

# **DRAFT PUNCKNOWLE & SWYRE PARISH COUNCIL**

## **Minutes of a Meeting held in the Village Hall on Tuesday 5<sup>th</sup> September 2023 at 7.30 p.m.**

### **MEMBERS PRESENT AT THE MEETING:**

Councillors G. Fry (Chairman), J Marsh (Vice Chairman), M Buckland, P Bullen, B Pye, A Thomas.

**IN ATTENDANCE:** S. Rose (Parish Clerk) and two 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 1960 s 1 extended by the LGA Act 1972 s 100.)

### **2 APOLOGIES FOR ABSENCE**

No apologies given.

### **3 DECLARATIONS OF INTEREST**

None.

### **4 MINUTES OF PREVIOUS MEETINGS**

It was **RESOLVED** That the Minutes of the Meeting held on 4<sup>th</sup> July 2023 be agreed and signed as a correct record. Proposed by Cllr Marsh, seconded by Cllr Pye. All those who had been present at the meeting in favour.

It was **RESOLVED** That the Minutes of the Meeting held on 8<sup>th</sup> August 2023 be agreed and signed as a correct record. Proposed by Cllr Marsh, seconded by Cllr Pullman. All those who had been present at the meeting in favour.

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

None.

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

Councillor Mark Roberts was not in attendance. It was noted by the Clerk that it was possible a technical error had prevented his invitation being successfully sent.

### **7 CHAIRMAN'S REPORT**

#### **Councillor Vacancy**

The Chair thanked the former Clerk, expressing the gratitude of the three villages that comprise PSPC. In particular, the former Clerk's general efforts assisting the community during the pandemic were noted.

The Chair informed PSPC of the resignation of Rebecca Forrester. He confirmed with the Clerk that there had not been the ten residents required to call for an election, and hence the casual vacancy would be filled by co-option.

### **8 CLERK'S REPORT**

8.1 Investigations into a new bus stop at Vurlands Farm.

The meeting summed up the issue of the bus stop at Vurlands Farm, explaining that PSPC believes that the placement of the bus stop nearest to Egg Cup (a soft play area and other facilities used by families with young children) creates a safety issue, as visitors to the site must walk from the bus stop near the War Memorial to the site along a road without paving. PSPC is therefore interested in a new request bus-stop to be installed at Egg Cup. It was noted that Egg Cup have expressed a willingness to co-operate on this matter, but that Dorset Highways had previously expressed concerns as visitors coming from the direction of Weymouth would have to cross the road. The Clerk was instructed to contact Weytag (who had been noted as successful campaigners on bus matters) to ascertain the current state of the situation.

8.2 Bank signatories.

Cllr Marsh told PSPC that he had been in contact with the bank regarding the last mandate put in, and described difficulties with securing productive outcomes on this front. He told the meeting that he would therefore have to put in a request to the Mandate Department again. The Parish Council discussed whether changing banks would be a useful direction. Cllr Buckland requested that he be removed as a signatory.

8.3 Report from Speed-Watch Team.

The Clerk updated PSPC on the results of the speed-watch to date.

## 9 NEIGHBOURHOOD PLAN

Mr Brian Bowsher spoke as Chairman on behalf of the newly appointed Neighbourhood Plan Steering Group (SG). He told PSPC that people had seen a short report summarising the main activities since two months ago (the time of the last ordinary meeting of the Parish Council). He informed PSPC that the SG had met in the Manor in Bexington, and in the Village Hall on the 16<sup>th</sup> of August, and reminded the Parish Council that the meetings were available online. He told PSPC that they have determined a timeline which he described as ambitious, hopefully concluding in two years. He informed the meeting that the SG had been in contact with other Parishes that had been finished in the area in order to determine and prevent common issues, noting Stinsford and Axmouth as the most similar in terms of size of the community. The meeting was told that the SG had also approached Dorset Council to seek advice and guidance. The SG is looking into the best ways to engage with the community in order to ascertain the broadest possible spectrum of views. As well as emails and regularly quarterly updates, the SG intends to meet with a variety of groups; in the first instance, they intend to meet with existing groups such as lunch clubs, church, the allotment society, and table tennis club, reaching out to such groups directly at their places of meeting. He noted that in this vein, future requests will be made to secure the opinions of PSPC. Following this, the SG intends to meet with other groups such as major land owners, businesses, community groups, and groups of different ages (noting humorously that the SG had come across the difficulty of defining younger people as they had been forced to define 'young people' as 'under fifty'). He told the meeting that Kate Strawbridge would lead the effort to engage with younger people. PSPC was informed that in the next few months, there would be a firming up on project planning, and they would receive a baseline of what already exists using

demographics informed by census data, informed by annotated ordinance survey maps.

He then made three requests of the PSPC; firstly, while acknowledging the improvement of the Parish website – in particular the information available on the planning section of the website – the website does not seem to draw many users. This would go on to form the basis of the next item of the meeting.

Secondly, he noted that a Finance Working Group was established that will produce a financial plan and seek funding from Locality. As it had already been agreed that this would be channelled through PSPC, he informed PSPC that he intended to bring an outline proposal for a request for funding to the November or December meeting.

Finally, he requested that the SG was allocated an item in the agenda of the Annual Parish Assembly (expected April 2024) in order to flag support.

The Chair thanked Mr Bowsher for his report, and invited questions from PSPC; none were forthcoming.

**9.2** Cllr Bullen asked the Parish Council for thoughts on the current website, expressing that he wished to incorporate the community into it more, for example involving the History Group and the Village Hall. He also expressed that he would like for it to be more friendly and current. He told the meeting that he had spoken to the individual currently responsible for maintaining the website who was on board with such a project. He therefore proposed they set up a group to take on the project. Cllr Fry proposed the motion; which was seconded by Cllr Buckland. The motion was carried unanimously.

