

DRAFT PUNCKNOWLE & SWYRE PARISH COUNCIL

Minutes of a Meeting held in the Village Hall on Tuesday 10th May 2022 at 7.30 p.m.

MEMBERS PRESENT AT THE MEETING:

Councillors G. Fry (Chairman), T. Taylor, J. Marsh, B. Pye, E Sinclair, and J Hunt.

IN ATTENDANCE: S. Bowsher (Parish Clerk), and three 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 for absence had been received from M Buckland, S Oliver, Dorset Councillor M Roberts, Footpaths Officer D Bird and PCSO Alex Bishop.

3 DECLARATIONS OF INTEREST None

4 MINUTES OF PREVIOUS MEETINGS

It was **RESOLVED** That the Minutes of the Meeting held on 5th April 2022 be agreed and signed as a correct record. Proposed J Hunt, seconded J Marsh. All those who had been present at the meeting in favour.

5 MATTERS ARISING FROM THE MINUTES

None.

6 UPDATE FROM DORSET COUNCIL

Councillor Mark Roberts sent his apologies and was unable to attend this meeting due to another parish council meeting taking place at the same time. He offered to send an update of events by email.

7 CHAIRPERSON'S REPORT

7.1 CIL funds have been received during the month totalling £3925.

7.2 Chesil Bank PC Neighbourhood Plan pre submission Draft:

The Parish Council have been invited as consultees at this pre submission stage of the plan. As the consultation period closes on 20 June, members will consider their response in time for the next meeting.

7.3 Plans for Parish Assembly on 31 May:

This will be the first Parish Assembly since 2019 due to the Pandemic.

There will be a speaker from a neighbouring parish about their experiences with their new Neighbourhood Plan. Councillor Hunt will prepare a small written piece for residents on the topic which will offer a meeting on 28th June for anyone who expresses interest.

8 CLERK'S REPORT

8.1 Insurance Renewal:

Applications for quotes are still ongoing with three insurers. Cover is needed from 1st June. It was agreed that the Chairman and Clerk will finalise this before the next meeting using the Scheme of Delegation

8.2 Review of Grants Policy:

It was **RESOLVED** that the Grants Policy has been reviewed and should remain unchanged. Proposed J Marsh, seconded T Taylor, AIF.

- 8.3 Internet Banking Mandates:
These have been submitted but the bank expects delays of several weeks to process them.
- 8.4 It was **RESOLVED** to accept the DAPTC offer to continue hosting our.gov domain email with increased storage at an annual cost of £39. Proposed E Sinclair, seconded T Taylor, AIF.
- 8.5 Swyre Telephone Box:
This has been renovated by residents in Swyre, and it was agreed that it will need to be fitted out with shelving so it can be used as a “SWAP BOX”. Agreed that T Taylor will try and find a Swyre resident who is willing to do this.
- 8.6 Communications infrastructure
Having failed to get a meaningful response by mail from the two big local service providers, the Shared Rural Network Team have provided email contacts and the letter has been forwarded.
- 8.7 Update on Flood Protection issues:
Three Clerks from the Bride Valley will be meeting tomorrow with representatives from the Flood Wessex Team and Dorset Council to consider Flood Protection in our parishes. The clerk will report back. Agreed that the Chairman will look at the offer of flood barrier which has been made by Burton Bradstock Parish Council. Some discussion about ongoing flood risk in the area.

9 DISCUSSION WITH HIGHWAYS and PCC ABOUT FLOODING IN SWYRE

Following the visit by a member of the Dorset Flood Team last month, the short term matters in Swyre have now been resolved, and the wider issue of land drainage is being looked into by Dorset Council.

10 SWYRE BUS SHELTER

Alternative quotes for the groundworks are still being sought. CIL receipts will be considered for this project.

11 REPRESENTATIVES' REPORTS

- i. **Homewatch and Community Police Report.**
Nothing to report.
- ii. **Allotments**
There will be a Napper Charity meeting this evening.
- iii. **Footpaths**
After ten years in the post, Mr D Bird did not stand for re-election as Footpaths Officer in Puncknowle. The members all expressed enormous gratitude for the excellent work that he has given freely in this role for such a long time.
- iv. **Playing Field Committee**
It was **RESOLVED** that a new seat for the A Frame swing costing £85 plus VAT should be ordered in accordance with the recommendation in the safety report.
- v. **Transport**
Normal meetings of the WATAG committee are starting again. Summer services, including some open top buses are operating.
- vi. **Village Hall.**
Following a period of consultation, recommendations are now ready to rectify the faulty area of roof.
- vii. **Bridport Local Area Partnership.**
The Chairman continues to attend BLAP meetings. These can be attended in person or remotely.
- viii. **DAPTC**
Continue to provide good support.
- ix. **Puncknowle, Swyre & West Bexington Web Site.**
Nothing to report.

