

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 September 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 6th October 2020, commencing at 7.30 p.m. Due to the current Government restrictions regarding the Coronavirus, 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/84415011619>

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 MEETINGS

1. That the Minutes of the Meeting held on 1 September 2020 (attached), be agreed, and signed as a correct record.

5) MATTERS ARISING FROM THE MINUTES

6) UPDATE REGARDING CAR PARK AND PARKING AND OTHER ISSUES AT WEST BEXINGTON.

7) CHAIRPERSON'S REPORT

1. Co-option of new members
2. Provision of Defibrillators
Report on the provision of defibrillators, including their installation and providing signage.

8) CLERK'S REPORT

1. Update on request for a Memorial in Swyre
2. Tenders for new Grass Cutting Contract 1 April 2021
3. Resuming physical meetings – risk assessment and guidance from NALC

9) REPRESENTATIVES REPORTS: Feedback and information is invited 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**

10) PLANNING

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

1. Applications on which the Parish Council is being consulted:

None

2. Decisions:

None

Other Planning Issues:

1. Councillors are asked to note the response from the Dorset Council Planning Department in regard to ground levels on planning applications.

10 HIGHWAYS ISSUES

11 CORRESPONDENCE RECEIVED

- 1 A list of Emails received during September 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 and Approve the following items for Payment: -**

Mrs S Bowsher (Clerk's salary Sept)	£303.21
Mrs D Sinclair (Website management Sept)	£25.00
Clerk's expenses: Software updates, Zoom subscription, postage	£108.68
David Landscapes Invoice 1163, 15/07,06/08,28/08	£225.00
David Landscapes Invoice 1168, 17/09	£75.00
DAPTC 3 copies of Good Councillor's Guide	£14.50
P G Fry Expenses – letters for defibrillator sign	£49.41

Total Cheques £800.80

3. Councillors are asked to acknowledge the receipt of the half yearly precept payment of £4700.
4. Councillors are asked to accept the draft policy on reserves which had been provided before the meeting.
5. Councillors are asked to consider the Clerk's salary against the latest pay-scales which came into effect on 1 April 2020.
6. Councillors are asked to consider the draft budget for next year.
7. Councillors are asked to authorise the purchase of the 12th edition of addition of the reference book by Arnold Bennet "Local Council Administration", that can be ordered at a discount from DAPTC for the sum of £120 (versus £149.99).

13 INFORMATION ITEMS

14 DATE OF NEXT MEETING

To note that the Council's next meeting will take place on **3rd November 2020** commencing at 7.30pm.

To Note. There will be a short meeting of the Napper Charity Trustees after this meeting closes.