

# *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  
(01308) 897987  
Email: [puncknowle@dorset-aptc.gov.uk](mailto:puncknowle@dorset-aptc.gov.uk)

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25<sup>th</sup> April 2023

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 2nd May 2023, 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 2023/2024 and ACCEPTANCE of OFFICE**
- 2) APOLOGIES FOR ABSENCE**
- 3) ELECTION of Vice-Chairman of the Council for 2023/2024 and ACCEPTANCE of OFFICE**
- 4) 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**, December 2022, P Bullen, R Forrester.  
There is one vacancy on the Parish Council.
- 5) 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**

# **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 4<sup>th</sup> April 2023 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 Parish Council Vacancy
- 7.2 Progress to replace the Clerk

## **8. CLERK'S REPORT**

- 8.1 Insurance Renewal
- 8.2 War Memorial
- 8.3 Internet Banking Mandates
- 8.4 Equipment – Lap Top, projector screen.
- 8.5 Co-ordinated local recycling possibly with other parish services

## **9. REPRESENTATIVES REPORTS**

- i. Neighbourhood Watch and Community Police Report**
- ii. Allotments**
- iii. Footpaths**
- iv. Playing Field Committee**
- v. Transport**
- vi. Village Hall**
- vii. Bridport Local Area Partnership (BLAP)**
- viii. DAPTC**
- ix. Puncknowle, Swyre & West Bexington Web Site**
- x. Emergency Planning –**

## **10. 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 Applications**

**2 Decisions**

**3 Other Planning Issues:**

An appeal to the Secretary of State against the Appeal Against Refusal of Dorset Council:

**Application No P/FUL/2022/00240**

**Appeal Application No APP/D1265/W/22/3313686**

Erect 3.no dwellings with associated access and parking Land Between 12 and 13 Puncknowle Road Swyre.

Consultee deadline 9 May 2023.

**11. HIGHWAYS ISSUES**

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

**13. FINANCE**

**1 ANNUAL GOVERNANCE REVIEW**

- i) Annual Declaration re Conflict of Interest with External Auditor
- ii) The Annual Internal Audit Report is received and note by **RESOLUTION**
- iii) Review of the Annual Governance Statement 2022/23 and approval by **RESOLUTION**
- i) Review of the Accounting Statements and approval by **RESOLUTION**
- ii) To consider if the PSPC meets the criteria for exemption from the External Auditor's limited Assurance Review from 2022//23 and **RESOLVE** that it wishes to be exempted.

**2 Payments for Approval: -**

Mrs S Bowsher (Clerk's salary April)	£368.40
Mrs Dianne Sinclair (Website management)	£30.00
DAPTC Annual subscription (includes Fast Host Mailbox) Inv 1284	£279.77
Dorset Waste P. Hazel Lane Litter Bin service year to Mar 24 Inv 2800344073	£155.79
M Harding Bookkeeping Services- Annual audit	£54.00
Clerks Expenses – printing paper, refreshments for Parish Assembly	£48.57
Clerk's Expenses – reimburse purchase of projector screen	£55.99
K Hussey March 23 Play Field Inspection Report. Invoice	£40.00

**Total Cheques £1,032.52**

- 3 Receipts this month.
- 4 Bank Reconciliation
- 5 Reserves

**14. INFORMATION ITEMS**

**15. 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.

**16. 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 6<sup>th</sup> June 2023 commencing at 7.30 p.m.