- x. **Emergency Planning.** Some discussion about how to offer help to vulnerable residents in an emergency. A plan will be needed. Initial thoughts are that the clerk can provide a list of streets and any outlying properties with a view to finding and appointing volunteers (suggested two per street) who can cover these in an emergency. This will be an ongoing project, with further consideration as to how vulnerable residents can be supported in emergencies such as power cuts and floods and how residents can be advised.
- xi. **Finance.** Nothing to report.

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**

- 12.1 **Application No P/LBC/2022/02083.** 14 Old Beams Church Street Puncknowle DT2 9BN. Replacement of metal entrance gate with an oak door. Due to the deadline for comments being 25 April 2022, the Clerk and Chairman submitted that the Parish Council Supported this application under the Scheme of Delegation.
- 12.2 **Application P/PABA2/2022/02449** Looke Farm House Looke Lane Litton Cheney Dorchester DT2 9BA. Request for the Council to determine whether Prior Approval is required for the proposal. This is for information purposes only, no action required.
- 12.3 See 12.6 Below
- 12.4 **P/HOU/2022/02527** Old Beams 14 Church Street Puncknowle DT2 9BN. Erect single storey rear extension. It was **RESOLVED** that this application is supported. Proposed J Marsh, seconded G Fry, three in favour, one against, two abstentions.
- 12.5 **P/LBC/2022/02426** Old Beams 14 Church Street Puncknowle DT2 9BN Erect single storey rear extension and internal alterations. Application supported as 12.4 above
- 12.6 **DECISIONS –**
TPO/2021/0055 Tree Preservation Order at (Land at Looke Farm, Looke Lane, Litton Cheney, DT2 9BA). Decision Confirmed 4 April 2022.
- 12.7 **OTHER PLANNING ISSUES:**
It was noted that Planning Application **P/HOU/2022/01609**, The Old Post Swyre Road West Bexington Dorset DT2 9DD, has been withdrawn.
A potential enforcement issue in West Bexington was discussed.

13 HIGHWAYS ISSUES

Resurfacing work along Hazel Lane was undertaken in April. Unfortunately, damage to the top and bottom of the road occurred almost imminently. This is to be reported to Dorset Council. The issue of problem parking in West Bexington thought to stem from local business employees will be looked into.

A request to clear the ditch alongside the adopted path off Church Street leading to Knackers Hole will be submitted.

14 CORRESPONDENCE RECEIVED

The schedule of correspondence received in April was reviewed.
J Marsh will attend the Working Together Webinar on 21 June which will look back at Storm Eunice. Slides will be requested from the Dorset Council Planning Forum meeting which is due to take place on 27 May.

15 FINANCE

1 ANNUAL GOVERNANCE REVIEW

- i) It was **RESOLVED** to note and accept the findings in the Annual Internal Audit Report for 2021/22. Proposed J Marsh, Seconded J Hunt, AIF.
- ii) **RESOLVED:** The Council reviewed and approved the Annual Governance Statement 2021/22. Proposed J Marsh, seconded B Pye, AIF.
- iii) The Council **RESOLVED** to accept the of Statement of Annual Receipts and Payments 2021/2022. Proposed J Marsh, seconded E Sinclair, AIF.
- iv) The Council agreed that PSpC meets the criteria for exemption from the External Auditor’s limited Assurance Review for 2021/22 and **RESOLVED** that it wishes to be exempted. Proposed T Taylor, seconded B Pye, AIF.

2 It was RESOLVED that the items listed below be authorised for payment: -

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. Hazel Lane Litter Bin service year to March 2023	£141.44
M Harding Bookkeeping Services- Annual audit	£64.00
Chesil Beach Garden Services Invoice 2261 Grass cut 8 April	£96.00
TOTAL CHEQUES	£680.43

Proposed J Marsh, Seconded T Taylor, AIF

**Includes Employer’s PAYE tax submitted to HMRC where appropriate.*

- 3 It was noted that the half yearly precept has been received.
- 4 The bank reconciliation was circulated to the members
- 5 It was noted that the level of Reserves has increased due to the receipt of CIL funds.

16 INFORMATION ITEMS

Notice has been given that Springfield will be surface dressed between mid-June and mid-July.

17 PUBLIC TIME

Please see item 1 above.

18 DATE OF NEXT MEETING

The next ordinary meeting at the village hall will be held on Tuesday 7th June 2022 at 7.30 pm.

The meeting ended at 9.25pm.

Signed:

Dated: