES**

Dorset Council have cleared ditches at the bottom of Rectory Lane in Puncknowle where flooding has made the road impassable in the past. A photograph of the existing pipe and gully will be taken for future reference.

Dorset Council have installed a new drain on Swyre Road to channel rain water under the road and discharge it into the field opposite.

**11. CORRESPONDENCE RECEIVED**

A schedule of correspondence received in May had been circulated to all Councillors in advance of the Council's meeting, and is available from the clerk.

**12. FINANCE**

**1. Fixed Asset Register**

The Councillors **Resolved** to approve the Fixed Asset Register.  
Proposed J Marsh, seconded T Taylor

**2. Consider the Annual Internal Audit Report**

The Internal Auditor's report approved the accounting statements and did not make any recommendations for the Council to consider.

The Councillors **Resolved** to note and approve the report by the Internal Auditor.  
Proposed M Buckland, seconded T Taylor

**3. Annual Governance and Accountability Return**

- i) **Resolved: The Council reviewed and approved the Annual Governance Statement 2019/20.** Proposed G Fry, seconded M Buckland.

- ii) **The Council Resolved to accept the of Statement of Annual Receipts and Payments 2019/2020.** Proposed T Taylor, seconded M Buckland.
- iii) **The Council agreed that PSPC meets the criteria for exemption from the External Auditor's limited Assurance Review for 2019/20 and Resolved that it wishes to be exempted.** Proposed G Fry, seconded J Marsh.

**4. Transfer of Funds to Deposit Account**

The Council **Resolved** that it would be prudent to make a transfer of funds from the current account to the deposit account. The clerk will forward a cash flow statement to enable the final transfer figure to be approved.

**5. Payments for Approval:**

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

Mrs S. Bowsher (Clerk's salary)	£303.21
Mrs D. Sinclair (Website Management)	£25.00
DAPTC Zoom Training Session (Inv 20/105)	£20.00
Norris and Fisher Insurance Premium Renewal for period 1 June 2020 To 31 May 2021	£269.65

Total Cheques **£617.86**

**13. INFORMATION ITEMS**

A temporary one-way system is in place at West Bay whilst road works are undertaken.

**14. PUBLIC TIME**

No items. Please see item (3) above.

**15. DATE OF NEXT MEETING**

**RESOLVED** to note that the Council's next meeting would take place on Tuesday 7<sup>th</sup> July 2020 commencing at 7.30 p.m.  
The meeting ended at 9.29pm

Signed: .....

Dated: .....