

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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Email: puncknowle@dorset-aptc.gov.uk

7th May 2024

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 14th May 2024, commencing at 7.30 p.m. This will be followed by the monthly meeting.

PLEASE NOTE THIS WILL BE HELD IN THE CHURCH OF THE HOLY TRINITY, SWYRE, AND NOT IN THE REGULAR VENUE.

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 2024/2025 and ACCEPTANCE of OFFICE**
- 2) APOLOGIES FOR ABSENCE**
- 3) ELECTION of Vice-Chairman of the Council for 2024/2025 and ACCEPTANCE of OFFICE**
- 4) The Council currently consists of the following members:**
Nominated 2024 Election – Unopposed: S Bowsher, M Buckland, P Bullen, P G Fry, S Main, J Marsh, C Marsh, E Sinclair, K Strawbridge.
- 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. Neighbourhood 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 2nd April 2024 be agreed and signed as a correct record.

5. MATTERS ARISING FROM THE MINUTES

6. UPDATE FROM DORSET COUNCIL

7. CHAIRPERSON'S REPORT

Provision of defibrillators

8. CLERK'S REPORT

- 8.1 Insurance Renewal
- 8.2 Clerk Vacancy
- 8.3 New Domain Name and email addresses
- 8.4 New Councillors – ROI and training

9. VURLANDS FARM BUS STOP

10. NEIGHBOUROOD PLAN

11. 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 –**

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 Applications

Application No P/LBC/2024/01120

Burwell Cottage Church Street Puncknowle Dorset DT2 9BN.

Replace single glazed windows with custom-built timber conservation slimline double-glazed units.

To note this was supported under the scheme of delegation.

- 2 Decisions**
P/FUL/2024/00248.
 The erection of one slurry tank, with associated track and landscaping.
 Hazel Lane Dairy Puncknowle Dorset DT2 9BU
 Permission Granted 10.04.24.

3 Other Planning Issues:

- 13. HIGHWAYS ISSUES**
 Looke Lane, Puncknowle
 Looke Farm to Litton
- 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) Annual Declaration re Conflict of Interest with External Auditor, BDO LLP
- ii) The Annual Internal Audit Report is received and noted by **RESOLUTION**
- iii) Review of the Annual Governance Statement 2023/24 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 2023//24 and **RESOLVE** that it wishes to be exempted.

2 Payments for Approval: -

Mrs Dianne Sinclair (Website management)	£30.00
DAPTC Annual subscription (includes Fast Host Mailbox)	£291.04
Dorset Waste P. Hazel Lane Litter Bin service year to Mar 25	£157.56
BLAP Funding Contribution	£68.79
SLCC Book shop – Arnold Baker 13 th edition and Clerk's Manual	£193.96
Groundworks UK – refund of unspent N Plan grant ref NPG-13725(paid 10/04)	£160.79
Clear Insurance (ex BHIB) Insurance premium comm 01.06.2024	£530.06
Footprints Invoice 11314 Printing for Neighbourhood Plan Event 20 April 24	£74.25
DAPTC Invoice1872 Councillor training on line 15 April	£32.00
Chesil Beach Invoice 3868 1/5/24 two cuts	£204.00
K Hussey Quarterly Play inspection inv 2024Q1	£ 40.00

Total Cheques £1,782.45

- 3** To Resolve to make Vat returns more frequently than annually where appropriate.
- 4** Receipts this month.
- 5** Bank Reconciliation
- 6** Reserves: Resolution to agree the year end reserves are as follows, or to note otherwise:

Earmarked Reserves

IT Equipment	500
Defibrillator replacement	3,000
Playing Field replace/repair equipment	2,000
Playing Field Tree Surgery	2,000
Election Expenses	1,000
Unspent Groundworks Grant to be returned 161	
Total Earmarked Reserves	£8,661

General Reserve	£8,586
Total Reserves	£17,247

To note: Our Policy on reserves requires a general reserve to cover 8 months of emergency expenditure. The figure of £8,586 exceeds this and represents 73% of the precept for the current year.

16. INFORMATION ITEMS

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

To note that the Council's next meeting will take place on Tuesday 4th June 2024 commencing at 7.30 p.m.

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