

Puncknowle and Swyre Parish Council

Minutes of a Meeting held in the Village Hall at Puncknowle on 4 March 2025

MEMBERS PRESENT AT THE MEETING

Councillor P G Fry, Councillor J Marsh (Vice Chairman), Councillors S Bowsher, M Buckland, P Bullen, C Marsh, and S Main and K Strawbridge.

IN ATTENDANCE Councillor S Bowsher acting as clerk, Chair of the Neighbourhood Plan Steering Group B Bowsher and one member 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 ELECTION of CHAIRMAN OF THE COUNCIL and ACCEPTANCE of OFFICE

Following the resignation of Councillor Fry from the office of Chairman since the last meeting, nominations for the post of Chairman were invited, and it was **RESOLVED** that Councillor John Marsh was elected as Chairman of the Parish Council for the remainder of the municipal year. Proposed M Buckland, seconded G Fry, AIF.

Councillor J Marsh signed his Declaration of Acceptance of Office Form.

S Bowsher expressed thanks to Councillor Fry for all the work and dedication he has shown as Chairman for the last ten years.

3 APOLOGIES FOR ABSENCE

Dorset Councillor Sally Holland, PCSO Alex Bishop and Footpaths Officer D Bird.

4 ELECTION of VICE-CHAIRMAN OF THE COUNCIL and ACCEPTANCE of OFFICE

Nominations for the post of Vice-Chairman were invited, and it was **RESOLVED** that Councillor Paul Bullen was elected as Vice-Chairman of the Parish Council for the remainder of the municipal year. Proposed G Fry, seconded M Buckland, AIF.

Councillor P Bullen signed his Declaration of Acceptance of Office Form.

5 DECLARATIONS OF INTEREST

None

6 MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** That the Minutes of the Annual Meeting held on 4 February 2025 be agreed and signed as a correct record. Proposed C Marsh, seconded M Buckland. All those who had been present at the meeting in favour.

7 MATTERS ARISING FROM THE MINUTES

Dorset Council Town and Parish Council Climate and Nature Survey

Councillor Bullen and the Clerk had agreed upon and submitted a response to this survey. Members of the Council were asked to consider volunteering over this subject and engagement with residents to promote awareness and foster remedial action where appropriate.

MHCLG consultation on standards and conduct.

Councillors C Marsh, P Bullen and S Bowsher responded on behalf of the Parish Council.

LM - 1.4.25

8 UPDATE FROM DORSET COUNCIL

Portland Waste Incinerator (PWI)

There is great disappointment that the PWI has continued to go through at government level with little regard to the views of the residents and local government, and against government news rules on future waste incineration emissions. Whilst this is not in Chesil Bank Ward there may be impacts from emissions and the possible knock-on effect on tourism. The Environment Agency has recently approved the scheme. The Leader of the Council continues to fight against it as do the local MPs. There is a statutory review at the High Court in the next month.

Devolution

Dorset and neighbouring councils were unsuccessful in its bid to be part of the first tranche of applications. It is likely that it will be 2027 before applications can be resubmitted.

Climate and Nature Recovery Strategy

Climate targets were set in 2019 when DC became unitary, DC aiming to bring the target dates forward by 5 years. DC is planning to accelerate climate change actions on the things that DC have control over, i.e. use of electric cars, and conversion from diesel to hydrotreated vegetable oil.

Emphasis on sustainable farming, plans to improve within the 42 council farms. Revisiting the use of glyphosates on council areas, reducing from two sprays to one spray per year. Possible that two pilot projects are being undertaken in urban areas for alternatives to spraying. Pesticide use by others on private land cannot be controlled.

Concerns were raised about the impact of the new housing targets on the nature and wildlife. There is a need for affordable housing, DC are adding this to the Local Plan, hoping to have a draft available by the end of March.

9 CHAIRPERSON'S REPORT

Nothing to report from newly elected Chairman J Marsh

10 CLERK'S REPORT

10.1 Clerk Vacancy

Mr J Moore has been appointed as the new clerk and will commence on 1 April.

10.2 Staff Sickness and Absence Policy

It was **RESOLVED** that this draft policy be adopted by the Council. Proposed J Marsh, seconded P Bullen, AIF.

10.3 Casual Vacancy on the Council

If there is no request to hold an election by 7th March, advertisements will be placed to invite applicants for co-option with a deadline of 30 April.

10.4 Councillor Training

The clerk has provided a list of current planning policies to members, plus notes on two recent planning training sessions. Two members of the Council and the Chair of the Neighbourhood Plan Steering Group today attended a Planning Conference hosted by the DAPTC. It was **RESOLVED** that the Parish Council would pay the fees relating to this course, including for the Chair of the Neighbourhood Plan Steering Group. Proposed C Marsh, seconded M Buckland, AIF.

10.5 IT Software and Projector

The new software package starts this month. It was noted that the old email account (puncknowle@dorset-daptc.gov.uk) will cease at the end of the month.

A projector is currently available to borrow in the short term, but a new one still needs to be purchased.

10.6 Review of General Risk Assessment

Some matters arose from this:

A list of the public benches will be circulated so that members can inspect them and report back at the next meeting.

