

DRAFT PUNCKNOWLE & SWYRE PARISH COUNCIL

Minutes of a Meeting held in the Village Hall on Tuesday 7th March 2023 at 7.30 p.m.

MEMBERS PRESENT AT THE MEETING:

Councillors G. Fry (Chairman), M Buckland, P Bullen, E Sinclair, T Taylor and Dorset Councillor M 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 for absence were noted from Councillors J Marsh (Vice Chairman), R Forrester and B Pye,

Apologies for absence were also received from 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 7th February 2023 be agreed and signed as a correct record. Proposed P Bullen , seconded T Taylor. All those who had been present at the meeting in favour.

5 MATTERS ARISING FROM THE MINUTES

None

6 UPDATE FROM DORSET COUNCIL

Dorset Councillor Mark Roberts said that Dorset Council have now approved the budget which will mean a rise of just under four per cent for council taxpayers, and no loss of services.

A Dorset Council policy on council tax for second homes has been approved.

This is awaiting legislation from the central government which means it could potentially be implemented before the 1st of April.

7 CHAIRMAN'S REPORT

Councillor Vacancy

The vacancy is being advertised with a closing date of 30 April 2023.

Appointment of a new Clerk

The clerk's post is currently being advertised.

8 CLERK'S REPORT

8.1 The Standing Orders, were reviewed and it was **RESOLVED** to make the following amendments:

Page 13 9b change from ten days to three days

Page 13 9d change from eight days to three days

Page 18 15b ii change from seven days to three days
Proposed P Bullen, seconded T Taylor, AIF.

The Grants Policy was reviewed, and it was **RESOLVED** that the annual deadline for grant applications should be changed from the end of November to the end of September. Proposed M Buckland, seconded P Bullen, AIF.

It was agreed that the Financial Regulations and all other policies would stand. AIF

It was **RESOLVED** that the Risk Assessment should be amended to include the War Memorial at Swyre. Proposed P Bullen, seconded T Taylor, AIF.

8.2 It was noted that we have received a response from our MP about the findings of our Communications infrastructure survey. He will be taking this up some of the findings with the Shared Rural Network Team.

8.3 Shipton Gorge Parish Council have enquired about the scope to combine any initiatives that parish councils may have around schemes such as recycling for residents. Councillor Forrester is to investigate this.

8.4 War Memorial

A grant will not be available for cleaning the memorial given it's current relatively good state of repair. It was **RESOLVED** that we should go ahead with the estimate for cleaning three sides of the memorial. Proposed M Buckland, seconded T Taylor, AIF.

8.5 Jurassic Fibre will make a presentation before the Annual Parish Meeting on 25 April.

8.6 The current Insurance will need to be renewed at the end of May. The Clerk to process.

8.7 Members agreed on the draft for the next newsletter which will be circulated ahead of the Parish Assembly

9 NEIGHBOURHOOD PLAN

Dorset Council have confirmed that Puncknowle and Swyre is now a Designated Neighbourhood Area.

Members of the community met on 16 February 2023, and have agreed to seek community engagement by way of drop-in sessions with a small presentation in the village hall.

10 GRANT APPLICATIONS AND PAYMENTS

Village Hall.

The clerk reported on a discussion with the Village Hall Committee about the grant application process. After some discussion it was **RESOLVED** that a S137 grant for £500 was approved against their application made in November. Proposed M Buckland, seconded P Bullen, four in favour, E Sinclair abstained.

11 UPDATE ON BUS SHELTER IN SWYRE

One plaque from Wessex Water and another from the Parish Council have been placed in the bus shelter. It was **RESOLVED** to reimburse Councillor T Taylor for £59.64 for the latter. Proposed E Sinclair, seconded P Bullen, four in favour, T Taylor abstained.

12 REPRESENTATIVES' REPORTS

- i. **Neighbourhood Watch and Community Police Report.**
A shed break in was reported on Bredy Road
- ii. **Allotments**
Nothing to report.
- iii. **Footpaths**
Nothing
- iv. **Playing Field**
M Buckland offered to clean a ditch which runs off the field.
- v. **Transport**
Nothing to report.
- vi. **Village Hall.**
Nothing to report.
- vii. **Bridport Local Area Partnership.**
BLAP had produced some useful information drawn from the last census.
Our MP will attend the next BLAP meeting.
- viii. **DAPTC**
Continue to provide good support. There is a councillors' networking event on 9 March.
- ix. **Puncknowle, Swyre & West Bexington Web Site.**
Nothing to report.
- x. **Emergency Planning.**
Work is being undertaken to produce a plan suitable to the needs and resources of the parish.

13 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/2023/00512.** Land At Looke Farm Looke Lane Litton Cheney Dorset DT2 9BA Change of use of a live firing range and caravan site to a glamping and Shepherd's hut site and landscaping.
It was **RESOLVED** that the parish council support this application. Proposed M Buckland, seconded T Taylor, four in favour, one abstention.
2. **Application No P/CSC/2023/00036.** Notification of intent to use site for camping for 1 year Flowerdew Farm Hazel Lane, DT29BP. For Information Only
3. **Application No P/VOC/2023/01147.** The Carriage House, Puncknowle Manor, Church Street, Puncknowle. Make alterations to convert disused agricultural building into 1 No holiday unit without compliance to condition 4 of planning approval 1/W/01/001846 - restriction of use to holiday let and not for permanent residential accommodation.
After much discussion it was **RESOLVED** that the parish council support this application, although they would like to see an agricultural tie as a condition of the approval. Proposed P Bullen, seconded E Sinclair, four in favour, one abstained.

4. DECISIONS:

None

5. OTHER PLANNING ISSUES

None

14 HIGHWAYS ISSUES

Councillor Sinclair raised concerns for the safety of pedestrians along the B3157 Coast Road. It was agreed to discuss this at the next meeting.

15 CORRESPONDENCE RECEIVED

The schedules of correspondence received in February was reviewed.

16 FINANCE

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

Payments for Approval: -

Mrs S Bowsher (Clerk's salary February)*	£368.40
Mrs Dianne Sinclair (Website management)	£ 30.00
SLCC Renewal subscription Invoice Mem243326-1	£112.00
Invoice for bus shelter plaque (reimburse Councillor Taylor)	£59.64
Puncknowle and Swyre Village Hall Grant	£500.00
Winter Fun Club	£150.00

TOTAL CHEQUES £1220.04

Proposed M Buckland, Seconded P Bullen, AIF.

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

2 It was RESOLVED that the Bank Mandate for the clerk should be amended to permit the input of payments for approval. Proposed G Fry, seconded E Sinclair, AIF.

3 A copy of the Bank Reconciliation and spending to date had been circulated.

4 To note that no transfer of funds is required at the present time.

5 It was agreed that payments to the Information Commissioners' Office and to the Dorset Waste Partnership for the waste bin in Hazel Lane should continue to be made by Direct Debit. AIF.

17 INFORMATION ITEMS

None

18 PUBLIC TIME

Please see item 1 above.

19 DATE OF THE NEXT MEETING

The next ordinary meeting at the village hall will be held on Tuesday 4th April 2023 at 7.30 pm.

The meeting ended at 9.30pm.

Signed:

Dated: