

# *Puncknowle & Swyre Parish Council*

*Situated in the Bride Valley, on the Dorset Coast*

**Chairman:**

**Councillor Mr G. Fry**

**Vice Chairman: Mr J Marsh**

**Clerk: Mr Steven Rose,**

Fivepenny Farm, Wootton Fitzpaine, Dorset, DT6 6DF

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29<sup>th</sup> November 2023

Dear Councillor,

## **NEXT MEETING OF PUNCKNOWLE & SWYRE PARISH COUNCIL**

**I am writing to summon you to the next meeting of Puncknowle & Swyre Parish Council will take place on Tuesday 5<sup>th</sup> December 2023, commencing at 7.30 p.m. in the Village Hall, Puncknowle.**

*Steven Rose*

Parish Clerk

### **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**

4.1 That the Minutes of the Meeting held on the 21<sup>st</sup> of November 2023 be agreed and signed as a correct record.

4.2 That the Minutes of the Meeting held on the 7<sup>th</sup> of November 2023 be agreed and signed as a correct record.

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

### **5. UPDATE FROM DORSET COUNCIL**

### **6. CHAIRPERSON'S REPORT**

7.1 Parish Council Vacancies

### **7. CLERK'S REPORT**

8.1 Investigations into new bus stop at Vurlands Farm.

8.2 Any issues regarding the current bank signatories.

8.3 Use of workflow management software.

### **9. NEIGHBOURHOOD PLAN**

### **10. REPRESENTATIVES REPORTS**

- i. Neighbourhood Watch and Community Police Report
- ii. Allotments
- iii. Footpaths –
- iv. Playing Field Committee
- v. Transport
- vi. Village Hall
- vii. Bridport Local Area Partnership (BLAP)
- viii. DAPTC
- ix. Puncknowle, Swyre & West Bexington Web Site - Summary of Working Group meeting
- x. Emergency Planning

**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
  - a. None.
- 2 Decisions
  - a. None.
- 3 Other Planning Issues

**12. HIGHWAYS ISSUES**

**13. CORRESPONDENCE RECEIVED** Please refer to the attached schedule listing all correspondence received in July and August. A full list is available from the clerk.

**14. FINANCE**

<b>1</b>	<b>Payments for Approval: -</b>	
	Mr S Rose (Clerk's salary November)	£342.60
	Mr S Rose (Travel: PSPC Meeting November, 29 miles; PSPC Meeting December, 29 miles; Website meeting November, 29 miles; Outlook subscription £5.99)	£45.14
	Mr S Rose (Clerk's salary December)	£342.60
	Mrs Dianne Sinclair (Website management October)	£30.00
	Mrs Dianne Sinclair (Website management November)	£30.00
	Village Hall Hire (Neighbourhood Planning)	£102.00

**Total Cheques £892.34**

- 2 Bank Reconciliation and spending to date
- 3 Grant application form
- 4 Grass cutting tender
- 5 Budget finalisation

**15. INFORMATION ITEMS**

**16. 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.

**17. DATE OF NEXT MEETING**

To note that the Council's next meeting will take place on Tuesday 2<sup>nd</sup> of February 2024 commencing at 7.30 p.m.