

# **DRAFT** Puncknowle and Swyre Parish Council

Minutes of a Meeting held in the Church of the Holy Trinity, Swyre on 14<sup>th</sup> May  
2024

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## **MEMBERS PRESENT AT THE MEETING**

Councillors G Fry (Chairman), J Marsh (Vice Chairman), S Bowsher, M Buckland, S Main, C Marsh, E Sinclair, K Strawbridge.

**IN ATTENDANCE** Councillor S Bowsher acting as 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 1060 s 1](#) extended by the [LGA Act 1972 s100](#)).

### **2 APOLOGIES FOR ABSENCE**

Councillor P Bullen and PCSO Alex Bishop.

Due to the later date of our meeting this month, the newly elected Dorset Councillor for Chesil Bank, Sally Holland, was unable to attend and sent apologies.

### **3 DECLARATIONS OF INTEREST**

No interests were registered by the members.

### **4 MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** That the Minutes of the Meeting held on 4 April 2024 be agreed and signed as a correct record. Proposed J Marsh, seconded M Buckland. All those who had been present at the meeting in favour.

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

#### Boulders removed from the Playing Field Entrance

The Chairman met with a representative of Dorset Highways, who said they will not supply road markings or posts to replace the boulders which they removed from the entrance. They have suggested that the Parish Council should try to resolve their concerns by writing to the adjacent properties asking them not to park here in the interests of safety.

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

Councillor Sally Holland had sent apologies. It was agreed that the clerk would send an invitation to the Parish Assembly on 28 May.

**The order of the agenda was changed, and item 10 and then item 15 were discussed next.**

### **7 CHAIRPERSON'S REPORT**

#### Provision of Defibrillators at West Bexington (by The Manor Hotel) and at Puncknowle Village Hall:

These have been provided under a Memorandum of Understanding (MOU) with the South-Western Ambulance Service (SWAS) NHS Trust for some years. The SWAS are discontinuing the MOU in October, when they have offered to gift the defibrillators and their boxes to the council, subject to terms and conditions, at no cost. In accepting these, the parish council take on responsibility for maintenance and to replace the parts as needed. The cost of parts, and the eventual replacement of the defibrillators will need to be accommodated in the budget, which it currently does.

It was **RESOLVED** that the Parish Council will adopt the defibrillators from SWAS under their terms and conditions. Proposed M Buckland, seconded J Marsh, AIF. There was some discussion about the provision of CPR training sessions and the Chair is currently arranging the last of these under the MOU in the coming months. It was agreed that the Chair and Clerk would liaise to make enquiries about the courses and equipment that will be used once the MOU has expired. It was felt that CPR training is better done in person rather than online.

It was also agreed that defibrillators should be a regular item under the Emergency Planning item on the monthly agenda.

## **8 CLERK'S REPORT**

### **8.1 Insurance Renewal**

The insurance premium of £530.06 is due on 1 June. This is the second year in a three-year agreement. The name of our insurer was changed from BHIB to Clear Insurance during the year.

The policy last year provided free membership of the Parish Online mapping service, which is being used for the Neighbourhood Plan. There will be a renewal charge of £48 plus VAT when this expires. It was **RESOLVED** that the parish council will pay for this if the renewal is required before grant funding is available. Proposed M Buckland, seconded K Strawbridge, AIF.

### **8.2 Clerk's Vacancy.** A decision regarding this appointment should be made at the June meeting.

### **8.3 New Domain Name and Email Addresses**

It appears that the cheapest and easiest option will be to use our existing provider who can provide the new domain name, hosting, and email support. Further work is needed to agree upon the number and names of the new domains to accommodate the needs of different villages, and users (parish council, community information and the neighbourhood plan).

It was agreed that the clerk can discuss with our existing provider in consultation with Dianne Sinclair and Councillor Bullen and to make recommendations at the next meeting.

### **8.4 New Councillors, ROI and Training.**

Links have been sent to all members who have been asked to submit their Register of Interest forms by the end of May.

The Clerk will be in touch to arrange training courses for new and returning councillors.

## **9 VURLANDS FARM BUS STOP**

Dorset Council have provided their estimate of the cost of this and have asked if the Parish Council would meet half of the cost. There was some discussion about sourcing funds for this. It was

**RESOLVED** that the Clerk would contact three local businesses to see if they would contribute.

Proposed J Marsh, seconded K Strawbridge, AIF.

## **10 NEIGHBOURHOOD PLAN (NP)**

The next meeting of the Steering Group (SG) will be on 22 May at The Manor Hotel in West Bexington. Last year used about £900 of the total grant available of £10,000. The claim for this year is expected to be around £6000, but this cannot be submitted until Locality have received their funding, hopefully around June time. In the meantime, the SG is grateful for the ongoing support of the Parish Council.

The first draft of the Business Survey Report has come out and gives many interesting insights into the area from this perspective. Just over half of the businesses responded. The draft report will be agreed by the SG and will then be copied to the Parish Council and to the respondents for their agreement before its wider circulation.

Thanks was expressed to the councillors who supported and attended the community engagement event held on 20 April. This was attended by over 50 people, and the topics of buildings and the environment attracted significant discussion. Those who attended were asked to complete a questionnaire, and the results of this will be collated into a report for circulation shortly.