It was agreed that a tree inspection should be requested for the playing fields and two other trees in Looke Lane.

RM 1.4.25

Clerk to liaise with a volunteer with a view to getting quotes for an inspection of the war memorial in Swyre.

Finally, it was noted that Item 2.3 should be amended to say that defibrillators are all maintained monthly by Council members, since they have all now been adopted by the Parish Council and it was then **RESOLVED** that the Risk Assessment is agreed by the members. Proposed C March, seconded P Bullen, AIF.

10.7 Review of Volunteers Risk Assessment.

It was agreed that further consideration should be given and so this will be deferred until the next meeting.

10.8 Review of Street Furniture

The noticeboards are believed to be in an acceptable condition. See item 10.6 re benches.

10.9 Review of Standing Orders

It was **RESOLVED** that the Standing Orders remain unchanged. Proposed P Bullen, seconded K Strawbridge, AIF.

10.10 Review of other policies and procedures.

It was **RESOLVED** that all policies other than the Standing Orders remain unchanged except for the Equality and Diversity Policy which needs to be updated and will be considered at the next meeting. Proposed P Bullen, seconded K Strawbridge, AIF

10.11 The Parish Assembly will be held on a Thursday 29th May.

Councillor S Main left the meeting at 8.22 PM.

11 TRAFFIC SPEED ON THE COAST ROAD

Details of ways to restrict speeds had been circulated to the Members and it was decided to approach someone from Dorset Council to come and discuss these and the potential for implementing a Speed Indicator Device on the Coast Road. Clerk to arrange this meeting with an invitation to Council Members and representatives of the Community Speed Watch Team.

12 FLOODING in Rectory Lane

Clerk to arrange a meeting with resident.

13 NEIGHBOURHOOD PLAN

The following update was provided by the Chairman of the Steering Group:

The Neighbourhood Plan has continued to be busy with good progress being made as we start to draft the Plan. There was a SG meeting on 27th February. The main issues are summarised below.

1. Finance Update

We're reaching the end of the current tranche of grant funding and are monitoring our expenditure to manage the outturn. Costs have been reviewed to date and, although there are some minor variations against the various headings, overall, we anticipate being just under the budget of £5,342. The cost of website development was more than envisaged but there were similar savings in printing costs. We will provide a detailed breakdown of costs once the outstanding bills are in that will go through the usual review with the Council before formally submitting the "End of Grant" report to Locality.

2. Community Survey

We are well advanced in preparing the Community Survey. To remind you – this Survey is one of the last major engagements with the community and endeavours to answer gaps that have been identified in the evidence base. We are following a similar process to the Housing Needs Survey by aiming mainly for an on-line survey but with the option to have paper copies if required. For this survey we would be looking for every resident to respond. As you will have seen from the advert in the BVN, this survey will go live on 12th March and be open to 31st March. A leaflet will be distributed to everyone in the parish. This work has been mainly undertaken by a volunteer and there has also been a Review Group from people not that involved with the Neighbourhood Plan to help ensure it's understandable and accessible. The PC will be shown the survey in the next week.

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3. Design Guide Update

AECOM has made good progress in preparing a Design Guide and has issued a first draft. There are inevitably several corrections that will be needed but, once these have been sorted, we'd hope to share the revised draft with the Parish Council in a few weeks' time.

We are pleased to note that Locality has agreed to a request from AECOM for additional Technical Support funding to help support community engagement on this Design Guide. Like the original Design Guide work, formally this contract is between Locality and AECOM and doesn't go through the PC's books. We would anticipate looking at community sessions in a couple of months' time.

4. Non-designated Heritage Assets

One issue that has emerged from various community interactions is the benefit of listing the non-designated heritage assets in the parish. These are properties or buildings that are not formally listed or scheduled by Historic England but have architectural, cultural or historic worth. Such a listing would help preserve these assets. Although mainly for buildings, it could also include things like historic walls, lime kilns, stiles and wells. We've been advised by our consultant to liaise with the owners before including their asset in the Plan and have therefore prepared a draft letter to go to the owners seeking their approval. We will share the template for this draft with the Council.

5. Upcoming Activities

As well as progressing all the items mentioned already, much of our efforts over the next month are aimed at starting to draft the Plan. We have a meeting with our consultant on 7th March where we will review the Topic papers that have been prepared (on Environment, Heritage, Economy, Flooding, Community Assets, Development, Utilities and Transport).

Some of us will also be seeing Philip Reese, Senior Planning Policy Officer on 11th March to get further clarifications from Dorset Council on a range of issues – including his advice on how to progress the Housing Needs Survey. As well as the Community Survey, we plan to conduct a Youth Survey in April/May and are planning an event with some of our youngsters to get their views and help in designing the Survey.

Finally, regarding the Annual Parish Assembly, we would be very grateful if the Neighbourhood Plan could be included in the agenda.

