

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 March 2021

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 April 2021, 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/84762748132>

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**
That the Minutes of the Meetings held on 2nd March 2021 be agreed and signed as a correct record.
- 5) **MATTERS ARISING FROM THE MINUTES**
- 6) **UPDATE REGARDING CAR PARK, PARKING AND OTHER ISSUES AT WEST BEXINGTON**
including discussion about wild camping.
- 7) **DORSET COUNCIL LOCAL PLAN – Review of councillors’ response.**
- 8) **CHAIRPERSON’S REPORT**
 - 1 **Discussion about Playing Field Committee and maintenance of the field and wall**
 - 2 **Planting along the verges in Looke Lane**
 - 3 **Provision of Waste bins in Puncknowle**
- 9) **CLERK’S REPORT**
 - 1 **Review of Fixed Asset Register**
 - 2 **Review of Risk Assessment including financial risk**

- 3 Review of Policies
- 4 Review of Internal Controls
- 5 Draft Social Media and Facebook Page for Parish Council
- 6 Discussion on setting up a group of helpers to distribute parish council communications
- 7 Swyre Defibrillator
- 8 Swyre Bus shelter – Land ownership
- 9 Electric Vehicle Charging Points – information from Councillor Sinclair

10) 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**

11) 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:

1. **Application Number: P/FUL/2021/00313.** The Dairy House Looke Farm Looke Lane Litton Cheney DT2 9BA. Conversion of single dwelling to form pair of dwellings. Removal of lean-to porch and erection of kitchen extension.
(Application Number: P/LBC/2021/00314 for LBC)

2. Decisions:

None

3. Other Planning Issues

12) HIGHWAYS ISSUES

Discussion invited about the parish footpaths on the Definitive Map

13) CORRESPONDENCE RECEIVED

- 1 A list of correspondence received during March can be requested from the Clerk.
- 2 Discussion about residents' suggested memorial in Swyre

14) FINANCE

1. The Council is asked to review the income and expenditure against budget to date, and the bank account reconciliation.
2. Internal Audit appointment
3. Review of Fixed Asset Register
4. **To note the following CIL Report for Puncknowle and Swyre Parish Council 2020/2021**
Balance of CIL money brought forward from 2019/2020 £1,152
Total Receipts for the Year ended 31st March 2021 £ 0.00
Total Expenditure £1,152
The CIL Receipts for the year 2020-2021 retained into the next year are zero
The total amount of CIL money left at the end of 2020-2021 is Zero.

5. **The Council is asked to Review and Approve the following items for Payment: -**

Retrospectively, to record that the following items were paid in March following their approval at the March meeting:

Under Section 137 of the LGA 1972

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|---|----------|-------|
| To the Bridport Citizen's Advice Bureau | Donation | £40 |
| Dorset Air Ambulance | Donation | £100 |
| Marie Curie Cancer Care | Donation | £40 |
| Bride Valley Churches Team Council | Donation | £40 |
| The Samaritans | Donation | £40 |
| Puncknowle Village Hall | Grant | £500 |
| CIL maintenance of infrastructure project Granted to Puncknowle Village Hall | | £1152 |

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|--|---------------|
| Total March Additional Payments | £1,412 |
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Items for the current Month of April:

| | |
|---|---------|
| Mrs S Bowsher (Clerk's gross salary March)* | £319.50 |
| Mrs D Sinclair (Website management March) | £25.00 |
| Clerk's expenses: Zoom subscription inv. 74042051 | £14.39 |
| DAPTC Invoice 21/076 Finance Training 8 March 21 | £30.00 |
| SLCC Annual Membership Fees 2021/22 | £95.00 |

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|----------------------------|----------------|
| Total April Cheques | £483.89 |
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*Includes Employer's PAYE tax submitted to HMRC

15) INFORMATION ITEMS

16) DATE OF NEXT MEETING

To note that the Council's AGM will take place on Tuesday 4th May 2021 commencing at 7.30p.m, followed by the May monthly Parish Council Meeting.