The NP will provide a 20-minute presentation at the Parish Assembly on 28 May in the Village Hall.

**The next item for discussion was item 15.**

## 11 REPRESENTATIVES REPORTS

**i. Neighbourhood Watch and Community Police Report**

A reminder that residents sharing concerns of suspicious activities on social media should report their concerns to the police.

**ii. Allotments**

There will be a meeting of the Napper Chairty this evening.

**iii. Footpaths**

Signs to pick up after dogs are ready to go up in Looke Lane when suitable places are identified. The Clerk will contact Dorset Council about the overgrown footpath at the Ford in Look Lane. Thanks were expressed to D Bird for the work he undertakes to keep so many footpaths clear. It was agreed that the Parish Council should help by organising volunteers to help with some of this if he can identify suitable projects. It was agreed that petrol costs for the strimmer will be reimbursed.

**iv. Playing Field Committee**

The volunteer session on 13th of April was well supported. Further work is needed to paint some of the equipment, and M Buckland will earmark a date for another volunteer session. Regular playing field safety checks continue.

**v. Transport**

The Clerk will put S Main in touch with WATAG. A small piece needs to be written for the website about local transport.

**vi. Village Hall**

Nothing to report. A query will be raised with the hall committee about the potential for bookings which might clash with Parish Council meetings.

**vii. Bridport Local Area Partnership (BLAP)**

S Bowsher and P Bullen attended the last meeting when a guest speaker provided information about the new Rural Housing Enabling Service. This is an extremely useful service and will be taken up by the Neighbourhood Plan Steering Group.

**viii. DAPTC**

They have provided excellent support, especially over the election period.

**ix. Puncknowle, Swyre & West Bexington Web Site**

Work is ongoing with the improvements and Dianne has been busy loading the Neighbourhood Plan on to one of our existing unused domains.

**x. Emergency Planning**

P Bullen will do the annual review on the Emergency Plan.

## 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 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.

This was supported under the scheme of delegation in April in order to meet the consultation deadline.

### 12.2 Decisions

**Application 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.

### 12.3 Other Planning Issues

None

## 13 HIGHWAYS ISSUES

Councillor Bullen is in contact with Dorset Highways and is awaiting their response about the stream in Looke Lane which is causing flooding to a resident's drive and to the highway due to the amount of silt and gravel which is deposited in it.

The poor condition of the road between Looke Lane and Cox's Lane in Litton Cheney has been previously reported to Dorset Council by the Clerk. Considering the ongoing closure for work by Wessex Water it was agreed that the Clerk will contact Highways again for an update.

It was agreed that the Clerk will contact Dorset Council about the flooding which occurs at Chicks Bridge due to the growth of willow trees in the river.

## 14 CORRESPONDENCE RECEIVED

The schedule of correspondence received during the month had been sent to the members. No matters arising.

## 15 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 2023/24. Proposed J Marsh, Seconded C Marsh, AIF.
- iii) **RESOLVED**: The Council reviewed and approved the Annual Governance Statement 2023/24. Proposed J Marsh, seconded C Marsh, AIF.
- iv) The Council **RESOLVED** to accept the of Statement of Annual Accounting Statements 2023/2024. Proposed J Marsh, seconded K Strawbridge, AIF.
- v) The Council agreed that PSPC meets the criteria for exemption from the External Auditor's limited Assurance Review for 2023/24 and **RESOLVED** that it wishes to be exempted. Proposed J Marsh, seconded C Marsh, AIF.

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

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 <sup>th</sup> edition and Clerk's Manual	£193.96
Groundworks refund of unspent N Plan grant ref NPG-13725	£160.79
Clear Insurance (ex BHIB) Insurance premium comm 01.06.2024	£530.06
Footprints Invoice 11314 Printing for N Plan Event 20 April 24	£74.25
DAPTC Invoice 1872 Councillor training on line 15 April	£32.00
Chesil Beach Invoice 3868 1/5/24 two cuts	£204.00
K Hussey Quarterly Play inspection inv2024Q1	£40.00

<b>Total Cheques</b>	<b>£1,782.45</b>
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Proposed M Buckland, seconded C Marsh

- 3 It was RESOLVED that Vat returns would be made more frequently than annually where appropriate. Proposed J Marsh, seconded M Buckland, AIF.
- 4 Receipts this month. It was noted that the first half of the Precept had been received.
- 5 Bank Reconciliation. This had been circulated to the members.
- 6 Reserves: The year end reserves are as follows.

**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

<b>Total Earmarked Reserves</b>	<b>£8,661</b>
<b>General Reserve</b>	<b>£8,586</b>
<b>Total Reserves</b>	<b>£17,247</b>

**The order of business returned to item 7 on the agenda.**

**16 INFORMATION ITEMS**

The Annual Parish Assembly to which all residents are invited will be held on 28 May at 7.30pm.  
The date for Puncknowle Village Fete has been set at 27 July this year.

**17 PUBLIC TIME**

See item 1 above.

**18 DATE OF NEXT MEETING**

To note that the Council's next meeting will take place on Tuesday 4<sup>th</sup> June 2024 commencing at 7.30p.m. at the Village Hall in Puncknowle.

The Meeting Ended at 21.28pm

A closed meeting of the Napper Charity followed this meeting.

Signed \_\_\_\_\_ Dated \_\_\_\_\_