

# *Puncknowle & Swyre Parish Council*

*Situated in the Bride Valley, on the Dorset Coast*

**Chairman:**  
**Councillor Mr G. Fry**  
**Vice Chairman: Mr J Marsh**

**Clerk: Mrs Sally Bowsher,**  
Swyre Cross, Swyre, Dorchester, Dorset, DT2 9DA  
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3<sup>rd</sup> May 2022

Dear Councillor,

## **NEXT MEETING OF PUNCKNOWLE & SWYRE PARISH COUNCIL**

I am writing to inform you that the Annual Meeting of Puncknowle & Swyre Parish Council will take place on Tuesday 10th May 2022, commencing at 7.30 p.m. This will be followed by the monthly meeting.

The agenda for the meeting is set out below.

Yours faithfully,

*Sally Bowsher*  
Parish Clerk

## **AGENDA - ANNUAL MEETING**

- 1) ELECTION of Chairman of the Council for 2022/2023 and ACCEPTANCE of OFFICE**
- 2) APOLOGIES FOR ABSENCE**
- 3) MINUTES OF THE PREVIOUS ANNUAL MEETING**  
That the Minutes of the last Annual Meeting held on 2nd April 2021 (attached), be agreed and signed as a correct record.
- 4) ELECTION of Vice-Chairman of the Council for 2022/2023 and ACCEPTANCE of OFFICE**
- 5) The Council currently consists of the following members:**  
**Nominated 2019 Election** – Unopposed: P G Fry, J Marsh, M Buckland, T Taylor, E Sinclair, B Pye  
**Co-opted**, November 2020, J Hunt, S Oliver.  
There is one vacancy on the Parish Council.
- 6) APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES**
  - I. Playing Fields Committee (4)**
  - II. Western Area Transport Action Group**
  - III. Volunteer Footpath Officers**
  - IV. Internal Auditor**
  - V. Emergency Planning Volunteer Officer**
  - VI. Western Area Group of DAPTC (2)**
  - VII. Bridport Local Area Partnership**
  - VIII. Allotments Committee (4)**
  - IX. Village Hall Management Committee**

- X. Home-Watch (2)
- XI. Website
- XII. Finance Working Group

## AGENDA

### 1. PUBLIC TIME

up to 15 minutes for electors, residents in the parish or adjoining parishes to comment on any items to be discussed on the agenda.

### 2. APOLOGIES FOR ABSENCE

### 3. DECLARATIONS OF INTEREST

### 4. MINUTES OF THE PREVIOUS MEETING

That the Minutes of the Meeting held on 5<sup>th</sup> April 2022 be agreed and signed as a correct record.

### 5. MATTERS ARISING FROM THE MINUTES

### 6. UPDATE FROM DORSET COUNCIL

### 7. CHAIRPERSON'S REPORT

- 7.1 CIL Receipts
- 7.2 Chesil Bank PC Draft Neighbourhood Plan
- 7.3 Plans for Parish Assembly on 31 May

### 8. CLERK'S REPORT

- 8.1 Insurance Renewal
- 8.2 Review of Grants Policy
- 8.3 Internet Banking Mandates
- 8.4 To consider the DAPTC offer to continue hosting .gov domain email with increased storage from 100mb to 5gb at an annual cost of £39.
- 8.5 Swyre Telephone Box
- 8.6 Communications infrastructure
- 8.7 Update on Flood Protection issues

### 9. DISCUSSION WITH HIGHWAYS and PCC ABOUT FLOODING IN SWYRE

### 10. UPDATE ON BUS SHELTER IN SWYRE

### 11. REPRESENTATIVES REPORTS

- i. Homewatch And Community Police Report
- ii. Allotments
- iii. Footpaths
- iv. Playing Field Committee - (including approval to replace bucket swing seat)
- v. Transport
- vi. Village Hall
- vii. Bridport Local Area Partnership
- viii. DAPTC
- ix. Puncknowle, Swyre & West Bexington Web Site

- x. **Emergency Planning; Discussion about support for vulnerable residents in severe weather and power cuts.**
- xi. **Finance Working Group**

**12. 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 No P/LBC/2022/02083.** 14 Old Beams Church Street Puncknowle DT2 9BN. Replacement of metal entrance gate with an oak door.
- 2 **Application P/PABA2/2022/02449** Looke Farm House Looke Lane Litton Cheney Dorchester DT2 9BA. request for the Council to determine whether or not Prior Approval is required for the proposal, for information purposes only.
- 3 **TPO/2021/0055** Tree Preservation Order at (Land at Looke Farm, Looke Lane, Litton Cheney, DT2 9BA). Decision Confirmed 4 April 2022.
- 4 **P/HOU/2022/02527** Old Beams 14 Church Street Puncknowle DT2 9BN. Erect single storey rear extension.
- 5 **P/LBC/2022/02426** Old Beams 14 Church Street Puncknowle DT2 9BN Erect single storey rear extension and internal alterations
- 6 **Decisions**
- 7 **Other Planning Issues:**

**13. HIGHWAYS ISSUES**

- 14. **CORRESPONDENCE RECEIVED** Please refer to the attached schedule listing all correspondence received in April. A full list is available from the clerk.

**15. FINANCE**

**1 ANNUAL GOVERNANCE REVIEW**

- i) The Annual Internal Audit Report is received and note by **RESOLUTION**
- ii) Review of the Annual Governance Statement 2021/22 and approve by **RESOLUTION**
- i) Review of the Accounting Statements and approve by **RESOLUTION**
- ii) To consider if the PSPC meets the criteria for exemption from the External Auditor's limited Assurance Review from 2021//22 and **RESOLVE** that it wishes to be exempted.

**2 Payments for Approval: -**

Mrs S Bowsher (Clerk's salary April)	£338.40
Mrs S Bowsher Clerk's expenses – stationery, stamps	£15.59
Mrs Dianne Sinclair (Website management)	£25.00
Dorset Waste P/ship. Litter Bin service year to March 23	£141.44
M Harding Book keeping Services- Annual audit	£64.00
Chesil Beach Garden Services Inv 2261 Grass cut 8 April	£96.00

<b>Total Cheques</b>	<b>£680.43</b>
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- 3 Receipts this month
- 4 Bank Reconciliation and spending against budget to date.
- 5 Reserves

**16. INFORMATION ITEMS**

To note the annual parish assembly will be held in Puncknowle Village Hall at 7.30pm on Tuesday 31<sup>st</sup> May at 7.30pm. This is the first Parish Assembly since 2019 due to the Covid pandemic.

**17. PUBLIC TIME**

Up to 15 minutes for electors, residents in the parish or adjoining parishes to raise any items of information or propose issues for future Council meetings.

**18. DATE OF NEXT MEETING**

There will be a closed meeting of the Napper Charity after this meeting

To note that the Council's next meeting will take place on Tuesday 7<sup>th</sup> June 2022 commencing at 7.30 p.m.