

Puncknowle & Swyre Parish Council

Situated in the Bride Valley, on the Dorset Coast

Minutes of a Meeting held in the Village Hall, Puncknowle, on Tuesday 7th October 2025 at 7.30 p.m.

Attendance

Present: Cllr J. Marsh (Chair), Cllr P. Bullen (Vice-Chair), Cllrs G. Fry, F. Marsh, N. Rawlings, B. Bowsher, S. Bowsher

In Attendance: Clerk – Mr Jonathan Moore; Cllr S. Holland (Dorset Council); 2 members of the public

Apologies for Absence: Cllr M. Buckland

1. Public Time

Cllr B Bowsher thanked the Council for the recent Parish Newsletter, noting that feedback had been very positive, with residents appreciating the inclusion of community updates and local information. There were no other matters raised.

2. Apologies for Absence

Apologies were received from Cllr M. Buckland.

3. Declarations of Interest

None declared.

4. Minutes of the Previous Meeting

It was RESOLVED that the minutes of the meeting held on 2 September 2025 be agreed and signed as a correct record.

Proposed: Cllr G. Fry Seconded: Cllr F. Marsh All in favour.

5. Matters Arising from the Minutes

a) Dorset Local Plan: Cllr B. Bowsher summarised the draft parish response, noting concerns about the housing focus and a lack of emphasis on affordable housing for younger residents and local workers. Members stressed the need for smaller and affordable homes, linked employment opportunities, and appropriate infrastructure. Cllr S. Holland emphasised that the consultation was the key opportunity for residents to influence the plan.

b) LTP 4 Transport Consultation: Cllr P. Bullen reported that the parish transport response

had been circulated and focused on mobility and services for residents without private transport.

It was RESOLVED to approve and submit the responses to Dorset Council.

Proposed: Cllr F. Marsh Seconded: Cllr B. Bowsher All in favour.

c) Dorset Association (Fresh Start): Cllr S. Bowsher summarised the DAPTC survey about potential service transfers from Dorset Council to parish councils. Members agreed that any additional parish responsibilities would require clear community consultation and costings before commitment.

6. Update from Dorset Council – Cllr S. Holland

- Cllr S. Holland reported that Bridport Household Recycling Centre will be temporarily closed for maintenance on the 28th and 29th October.
- The Dorset Local Plan consultation remains open until 13th October, inviting public feedback on proposed development sites and future land use across the county.
- Dorset Council has also launched a new round of its Community and Culture Project Fund, offering grants of up to £5,000 to support local not-for-profit groups.
- The X53 bus service will revert to its winter timetable from 26th October, with the afternoon gap reinstated and a revised route through Wyke Road and Lanehouse Rocks Road.
- Finally, residents are reminded that local waste collections have changed from Thursdays to Fridays from 22nd September.
- Goose hill (B3157) Portesham will be closed for 10 days in November (09:00–16:00), remaining open at night for essential access.

7. Chairperson's Report

The Chair, Cllr J. Marsh, reported there were no additional items.

8. Neighbourhood Plan

Cllr B. Bowsher presented the Project Plan and proposed governance/reporting arrangements for the Neighbourhood Plan Steering Group. It was RESOLVED to adopt the Project Plan.

Proposed: Cllr F. Marsh Seconded: Cllr N. Rawlings All in favour.

Councillors to review and return comments on the draft letter to landowners by Friday 10 October so letters can be distributed. Volunteers will hand-deliver letters to landowners to ensure queries can be answered.

9. Budget 2026/27

A draft budget will be prepared for consideration at the 4 November meeting. If further discussion is required, an Extraordinary Finance Meeting will be held on 11 November.

Action: Cllr S. Bowsher to coordinate with the Clerk.

10. Traffic Speed in the Villages

Dorset Council's road safety team have shared traffic survey data; interpretation is awaited.

Fundraising for a Speed Indicator Device (SID) stands at £1,830 of a £2,000 target.

