

# PUNCKNOWLE & SWYRE PARISH COUNCIL

## Minutes of a Meeting held on Tuesday 3<sup>rd</sup> November 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).

There were two members of the public in attendance at this meeting.

### **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**

Councillor E Sinclair was unable to attend having been called away on urgent business just prior to the meeting. PCSO Alex Bishop and D. Bird (Footpaths Officer) sent apologies.

### **3. DECLARATIONS OF INTEREST**

None

### **4. MINUTES OF PREVIOUS MEETINGS**

It was **RESOLVED** that the Minutes of the Council's Meeting held on 6<sup>th</sup> Oct 2020 be agreed and signed as a correct record, after two typographical errors had been amended. Proposed J Marsh, seconded T Taylor. AIF.

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

It was noted that gullies near Napier Close were still blocked with gravel. This has been reported twice to the local authority.

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

Councillor John Marsh and the Clerk had further discussions with Dorset Council regarding the options available to prevent vehicles parking on the road. As a result, it is now believed that the only option that could take place within a foreseeable timeframe would be yellow lines using a Temporary Traffic Regulation Order. This will be discussed at a Dorset Council meeting on 6 November to see whether it can be offered. The draft survey to residents will need to be reviewed.

### **7. CHAIRPERSON'S REPORT**

1. Two candidates for Co-option were in attendance, and each provided a brief biography. It was **RESOLVED** that Mrs J Hunt was Co-opted to become a member of the Council, Proposed PG Fry, Seconded J Marsh, AIF.  
It was **RESOLVED** that Mrs S Oliver was Co-opted to become a member of the Council, Proposed PG Fry, Seconded J Marsh, AIF.  
The new members signed a Declaration of Office, which will be countersigned after the remote meeting.

The Chairman welcomed the two new members to the Council. The Clerk will follow through with further paperwork, information and discuss available training with them.

## 8. CLERK'S REPORT

- 1 An advert has gone out in the Bride Valley News and on the website inviting tenders for the contract to cut the grass in Puncknowle Playing Field. Candidates are asked to respond by 11 January 2021. The new contract will begin on 1 April 2021.
- 2 Discussion regarding the provision of a bus shelter in Swyre: It was agreed that the bus service on the B3157 is useful to residents and visitors and should be encouraged for environmental reasons. Members agreed that provision of a bus shelter would support this, and that a bus shelter sited on the north side of the road could service passengers using the service either way. The clerk had been unable to ascertain who owns the land but has now received a copy of an old map from T Taylor which might shed some light on this. It was agreed that Land Registry should be consulted if we are unable to reach a conclusion from the map.

## 9. REPRESENTATIVES' REPORTS

- i. **Homewatch and Community Police Report**  
PCSO Alex Bishop did not report any specific incidents.
- ii. **Allotments**  
The Napper Charity Trustees will meet next in February 2021
- iii. **Footpaths**  
The ditch in Hares Lane, Swyre has now been excavated by the owners of the adjacent property and the footpath is dry.
- iv. **Playing Field Committee**  
The Playing Field remains open during the current lockdown.
- v. **Transport**  
Nothing to report and no meetings of WATAG to report on.
- vi. **Village Hall**  
The hall has again been closed due to the lockdown which commenced on 5 November.
- vii. **Bridport Local Area Partnership**  
Meetings continue using a remote platform.
- viii. **DAPTC**  
The DAPTC are producing a weekly news email and now offer a new range of training webinars.
- ix. **Puncknowle, Swyre & West Bexington Web Site**  
Nothing to report
- x. **Emergency Planning**
- xi. Nothing to report
- xii. **Finance**  
See section 13 below.

## 10. PLANNING

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

**Application Number: WD/D/20/002121** Land Between, 12-13 Puncknowle Road, Swyre.  
Outline application for the erection of one dwelling.

