

# PUNCKNOWLE & SWYRE PARISH COUNCIL

## Minutes of a Meeting held on Tuesday 6<sup>th</sup> April 2021 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. E. Sinclair, J Hunt, S.Oliver and Dorset Council Ward Councillor Mark Roberts,

**IN ATTENDANCE:** S. Bowsher (Parish Clerk) and two members of the public.

#### **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**

Apologies were received from PCSO Alex Bishop and D. Bird (Footpaths Officer).

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

None

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

It was **RESOLVED** that the Minutes of the Council's Meeting held on 2<sup>nd</sup> March be agreed as a correct record. Proposed J Marsh, seconded J Hunt. AIF.

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

None.

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

The PCC responded to the letter from the Parish Council saying that the matter had been passed to the Chief Constable, but no response has been received directly from this quarter. There are reports in the press that the police will be monitoring the beaches over the forthcoming holiday periods. Ward Councillor Mark Roberts has also raised the matter of wild camping on the beach at meetings with the new Chief Constable and with the Dorset Council Cabinet. Following an offer from Dorset Council Highways Department, residents along Beach Road have been supplied with no parking signs to place along their grass verges during peak holiday times. Dorset Council Car Parks Department have remained in touch ahead of Easter week. Councillor J Marsh has attended a presentation given by Dorset Council remotely about summer visitors to Dorset Car Parks and made the case about the parking problems at West Bexington. It was felt amongst the Members that the car park had been relatively quiet and trouble free over the Easter period, although the current travel restrictions may have aided this.

#### **7. DORSET COUNCIL LOCAL PLAN**

A collective response, to reflect the views of the members was agreed upon and fed back to Dorset Council. Proposed J Hunt, Seconded J Marsh, five in favour, one abstention.

#### **8. CHAIRPERSON'S REPORT**

- 8.1** A resident has emailed the clerk to say that chronic damage to the dry-stone wall around the playing field (caused by users of the field taking a short cut) had recently escalated. The resident has kindly repaired this repeatedly over many years, but no longer feels able to do this given the extent of the damage. Chairman Fry has repaired the wall in the meantime, and it was agreed that best solution would probably be to rebuild the wall with mortar to make it more robust against damage. The councillors will look review the state of the wall, and the Clerk is to respond to the resident to thank them.

The Parish Council has received a generous offer to organise a Spring clean and maintenance work to the Playing Field from ex councillor Derek Heaver. A schedule of proposed work was submitted to the council, with an estimated cost for cleaning materials and paint etc of approximately £202. It was agreed that this generous offer would be gratefully accepted. Proposed G Fry, seconded S Oliver, AIF.

The Playing Field Committee ceased to exist over the last two years, and the Chairman has been carrying out repairs and maintenance without any assistance. It was agreed that it this should be re-established, and the clerk requested that the councillors seek to engage with residents to achieve this. The Spring clean which is planned for 22 May will hopefully provide a chance to engage with people, and a chance to reinstate this with members who have a vested interest in providing this facility for their families.

- 8.2** The Dorset Council Senior Ranger for Coastal and West came out to look at the resident's suggestion of tree planting along a verge in Looke Lane. He confirmed that Dorset Council would not support tree planting at this side (for reasons of future maintenance) but suggested a wild-flower planting scheme. This would involve scraping back the soil, funding the seeds and possibly requesting that the owners of the adjacent hedge permit this to be laid to admit more light. Dorset Council could then look to take over the cutting of a wild-flower verge. This could possibly be viewed as a future project if funds become available such as CIL money to support the ground-work and cost of seeds. Some costs could be contained if volunteers could be found to help.
- 8.3** At the request of several residents, two councillors asked for a new dog waste bin in between Swyre and Puncknowle. It was agreed that the Clerk would contact Dorset Council to find out if this can be arranged ideally at the Puncknowle end of Bull Lane.

## **9. CLERK'S REPORT**

- 9.1 Review of Fixed Asset Register.** The number and distribution of benches was discussed. Some adjustment to be made to reflect this history. Puncknowle has a total of five benches, and Swyre has a total of four. There are also two Portland stone benches at West Bexington believed to have been purchased with compensation money in about 2010. The history needs to be researched before deciding what to do.
- 9.2 Review of Risk Assessment including financial risk.** The risk assessment had been sent out prior to the meeting for review, and all councillors agreed that they are happy with it.
- 9.3 Review of Policies.** The councillors confirmed that they have reviewed the existing Standing Orders, Financial Regulations, and policies of the Council and that these meet the needs of the Council.
- 9.4 Review of Internal Controls.** These were reviewed and the councillors all agreed that the existing controls are effective.

**9.5 Draft Social Media and Facebook Page for Parish Council.** No progress to report.

**9.6 Discussion on setting up a group of helpers to distribute parish council communications.** The helpers' group have reaffirmed that they all wish to stay in the group. No discussion yet about assistance with parish council communications.

