

# **DRAFT PUNCKNOWLE & SWYRE PARISH COUNCIL**

## **Minutes of a Meeting held in the Village Hall on Tuesday 2<sup>nd</sup> May 2023 at 7.30 p.m.**

### **MEMBERS PRESENT AT THE MEETING:**

Councillors G. Fry (Chairman), J Marsh (Vice Chairman), M Buckland, P Bullen, R Forrester, B Pye, Dorset Councillor M Roberts and footpaths officer D Bird.

**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 Councillor E Sinclair and also noted from PCSO Alex Bishop.

It is noted that Councillor T Taylor had submitted his resignation at the end of April.

### **3 DECLARATIONS OF INTEREST**

None

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

It was **RESOLVED** That the Minutes of the Meeting held on 4<sup>th</sup> April 2023 be agreed and signed as a correct record. Proposed J Marsh, seconded P Bullen. All those who had been present at the meeting in favour.

### **5 MATTERS ARISING FROM THE MINUTES**

The Clerk is following up regarding whether there is any desire for a request bus stop west of Swyre.

### **6 UPDATE FROM DORSET COUNCIL**

Councillor Mark Roberts gave a brief update.

### **7 CHAIRMAN'S REPORT**

#### **Councillor Vacancy**

One application had been received for the vacancy which had been advertised in April. The members voted one in favour, five against co-option of the candidate. Following the resignation of Councillor Taylor in April, the members wished to record their thanks for his service to the community.

This now leaves two vacancies which will be readvertised in due course.

#### **Appointment of a new Clerk**

There was some discussion about the progress in finding a replacement for the clerk.

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

8.1 Insurance Renewal: We are awaiting a quote for the renewal of the policy.

- 8.2 War Memorial. Having received a second, less favourable quotation, it was agreed that the best way forward is for volunteers to begin by cleaning this. The results can then be reviewed, and the stone mason contacted for any further work which might be desirable.
- 8.3 Internet Banking Mandate. There is one mandate outstanding which is in progress.
- 8.4 Equipment. A new projector screen has been purchased.  
It was **RESOLVED** that a budget of £475 is available for the clerk to source a replacement laptop for the Parish Council. Proposed J Marsh, seconded B Forrester, AIF.
- 8.5 Co-ordinated local recycling with other parish services is being investigated.

## 9 REPRESENTATIVES' REPORTS

- i. **Neighbourhood Watch and Community Police Report.**  
Nothing to report.
- ii. **Allotments**  
There will be a meeting of the Napper Charity this evening. The allotments committee will visit the plots this month.
- iii. **Footpaths**  
D Bird reported on the work he has been doing. The council thanked him for the enormous contribution that he makes as a volunteer.
- iv. **Playing Field**  
A Playing Field Spring Clean went ahead on 29 April and was greatly assisted by several volunteers. The Council wishes to express its thanks to them.
- v. **Transport**  
Nothing to report.
- vi. **Village Hall.**  
Nothing to report.
- vii. **Bridport Local Area Partnership.**  
The latest meeting included a presentation on the health of our local rivers.
- viii. **DAPTC**  
Continue to provide good support.
- ix. **Puncknowle, Swyre & West Bexington Web Site.**  
Nothing to report.
- x. **Emergency Planning.**  
Councillor Bullen has produced a draft plan which will be circulated to the members shortly, for discussion at the July meeting.

## 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:** None

2. **DECISIONS:** None

3. **OTHER PLANNING ISSUES:**

It was noted that there has been 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**

The clerk is waiting to have a meeting with the Speed Watch Co-ordinator so that plans can be made to start operating the new team in Swyre.  
There was some discussion about the state of Looke Lane towards Coxs Lane. This has already been reported by the clerk.

12 **CORRESPONDENCE RECEIVED**

The schedule of correspondence received in April was reviewed.

13 **FINANCE**

1 **ANNUAL GOVERNANCE REVIEW**

- i) Annual Declaration re Conflict of Interest with External Auditor:  
The members declared that there is no conflict of interest with the External Auditors, BDO LLP, and the Chairman signed a declaration to this effect.
- ii) It was **RESOLVED** to note and accept the findings in the Annual Internal Audit Report for 2022/23. Proposed J Marsh, Seconded P Bullen AIF.
- iii) **RESOLVED:** The Council reviewed and approved the Annual Governance Statement 2022/23. Proposed J Marsh, seconded P Bullen, AIF.
- iv) The Council **RESOLVED** to accept the of Statement of Annual Accounting Statements 2022/2023. Proposed J Marsh, seconded P Bullen, AIF.
- v) The Council agreed that PSpC meets the criteria for exemption from the External Auditor's limited Assurance Review for 2022/23 and **RESOLVED** that it wishes to be exempted. Proposed J Marsh, seconded P Bullen, AIF.
- vi) To note that the new internal auditor is accountant, Paul Reynolds of Fair Account for the year ending March 2024.

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

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
Chesil Beach Garden Services	£102.00

**Total Cheques £1,134.52**

Proposed J Marsh, seconded R Forrester, AIF.

**3 Receipts**

VAT reclaimed for the year 22/23 was reimbursed and the first half precept was paid in April.

**4 Bank Reconciliation.** A copy of the bank reconciliation at the end of April was circulated and verified by the members.

**5 Reserves**

It was **RESOLVED** to accept the updated Reserves Policy which reflects the following changes to earmarked reserves:

The removal of the £5,000 earmarked reserve for bus shelter reserve which has now been spent.

The accrual of another £1000 earmarked towards future replacement of defibrillators.

The increase in general reserve arising from the increase in precept.

Proposed J Marsh, seconded R Forrester, AIF.

**14 INFORMATION ITEMS**

A presentation will be held at 3,4, and 5pm on 13 May in the Village Hall for residents to find out more about Neighbourhood Planning and to express their views.

There are several events planned in Puncknowle to celebrate the coronation of King Charles. These include a flower festival at St Mary's church, the chance to share a picnic in the garden of the Crown Inn on 7 May and a Treasure Hunt on 8 May.

**15 PUBLIC TIME**

Please see item 1 above.

**16 DATE OF THE NEXT MEETING:**

The next ordinary meeting at the village hall will be held on Tuesday 6<sup>th</sup> June 2023 at 7.30 pm.

The meeting ended at 9.10pm.

Signed: .....

Dated: .....