The Parish Council do not believe that it is feasible to build here without vehicular access because to gain safe vehicle access to this site, a large section of the wall would have to be removed; the Parish Council would object to this as it would alter the landscape of the village street scene.

It was therefore **RESOLVED** that the Parish Council do not support this application.  
Proposed B Pye, Seconded T Taylor, five in favour, one abstention.

**Decisions:**

None

**Other Planning Issues:**

None

**11. HIGHWAYS ISSUES**

Nothing to report.

**12. CORRESPONDENCE RECEIVED**

A list of Emails received during October was circulated prior to the meeting. Bridport History Centre has passed some copies of 19<sup>th</sup> century tithe maps to the Village Hall Committee.

**13. FINANCE**

- 1 The Council reviewed the income and expenditure against budget to date, and the bank account reconciliation.
- 2 Councillors noted that the Napper Charity has donated £400 towards the cost of Village Hall defibrillator in Puncknowle which was provided this year by the Parish Council.
- 3 Councillors discussed supporting the Puncknowle Village Hall by donating CIL funds of £1,152. It was noted that the village hall is an important part of the infrastructure of the village, but that the granting of any CIL money would have to meet with the CIL regulations and subject to an appropriately transparent process. It was agreed that further work would be undertaken to determine a way forward.
- 4 Councillors were asked to consider a donation of £400 from general reserves to the Puncknowle Village Hall charitable trust to support them with the cost of redecorating. It was agreed that such awards should only be considered once the Council has agreed upon its Grant Award Policy. Work will be undertaken to produce a policy for consideration.
- 5 Councillors are asked to consider a donation of £500 from general reserves towards Thorner's School in Litton Cheney to provide support towards the extra expenditure incurred during the current pandemic. It was agreed that such awards should only be considered once the Council has agreed upon its Grant Award Policy. Work will be undertaken to produce a policy for consideration.

**6 It was Resolved that the items listed below be authorised for payment:**

Mrs S Bowsher (Clerk's gross salary Oct)*	£319.50
Mrs S Bowsher (Clerk's gross salary review backdated 1.4.20-30.9.20)*	£97.74
Mrs D Sinclair (Website management Oct)	£25.00
Clerk's expenses: Zoom subscription, postage	£27.38
Lexis Nexis Publishers Arnold Bennet 12 <sup>th</sup> editions (includes £7 Postage)	£127.14
DAPTC Invoice 20/159 Website Training	£20.00

**Total Cheques** **£616.76**

\*Includes Employer's PAYE tax submitted to HMRC  
Proposed J Marsh, Seconded Stella Oliver, AIF.

- 7 The Draft Reserves Policy was discussed, and it was agreed that the level of reserves should be kept at a minimum of £11,500 to accommodate the following items:
- I. Cover for the cost of circa 8 months of normal revenue expenditure, £6,000
  - II. The estimated cost of replacing IT Equipment £500
  - III. The estimated cost of replacing the three defibrillators £0, to build up to £4,000 over four years.
  - IV. Provision to replace or repair items of play equipment at short notice £2,000
  - V. Provision for the cost of Tree Surgery to maintain the playing field, £2,000
  - VI. Provision to cover the cost of election expenses £1,000

It was **RESOLVED** that the Reserves Policy would be adopted with the inclusion of these figures. Proposed G Fry, Seconded T Taylor, AIF

- 8 Councillors discussed the draft budget for next year. It was **RESOLVED** that the budget totalling expenditure of £10,065 and a request for a Precept of £9,700 was approved. Proposed J Marsh, Seconded S Oliver, five in favour, one abstained.

#### 14. INFORMATION ITEMS

It was noted that the second national lockdown due to Covid19 commenced on 5 November and is currently expected to end on 2 December.

#### 15. DATE OF NEXT MEETING

**RESOLVED** to note that the Council's next meeting would take place on Tuesday 1 December 2020 commencing at 7.30 p.m.

The meeting ended at 22.10 pm.

Signed: .....

Dated: .....