**9.7 Swyre Defibrillator.** This has now been fully installed, and a vote of thanks was given to Councillor E Sinclair for providing the electrical installation. The chair has sent a letter to the residents concerned to thank them for their generosity in allowing this to be installed and run from their domestic power supply. Councillor Sinclair will submit an invoice for his work installing defibrillators for the Council over the last few months. Councillor Fry has registered the Swyre defibrillator with the South West Ambulance Service and is currently awaiting a registration number to display on the machine.

**9.8 Swyre Bus Shelter.** The clerk has yet to apply to the Land Registry to find out who owns the land where the Bus Shelter would be sited. Councillor Taylor has provided the Clerk with a contact at Dorset Council who deals with bus stops.

**9.9 Electric Vehicle Charging Points.** Councillor Sinclair provided information about the possibility of installing electric vehicle charging points in the parish which would be available to visitors to the area and would provide an income stream to the parish council once the installation costs have been recovered. This would entail finding a suitable site with access to a suitable power supply.

## 10 REPRESENTATIVES' REPORTS

- i. Homewatch and Community Police Report.**  
PCSO Alex Bishop submitted his report, including details of the outcome where the police have responded to reports regarding breaches of Covid regulations and the use of holiday accommodation.
- ii. Allotments**  
Four Councillors will inspect the allotments on 8 April at 4.30pm.
- iii. Footpaths**  
Dave Bird has cleared the access to a stile at Looke Farm, and Dorset Council have replaced the stile. The bridleway next to Looke Farmhouse is inaccessible without walking through the stream. Dave Bird has is working to clear the vegetation to enable users to access the road-bridge, however this is a substantial task. The Clerk has already been in correspondence with Russell Goff (Dorset Council Senior Ranger Coast and West), and he has agreed to look at it. It was agreed that the Clerk will get in touch again.  
The Clerk has reported the broken stile in Bull Lane to Puncknowle Estates.
- iv. Playing Field Committee**  
Discussed earlier.
- v. Transport**  
No changes since last meeting.
- vi. Village Hall.** This will be open for elections on 6 May, and for public use shortly after with Covid compliant usage following some more restoration work.
- vii. Bridport Local Area Partnership**  
No meeting since last month
- viii. DAPTC**  
The DAPTC are producing a weekly newsletter and offer a range of training webinars.
- ix. Puncknowle, Swyre & West Bexington Web Site**  
Nothing to report.
- x. Emergency Planning**  
Nothing to report.

**xi. Finance**

The Finance Working Group will be working to sign off work for the year end.

**11 PLANNING**

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

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

**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).

After some discussion, it was **RESOLVED** that The Parish Council have no objection, but with reservations as they believe there is not enough information about either the provision for parking vehicles, or vehicular and pedestrian access to the building.

**Proposed G Fry, Seconded MB, four in favour, two abstentions.**

**Decisions:**

None.

**Other Planning Issues:**

Two planning enforcement issues were discussed relating to West Bexington and Puncknowle. It was agreed that the Clerk will contact the relevant officers at Dorset Council to report these.

**12. HIGHWAYS ISSUES**

Discussion about the footpaths on the definitive map was deferred until the next meeting due to lack of time.

**13. CORRESPONDENCE RECEIVED**

13.1 A list of Emails received during March was reviewed at the meeting. It was requested that Members contact the clerk with their views on the proposed Dorset National Park to be fed back to Chris Loder MP by the end of April. An extraordinary meeting could be held on 20 April in this regard if necessary.

13.2 The Clerk updated the Councillors regarding the plans by a local resident to place a memorial in Swyre for a recently deceased member of the community.

**14 FINANCE**

14.1 Councillors reviewed the income and expenditure against budget to date, and the bank account reconciliation.

14.2 It is confirmed that Michele Harding has agreed to become our internal auditor.

14.3 The Fixed Asset Register was reviewed earlier in the Clerk's Report (9.1).

14.4 To note the following CIL Report for Puncknowle and Swyre Parish Council 2020/2021 (See Extract below from March 21 Minutes)

Balance of CIL money brought forward from 2019/2020 £1,152

Total Receipts for the Year ended 31st March 2021 £ 0.00

Total Expenditure as described below\* £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.

\* Extract from March 2021 Minutes 15.4

“As the village hall is the only assembly room serving the whole of the parish and is in constant demand providing a great community asset, the council members view that this work (below) constitutes maintenance of essential infrastructure. It was **RESOLVED** that the current CIL funds available of £1,152 would be awarded towards the cost of renovating the floor in the main hall, which is anticipated to cost £1581. Proposed M Buckland, Seconded J Marsh, AIF.

**14.5 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

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

**Total March Additional Payments** **£1,912**

**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

**Total April Cheques** **£483.89**

\*Includes Employer’s PAYE tax submitted to HMRC

**15 INFORMATION ITEMS**

None

**16 DATE OF NEXT MEETING**

**RESOLVED** to note that the Council’s Annual Meeting will take place on Tuesday 4<sup>th</sup> May 2021 at 7.30pm. This will be followed by the May monthly Parish Council meeting.

There will be a closed meeting of the Napper Charity Trustees after the May monthly meeting.

This will be the last parish council meeting to be held remotely under the current legislation which expires on 7 May 2021.

The meeting ended at 22.25 pm.

Signed: .....

Dated: .....