14 REPRESENTATIVES REPORTS

i. Neighbourhood Watch and Community Police Report

A stolen vehicle which had been abandoned in West Bexington was returned to its owner after a resident reported concerns to the Police. A fire has destroyed a beach chalet and damaged surrounding chalets in West Bexington.

ii. Allotments

Some of the plots are being worked on and plot holders have pruned their fruit trees. There is one new tenant. Enquiries about work on other plots are being made to ensure that overall, the allotments are kept in good order.

iii. Footpaths

Nothing to report from Dave Bird.

iv. Playing Field Committee

Councillor Fry has repaired a seat with no charge for materials to the council. There has been a lot of mud. The plaque from the trampoline is being repaired by Councillor Buckland, who has also repaired some of the stone wall. A working party to carry out

 1-4-25

- cleaning will take place on 12 April 10.30am-12.30am. Councillor C Marsh will advertise on Facebook.
- v. **Transport**
Nothing to report.
 - vi. **Village Hall**
Nothing to report.
 - vii. **Bridport Local Area Partnership (BLAP)**
Councillor Fry attended the last meeting about the Dorset Local Plan and the implications of changes to National Planning Guidelines and requested that the notes to the meeting are circulated to everyone when they are received by the clerk. The next meeting will look at verges and hedges along the public highway.
 - viii. **DAPTC**
The next Western Area meeting will be on 13 March.
 - ix. **Puncknowle, Swyre & West Bexington Web Site**
A lot of work has gone on to update this, and only a few small changes remain to be made.
 - x. **Emergency Planning**
Councillor Fry continues to monitor the defibrillators. The pads have been replaced for the defibrillator sited at Swyre.

15 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.

15.1 APPLICATIONS

1.1 Application No P/NOTP/2025/00912

Street Record Swyre Road West Bexington.

Remove payphone (Call box I.D. 01308897782).

It was **RESOLVED** that, due to the poor mobile phone signal, the Parish Council would like to retain this public phone box for as long as possible until the analogue phone line is discontinued, after which it should be removed, i.e. not adopted by the Parish Council.

Proposed J Marsh, seconded C Marsh, AIF.

15.2 DECISIONS

Application No P/HOU/2024/06032

Granary Lodge Beach Road West Bexington DT2 9DF

Remove conservatory, erect single storey side extension, Erect covered seating area, erect a veranda.

Granted 10.12.24

Application P/LBC/2024/07505

Old Rectory, Rectory Lane Puncknowle DT2 9BW

Replace windows to main house south elevation.

Refused 28.02.25

Application P/LBC/2024/07439

Old Rectory, Rectory Lane Puncknowle DT2 9BW

Repair wall, reroof and provide new internal floor and main door.

Granted 25.02.25

Application P/HOU/2025/00054

Aston Beach Road West Bexington DT2 9DF

Erect front and rear two storey extensions. Erect garden outbuilding.

[Handwritten signature] 1.4.25

15.3 OTHER PLANNING ISSUES - None

16 GRANTS

Awaiting more quotes from the Village Hall Committee regarding their grant request.

17 HIGHWAYS ISSUES

Councillor Buckland will report the blocked culvert under the road at Looke Farm. Councillor Fry has secured the finger post at the bottom of Hazel Lane which had come loose.

There is concern over trees growing over the road at the bottom of Rectory Lane; Councillor Bullen will make Highways aware.

18 CORRESPONDENCE RECEIVED

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

19 FINANCE

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

Mrs Dianne Sinclair (Website management)	£30.00
Cloudy IT Invoice D-06555	£876.76
ICO Annual Registration Fee	£47.00
DAPTC Invoice 2366 Training course 5 and 12 Feb 25	£70.00
Chesil Beach Garden Services Invoice 4740	£102.00
Medtree Invoice 3000157114 (Reimburse P G Fry) Pads for Swyre Defib	£43.14

Total Payments	£ 1168.90
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Proposed M Buckland seconded P Bullen, AIF.

2 A Bank Reconciliation and spending to date against budget had been circulated to the members.

20 INFORMATION ITEMS

The next Neighbourhood Plan Steering Group meeting will be held on 27th March in the Village Hall at 7pm. Puncknowle Church will hold a Valuation Evening on 3 April hosted by Dukes Auction House.

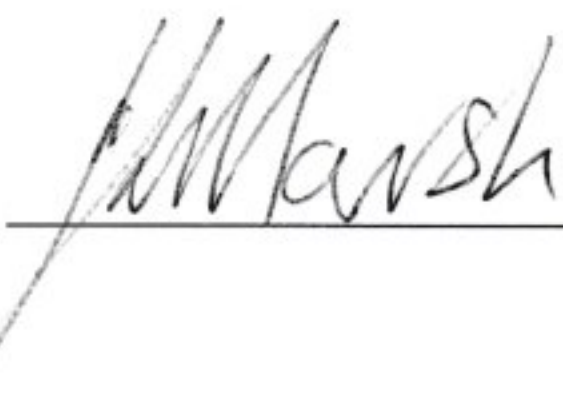
21 PUBLIC TIME

See item 1 above.

22 DATE OF NEXT MEETING

To note that the Council's next meeting will take place on Tuesday 1st April 2025 commencing at 7.30p.m. at the Village Hall in Puncknowle

The Meeting Ended at 9.24pm

Signed  Dated 1-4-2025