

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

MINUTES – MONTHLY MEETING

1 MEMBERS PRESENT AT THE MEETING

- Councillor J Marsh (Chairman), Councillor P Bullen (Vice-Chairman), Councillors S Bowsher, M Buckland, P G Fry, and C Marsh,. Dorset Councillor Sally Holland

2 IN ATTENDANCE

- Jonathan Moore, Clerk, B Bowsher, Chair of the Neighbourhood Plan Steering Group and Four members of the public

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.

- No updates

2 APOLOGIES FOR ABSENCE

- None

3 DECLARATIONS OF INTEREST

- None

4 MINUTES OF THE PREVIOUS MEETING

- It was resolved that the Minutes of the Meeting held on 1st April 2025 be agreed and signed as a correct record. Proposed Fran Marsh, 2nd by Paul Bullen

5 MATTERS ARISING FROM THE MINUTES

- None raised

6 UPDATE FROM DORSET COUNCIL

- New CEO for Dorset Council
 - Dr Catherine Howe was unanimously recommended by the cross-party Staffing Committee. This appointment was approved by Full Council at the last meeting.
- Maumbury Road Works
 - Overnight work under a road closure will take place from the end of April into early May. Unfortunately, it cannot take place in the daytime due to the number of vehicles that use the junction.
 - The roadworks will be completed mid-May.
- Recycling Performance

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- DC has retained its position as the top-performing unitary and disposal authority in England for recycling, based on the national 2023/24 data set published by DEFRA.
 - With a recycling rate of 60.5 percent for kerbside waste, significantly above the national average of 44 percent. DC is first among unitary authorities.
 - Dorset ranked third nationally for the lowest amount of residual waste collected per household, with just 363 kilograms per household.
 - Funding Approved to Accelerate DC transition away from fossil fuels
 - Cabinet has now approved an additional £6 million from our capital budget to accelerate our transition away from fossil fuels. This funding will help us become a greener council and deliver substantial savings, which is crucial in these challenging times.
 - New funding opportunities for local community groups
 - If you're looking to kickstart a new project that will make a difference for people in your community, Round 9 of the Community and Culture Project Fund is now open for applications.
 - The grants, which are managed by Dorset Council, welcome applications for projects and events for community, arts, accredited museums, heritage, sport, youth, play and physical activity.
 - This fund offers small grants ranging from £1,500 to £5,000 to support organisations who want to start new activities or events that make a real difference to the lives of Dorset residents, especially those who are marginalised or disadvantaged.
 - The Small Capital Grants Fund to improve, adapt, or refurbish community spaces, village play areas, sports pitches, local greenspaces, arts, or museum venues is also open for applications.
 - This fund provides one-off grants between £5,000 and £15,000
 - Local Visitor Economy Partnership (LVEP) accreditation.
 - Dorset has been successful in achieving Local Visitor Economy Partnership (LVEP) accreditation.
 - This will help to unlock growth opportunities for Dorset's billion-pound visitor economy and will give access to a network of support as part of the national LVEP programme. The bid was led by Dorset Council supported BCP Council and Dorset Tourism Association.
 - Dorset's application was approved by Visit England's panel of industry experts and visitor economy policy makers at the Department for Culture, Media and Sport.
 - Licensing Applications
 - It had been noted by some parish clerks that they have stopped receiving these, I have notified Licensing at DC, and they have confirmed a couple of people had fallen off the list but have been added back on. If you are not receiving them, please let me know or contact Licensing
 - M Buckland asked about village hall grants, SH confirmed should be covered



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7 CHAIRPERSON'S REPORT

7.1 Parish Council Vacancy- review of applications and voting for Co-option to the Council for one vacancy

- Sally Bowsher declared interest as related to one candidate ~~so would not vote.~~ *JKM*
- 2 candidates were presented (B Bowsher, N Rawlings)
- By a vote of 4-2 It was RESOLVED that Nathan Rawlings be co-opted onto the council
- Councillor Rawlings signed his declaration of Office

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.

- It was resolved that Cllr F Marsh will look into dates for training – email to be sent when agreed.

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

- £40 pa currently
- One off payment of £40, proposed by Cllr M Buckland, 2nd by F Marsh. All in Favour
- (Geoff Fry left meeting at 19:53)

8 CLERK'S REPORT

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

- An advert will be placed in the BVN

8.2 To consider approving the allocation of funds to support the Bride Valley News under Section 137 of the Local Government Act 1972- dealt with in 7.3 above.

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

- It was resolved that the document be adopted. SB 1st, PB 2nd AIF Adopt subject to

8.4 **To Note – the Insurance Renewal is due on 1st June – quoted as £639.68**
See finances

9 NEIGHBOURHOOD PLAN

9.1 Presentation of Housing Needs Survey by Rural Housing Enabling Officer Jaqui Cuff

- Jacqui Cuff attended and presented her draft report on the Housing Needs Survey. She gave a summary of the report's findings and asked for comments from the councillors with a view to having the final report available for public release at the end of May. She addressed a question about the response rate of the survey. The report is a "moment in time" snapshot of the total housing need. This can be used to inform the Neighbourhood Plan but the Plan's policies are almost certain to concentrate just on the affordable element.