## **11 REPRESENTATIVES' REPORTS**

### **1. Neighbourhood Watch and Community Police Report.**

Nothing to report.

### **2. Allotments**

PSPC noted the new tenancy agreements were to be signed which gave recurring use of a plot, rather than the currently used annual contract.

### **3. Footpaths**

The meeting was told that the footpaths were currently in satisfactory condition.

### **4. Playing Field**

Cllr Buckland told PSPC that the previous evening, the playing field committee had met, involving three councillors and one member of the public. He noted that a slide needed painting, and that the Autumn clean would be happening soon. He reminded the meeting that the contract for grass cutting would have to be discussed as it ends in March 2024, and hence it may be appropriate for tenders to go out in January 2024. PSPC therefore instructed the Clerk to have this on the agenda for the December meeting. PSPC were informed that the next meeting of the Playing Field Committee would be on the 28<sup>th</sup> of November at West Mill Farm bungalow, at 7 pm.

**5. Transport**

Nothing to report.

**6. Village Hall.**

PSPC were told that there had not been any meetings recently, but there should be a meeting between this PSPC meeting and the next.

**7. Bridport Local Area Partnership.**

Cllr Fry told PSPC that the next meeting of BLAP would be on the 15<sup>th</sup> of September, with Chris Loder MP in attendance.

**8. DAPTC**

Continue to provide good support.

**9. Emergency Planning.**

Cllr Bullen told PSPC that the Emergency Plan had been sent to everyone the prior week, noting the length of the document at 18 pages. He explained that the central premise was that they did not intend to train volunteers or set up organisations for responding to emergencies – rather there would be a central figure through which actions would be taken as and when they are necessary, similar to current arrangements. Cllr Fry reiterated that PSPC is not committing itself to acting like emergency services, but rather that the Parish Council is there to liaise with those with local knowledge.

It was noted that there is a group of volunteers registered with the Volunteer Bureau in Dorchester, but that there had not been any interactions with the Volunteer Bureau since then, and hence PSPC would like to ascertain whether they would be considered a registered group.

It was confirmed that there was still salt that was in good condition for salting the roads.

**11**

**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: None.**

**2 DECISIONS:  
P/HOU/2023/03756  
Withdrawn.**

**P/LBC/2023/03756  
Withdrawn.**

**3 OTHER PLANNING ISSUES:  
None.**

## 12 HIGHWAYS ISSUES

It was noted that in Valley Road, there were patches that had been tarmacked and that the road would be resurfaced in the next year.

It was noted that overgrown hedges had been causing issues as wing mirrors on large vehicles were getting knocked, causing damage, particularly at Rectory Lane near Duck Street. The Clerk was instructed to draft correspondence to Dorset Highways to request action on this matter.

While no specific complaint had been made, a councillor expressed that many residents of Swyre are unhappy with the speed at which contract vehicles are proceeding through the village, noting that there had been a recent incident of damage to a resident's property. The Chair reminded the Parish Council that this matter had been discussed in prior years. The Clerk was instructed to draft correspondence to Dorset Highways regarding the issue of the speed of agricultural vehicles through Swyre.

## 13 CORRESPONDENCE RECEIVED

The Clerk was reminded of the need to draft a list of correspondence for the Parish Council to review. PSPC were told of important correspondence.

## 14 FINANCE

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

|  |                 |
|--|-----------------|
| Mrs S Bowsher (Clerk's salary July – (to note, paid in August) | £368.40         |
| Mrs D Sinclair Website Management July ( ditto)                | £30.00          |
| Mr S Rose (Clerk's salary August)                              | £342.60         |
| Mr S Rose (Clerk's salary September)                           | £342.60         |
| Mrs Dianne Sinclair (Website management August)                | £30.00          |
| Village Hall Invoice 2023/10 Parish Council May 22 – May 23    | £207.00         |
| Village Hall Invoice 2023/11 Neigh Plan May 22 – May 23        | £105.00         |
| Fair Account Interim audit fee invoice 23/066                  | £50.00          |
| <b>Total :</b>   | <b>£1475.60</b> |

Proposed J Marsh, seconded P Bullen, AIF.

*\*Includes Employer's PAYE tax submitted to HMRC where appropriate*

- 3 **Bank Reconciliation.** The Clerk told PSPC that a Bank Reconciliation was not able to be produced owing to difficulties accessing the bank account.

### 4 Interim Audit

An interim audit will be arranged before the handover to the new Clerk.

## 15 INFORMATION ITEMS

A Defibrillator Awareness Course led by a representative from the Southwest Ambulance Service will be held on Sunday 10 September at 10am at The Manor in West Bexington. This is open to all residents who wish to attend.

## 16 PUBLIC TIME

Please see item 1 above.

**17 DATE OF THE NEXT MEETING:**

The next ordinary meeting at the village hall will be held on Tuesday 3<sup>rd</sup> October 2023 at 7.30 pm.

The meeting ended at 9.01pm.

| <b>Action</b>  | <b>Responsible party</b> | <b>Item</b> |
|--|--------------------------|-------------|
| Contact Weytag to ascertain status of bus stop   | Clerk                    | 8.1         |
| Seek clarification from TSB Mandate Department   | Cllr Marsh               | 8.2         |
| Draft correspondence to Dorset Highways regarding overhanging hedges                           | Clerk                    | 12          |
| Draft correspondence to Dorset Highways regarding speed of agricultural vehicles through Swyre | Clerk                    | 12          |
| Draft correspondence to Dorset Council regarding recurring issues of camping on West Bexington | Cllr Pye                 | 16          |
| Draft correspondence to Dorset Council enforcement regarding the marquee at the clubhouse      | Clerk                    | 16          |

Signed: .....

Dated: .....