Estimated total installation cost is approximately £4,000 (unit, solar post, protective screen). No further fundraising until January 2026.

11. Representatives' Reports

Area	Councillor	Report
Neighbourhood Watch / Community Police	Cllr F. Marsh	No incidents to report.
Allotments	Cllr J. Marsh	AGM held on 25 September. Treasurer and Secretary roles remain combined. Two plot holders asked to tidy plots; tenancy agreement updated to allow limited sale of produce to cover costs.
Footpaths	Volunteer network	No issues reported; paths in reasonable condition.
Playing Field Committee	Cllr M. Buckland / reported by Cllr G. Fry	Clear-up undertaken. Noted grass growing rapidly; additional cuts anticipated this winter, exceeding initial budget estimates.
Transport	Cllr P. Bullen	Attempting to secure meeting with WATAG. Noted ongoing driver shortages; X53 timetable changes highlighted.
Village Hall	Cllr M. Buckland	No update.
Bridport Local Area Partnership (BLAP)	Cllr G. Fry	Cllr J. Marsh attended recent meeting and

		reported discussions on the Local Plan and infrastructure; concerns remain about employment provision and transport.
DAPTC (Western Area Group)	Cllr S. Bowsher	No update.
Website & IT	Clerk (Mr J. Moore)	See Item 12.
Emergency Planning	Cllr P. Bullen	Updated two-year Emergency Plan circulated; to be approved at the next meeting.

12. Parish Council Website and IT Systems

The Clerk presented proposals to replace the current website and email hosting with a dedicated parish platform to ensure compliance with AGAR Assertion 10, improve data protection, and simplify maintenance. The proposed system includes integrated planning feeds and shared councillor email accounts. Council to review options and vote on 4 November for inclusion in the 2026/27 budget.

13. Planning

Applications: None received.

Decisions: Dorset Council refused the planning application at Looke Lane (Locke Star).

Other Planning Issues: None.

14. Highways Issues

Signpost at the bottom of Hazel Lane has been re-secured and is now correctly aligned. A new bolt has been added to the signpost at the top of Hazel Lane. Discussion noted initial issues with bin collections following route changes, which are now largely resolved.

15. Correspondence Received

A list of correspondence was circulated by the Clerk and is available on request.

16. Clerk's Report and Finance

The Clerk presented the following payments for approval:

Supplier	Description	Net (£)	VAT (£)	Total (£)
Cloudy IT	IT Services	13.10	2.62	15.72
Puncknowle Swyre West	Hall Hire	72.00	-	72.00

Bexington
Village Hall

Puncknowle Swyre West Bexington Village Hall	Hall Hire	123.00	-	123.00
Chesil Beach Garden Services	Grass Cutting	170.00	34.00	204.00
Starboard Systems Ltd	Accounting Software	24.00	4.80	28.80
Jonathan Moore	Mileage	18.00	-	18.00
HMRC	PAYE/NICs	212.66	-	212.66
Jonathan Moore	Clerk Salary (September)	416.32	-	416.32

Totals: £1,049.08 VAT: £41.42 Total Payable: £1,090.50

Proposed: Cllr S. Bowsher Seconded: Cllr F. Bowsher All in favour.

The Clerk confirmed the bank reconciliation for September had been completed with no discrepancies.

17. Information Items

- Cllr F. Marsh to compile an updated First Aid kit inventory and send to Cllr S. Bowsher.
- It was RESOLVED to purchase the Parish Council printer from Cllr G. Fry at a cost of £148.75 + VAT, funded from Reserves (up to £200). Proposed: Cllr F. Marsh
Seconded: Cllr G. Fry All in favour.

18. Public Time

A brief session was held at the end of the meeting. No further issues were raised.

19. Date of Next Meeting

The next meeting of the Parish Council will be held on Tuesday 4 November 2025 at 7.30 p.m. in the Village Hall, Puncknowle.

The meeting closed at 9.20 p.m.

Signed: _____ Chair of the Parish Council

Date: _____