9.2 Briefing to Parish Council by the Chairman of the Steering Committee

- 1. Finance Update

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- We had confirmation from Locality that our End of Grant report met their requirements. You'll recall that we spent £4,470.81 out of our grant of £5,342 and the PC has now returned the unspent funding of £871.19. The next grant funding window should open around the end of May and we are in discussion with Amy Burnett about our requirements for this final year.
 - 2. Housing Needs Survey
 - We had a good discussion with Jacqui Cuff at our last SG meeting on 24th April about her report on the HNS and this is one of the items for discussion today.
 - 3. Community Events
 - We had a stand at the Puncknowle Tea Party held yesterday afternoon at the Crown which gave the opportunity to meet a number of residents and promote the NP.
 - We also used this event to advertise the forthcoming Youth Event. This will take place in the Village Hall in the afternoon of Tuesday 27th May. It will be facilitated by Nikki Northover from Swyre who also leads Bridport Youth Dance. This event should help us get their views on the parish and help us design the survey to go to youngsters. We'll put up posters but would appreciate any help in advertising.
 - One other point on community interactions, this time on Identification of Non-Heritage Assets which you'll recall I raised at a previous meeting. I'm grateful to the Councillors who provided feed-back on our earlier draft letter to owners of these assets. We've revised the draft to reflect this feedback along with that of our consultant and would be grateful for any final comment in the next fortnight. [See overleaf for draft]
 - 4. Programme and Upcoming Activities
 - I'm sharing the latest draft Timelines and Milestones for our Programme, as prepared by Paul, to give councillors a better feel for the programme. Given that we won't be able to apply for the final tranche of grant funding for a month or so, we're focussing on things that don't need input from our consultant. We are reviewing the draft Topic papers so that we can consider potential policies in the Plan and hence identify questions for the community survey where we need further evidence.

10 TRAFFIC SPEED IN THE VILLAGES

10.1 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.

- DC 20mph policy. Paul will organise a draft leaflet to gauge the level of support in the community..

10.2 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.

- Quote for SID - £2695 for device, total £4K+to be fully installed.



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- This will require fund raising. S Bowsher and P Bullen to approach local businesses with a letter requesting support.

11 REPRESENTATIVES REPORTS

11.1 Neighbourhood Watch and Community Police Report

- A medical incident occurred on the beach near the chalets
- A report was circulated concerning scrap metal enquirers

11.2 Allotments

- Cllr J Marsh – improvements have been made, another review will take place in June
- Allotments payments table has been requested.

11.3 Footpaths

- All Ok
- Cllr M Buckland has fixed a foot bridge

11.4 Playing Field Committee

To consider the replacement of the sign on the Playing Field gate and new signs on the entrances. (L Gov Misc Prov Act 1976 S19)

- It was resolved to order new safety signage and updated signage for the Playing Field. The total quote should not exceed £250 excluding VAT
Proposed S Bowsher Seconded C Marsh AIF

- MBuckland had organised a working party to do something and painting during the month.

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

- Cllr M Buckland had received two quotes to deal with Ash Die back on trees in the Playing Field. The higher quote will remove the tree completely and it was felt this was the safer option.
- It was RESOLVED that the quote for £550 would be accepted. or – Proposed C Marsh
Seconded ???, AIF

11.5 Transport

- No updates

11.6 Village Hall

- Awaiting quotes for their Grant Claim

11.7 Bridport Local Area Partnership (BLAP)

- DC has 180,000 trees
- Next meeting in 6 weeks

11.8 DAPTC

- No Updates



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11.9 Puncknowle, Swyre & West Bexington Web Site – change of management

- Websitre Management will pass to the clerk at theend of May (Contact up to 32-hours pcm from 1st June) SB proposed, MB seconded, AIF

11.10 Emergency Planning

- Nothing to report

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 - None

12.2 Decisions - None

12.3 Other Planning Issues:

The Neighbourhood Plan Steering Group would like to find out who owns a piece of common land near Knackers Hole. S Bowsher will draft a letter to the neighbouring estate to see if they can shed any light on this

- There was some discussion about extensive groundworks at Looke Farm
- (F Marsh) - West Bexington – 2 shepherds huts (now 3) – needs further investigation.
 - WD/D/20/002543 6.6.23

13 HIGHWAYS ISSUES

- The pipe under the ford at Looke farm has been examined by Highways they say wasn't blocked.

14 CORRESPONDENCE RECEIVED A full list is available from the clerk.

15 FINANCE

15.1 Payments for Approval: -

Clerks Gross Salary April	£452.40
Clerks Gross Salay May	£452.40
Mrs Dianne Sinclair (Website management)	£30.00
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	£639.68



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01.06.2025	
S Bowsher expenses – Footeprints – printing for N Plan 29 March 25	£26.00
Chesil Beach Garden Services	£204.00
BVN	£40.00
M Buckland	£21.66
	£3,189.83

- Cllr S Bowsher proposed, Cllr F Marsh seconded,
- All in favour

15.2 Receipts this month.

15.3 Bank Reconciliation

15.4 Banking – A Transfer from Current Account to the Interest Account was **RESOLVED**.

15.5 £5000, Proposed SBowsher, C Marsh, AIF

15.6 The bank needs to be notified of the new clerk's address

15.7 Item for Next agenda: HMRC Direct Debit

15.8 Precept Confirmed at £6,155.00

15.9 To note the appointment of new internal auditor., Paula Harding

15.10 Reserves It was **RESOLVED** that the year end reserves at 1.4.25 stand as follows:

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**

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.

- Cllr S Bowsher proposed, Cllr F Marsh 2nd, AIF

16 INFORMATION ITEMS

- The Parish Assembly will take place on 29th May 7pm in the Village Hall
- There will be a short presentation about the progress of the Neighbourhood PLand and a short discussion about speed limits in the villages.

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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 not be a closed meeting of the Napper Charity after this meeting.

Meeting closed 21.36

J Marsh 03-06-2025