

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,
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30 June 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 7th July 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/81566763397>

The agenda for the meeting is set out below.

Yours faithfully,

Sally Bowsher
Parish Clerk

AGENDA

1) 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.

2) APOLOGIES FOR ABSENCE

3) DECLARATIONS OF INTEREST

4) MINUTES OF PREVIOUS MEETING

That the Minutes of the meeting held on 2nd June 2020 (attached), be agreed and signed as a correct record.

5) MATTERS ARISING FROM THE MINUTES

6) CHAIRPERSON'S REPORT

1. Provision of Defibrillators

The Council are invited to consider the attached document and discuss the provision of defibrillators within the parish.

2. The Councillors are asked to discuss the re-opening of the Playground.

7) CLERK'S REPORT

1. The Council is asked to consider the updated Risk Assessment for Volunteers (attached).
2. In the absence of an Annual General Meeting this year, all Councillors are asked to confirm whether they have any amendments to their Register of Interests recorded in May 2019.
3. Website update –Councillors are asked to acknowledge the NALC Report circulated 8 June regarding the new accessibility requirements and Access Statement
4. West Bexington Car Park. To receive any updates in response to the Council's letter of 4 June 2020.

8) REPRESENTATIVES REPORTS: Feedback and information from the following areas:

- 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 Working Group

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: -

1. **Application Number: WD/D/20/001264** Site of Paddock Lodge, Puncknowle Road, Swyre, Dorchester, DT2 9DN. Erect one stable to outbuildings; re-route driveway, re-position courtyard gate. Re-position one barn door, increase doorway access to barn, re-position of chimney stack, re-position of one external door and window, increase extent of timber cladding to gable ends and west fact of lean to, alter rooflight position and change roofing material on lean-to to main house.
3. **Application Number: WD/D/19/001992** Absit Invidia, West Bexington, Dorchester, DT2 9DD. Demolish existing bungalow and erect new dwelling: Amended Plans.
4. **Application No: WD/D/20/001099** Durban, Church Street, Puncknowle, Dorchester, DT2 9BN. Request for confirmation of compliance with condition 3 and 4 of planning approval WD/D/19/002773.

Decisions:

1. **Application No: WD/D/20/000698** Parks Farm, Litton Cheney, Dorchester, DT2 9AZ
Erection of cheese processing building and associated alteration to the car parking area including a minor modification to the southern boundary of the site.
Permission Granted.

Other Planning Issues:

The Council is asked to note the letter received from Litton Cheney Parish Council in regard to the recent Park Farm Planning Application.

10 HIGHWAYS ISSUES

11 CORRESPONDENCE RECEIVED

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

12 FINANCE

1. The Council is asked to review the income and expenditure against budget to date, and the bank account reconciliation.
2. The Council is asked to review quotations to replace two noticeboards at West Bexington, for the sum of £800 and to resolve to accept and approve the work.

3. **Six Payments for Approval: -**

Mrs S Bowsher (Clerk's salary)	£303.21
Mrs D Sinclair (Website management)	£25.00
David Landscapes Invoice 1131 Grass cutting 25 March-28 May	£375.00
Clerks expenses (detailed expense claim form available)	£166.81
DAPTC Annual subscription 2020/2021	£210.75
DAPTC Invoice 20/033 10 March 2020 Web Access Course	£17.50

Total Cheques £1098.27

4. The Council is asked to consider the new Policy for Reserves with a view to adopting this.
5. The Council is asked to consider its cash flow forecast and approve the transfer of £8000 from its current account into its deposit account.
6. The Council is asked to consider the purchase of a printer.

13 INFORMATION ITEMS

14 PUBLIC TIME (See (1) above)

15 DATE OF NEXT MEETING

To note that the Council's next meeting will take place on **1st Sept 2020** commencing at 7.30pm.

COST OF DIFFERENT AED OPTIONS

All numbers net of VAT

Option 1		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Total Cost
Outright Purchase										
	AED and Cabinet	1375								1375
Assumes annual increase 1.5%	Insurance	35	36	36	37	37	38	38	39	295
	Replacement Battery					75				75
	Replacement Pads					129				129
	Training Course	475								475
	Total	1885	36	36	37	241	38	38	39	2349

Option 1: Total Estimated Cost of one AED over 8 years £2349

Option 2										
Rent One AED										
SWAS Rental Agreement	AED and Cabinet	1800				1800				3600
	Insurance	0								0
	Replacement Battery	0								0
	Replacement Pads	0								0
	Training Course	0								0
	Total	1800	0	0	0	1800	0	0	0	3600

Option 2: Total Estimated Cost of one AED over eight years £3600

Option 3										
Rent two AEDS	Two AEDs and Cabinets	2800				2800				5600
SWAS Rental Agreement	Insurance	0								0
First AED £1800	Replacement Battery	0								0
subsequent AEDs £1000	Replacement Pads	0								0
	Training Course	0								0
	Total	2800	0	0	0	2800	0	0	0	5600

Option 3: Total Estimated Cost of two AEDs over eight years £5600, or £2800 per AED

Option 4										
Rent three AEDS	Three AEDs and Cabinet	3800				3800				7600
SWAS Rental Agreement	Insurance	0								0
	Replacement Battery	0								0
	Replacement Pads	0								0
	Training Course	0								0
	Total	3800	0	0	0	3800	0	0	0	7600

Option 4: Total Estimated Cost of three AEDs over eight years £7600, or £2533 per AED

PUNCKNOWLE AND SWYRE PARISH COUNCIL - CASH FLOW FORECAST 2020-2021

2020	Description	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	Line Total
Opening Balance Current Account		13829	16390	15746	16052	14954	14287	17802	17135	16468	16063	15210	14556	
Website		25	25	25	25	25	25	25	25	25	25	25	25	25
Payroll		303	303	303	303	303	303	303	303	303	303	303	303	303
Norris and Fisher	Insurance			270										
DAPTC	Annual Memb				211									
Hire of Hall			176											
Ken Hussey	Play Field inspection						38			38				38
Clerks Expenses	Zoom	0			28	14	14	14	14	14				
	Stationery				139	25	25	25	25	25	25	25	25	25
	PC Maintenance		40	0										
Conferences/training		130		20	18		200							
SLCC			100											
ICO		40												35
Donations Paid												300		
Donation to village hall											500			
Footpaths							30							
Noticeboards							250							
Playing Field					375	300	300	300	300					
Purchase defibrillator		1650												
Total Monthly expenditure		2148	644	618	1098	667	1185	667	667	405	853	653	426	10032
Opening Balance minus expenditure		11681	15746	15127	14954	14287	13102	17135	16468	16063	15210	14556	14131	
Monthly Income														
Precept		4700					4700							
Wayleave		9												
Donations for Swyre Defibrillator				925										
Total Monthly Income		4709	0	925	0	0	4700	0	0	0	0	0	0	10334
Open Bal minus Exp, plus income		16390	15746	16052	14954	14287	17802	17135	16468	16063	15210	14556	14131	
Deposit Account Balance		6121	6121	6121	6121	6121	6121	6121	6121	6121	6121	6121	6121	
Total Funds		22511	21867	22173	21075	20408	23923	23256	22589	22184	21331	20677	20252	

Recommended action

Transfer £8000 from current account to deposit account
Prepare reserves policy and earmark any planned expenditure