

Puncknowle & Swyre Parish Council

Situated in the Bride Valley, on the Dorset Coast

Chair:
Councillor Mr J Marsh
Vice Chair: Mr P Bullen

Clerk: Mr Jonathan Moore
(07434) 842796
Email: clerk@puncknowle-swyre-pc.gov.uk

29 April 2025

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 6th May 2024, commencing at 7.30 p.m. in the Village Hall at Puncknowle. This will be followed by the monthly meeting.

The agenda for the meeting is set out below.

Yours faithfully,

Jon Moore
Parish Clerk

AGENDA - ANNUAL MEETING

- 1) ELECTION of Chairman of the Council for 2025/2026 and ACCEPTANCE of OFFICE**
- 2) APOLOGIES FOR ABSENCE**
- 3) ELECTION of Vice-Chairman of the Council for 2025/2026 and ACCEPTANCE of OFFICE**
- 4) The Council currently consists of the following members:**
- 5) Nominated 2024 Election – Unopposed:** S Bowsher, M Buckland, P Bullen, P G Fry, J Marsh, C Marsh, K Strawbridge.
- 6) 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 1st April 2025 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- review of applications and voting for Co-option to the Council for one vacancy

7.2 To consider approving the allocation of funds to support the delivery of a first aid training course for community volunteers under Section 137 of the Local Government Act 1972.

7.3 To consider approving the allocation of funds to support the Bride Valley News under Section 137 of the Local Government Act 1972.

8. CLERK'S REPORT

8.1 Process to recruit for a further vacancy on the Council.

8.2 To consider approving the allocation of funds to support the Bride Valley News under Section 137 of the Local Government Act 1972.

8.3 Review Draft Volunteers' Policy and Procedure submitted for approval and adoption.

8.4 Insurance Renewal is due on 1st June – quoted as £639.68

9. NEIGHBOURHOOD PLAN

Presentation of Housing Needs Survey by Rural Housing Enabling Officer Jaqui Cuff
Briefing to Parish Council by the Chairman of the Steering Committee

10. TRAFFIC SPEED IN THE VILLAGES

i. Road safety in the villages

To consider the advice of the Dorset Council Road Safety Team and to progress with a public consultation and road safety surveys.

ii. Coast Road Speed Indicator Device.

Following the advice of the Dorset Council Road Safety Team, to consider the means to install a Speed Indicator Device on the Coast Road.

11. REPRESENTATIVES REPORTS

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

ii. **Allotments**

iii. **Footpaths**

iv. **Playing Field Committee**

To consider the replacement of the sign on the Playing Field gate and new signs on the entrances.

To consider the appointment of a tree surgeon for remedial work
(L Gov Misc Prov Act 1976 S19)

- v. **Transport**
- vi. **Village Hall**
- vii. **Bridport Local Area Partnership (BLAP)**
- viii. **DAPTC**
- ix. **Puncknowle, Swyre & West Bexington Web Site – change of management**
- 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

2 Decisions

3 Other Planning Issues:

13. HIGHWAYS ISSUES

14. CORRESPONDENCE RECEIVED Please refer to the attached schedule listing all correspondence received over the last month. A full list is available from the clerk.

15. FINANCE

1 Payments for Approval: -

Clerks Gross Salary April	£452.40
Clerks Gross Salay May	£452.49
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 26 (Direct Debit)	£161.46
Groundworks UK – refund of unspent N Plan grant ref NPG-13725(paid April)	£871.19
Clear Insurance (ex BHIB) Insurance premium comm 01.06.2025	£639.68
S Bowsher expenses – Footeprints – printing for N Plan 29 March 25	£26.00
TOTAL	£2,924.26

- 2 Receipts this month.
- 3 Bank Reconciliation
- 4 Transfer from Current Account to Interest Account.
- 5 Precept Confirmed at £6,155.00
- 6 To note the appointment of new internal auditor.

- 7 Reserves: Resolution to agree the year end reserves at 1.4.25 stand as follows, or to note otherwise:

Earmarked Reserves

IT Equipment	500
Defibrillator replacement	4,000
Playing Field replace/repair equipment	2,000
Playing Field Tree Surgery	2,000
Election Expenses	1,000
Unspent Groundworks Grant to be returned	871
Infrastructure – bus stop	1500
Total Earmarked Reserves	£11,871

General Reserve	£9,587
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Total Reserves	£21,458
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To note: Our Policy on reserves requires a general reserve to cover 8 months of emergency expenditure.

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 3rd June 2025 commencing at 7.30 p.m.

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