

DRAFT Puncknowle and Swyre Parish Council

Minutes of a Meeting held in the Village Hall on 2nd April 2024

MEMBERS PRESENT AT THE MEETING

Councillors G Fry (Chairman), J Marsh (Vice Chairman), S Bowsher, M Buckland, P Bullen, C Marsh, E Sinclair and Dorset Councillor M Roberts

IN ATTENDANCE Councillor S Bowsher acting as clerk. 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 APOLOGIES FOR ABSENCE

Councillor B Pye

3 DECLARATIONS OF INTEREST

No interests were registered by the members.

4 MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** That the Minutes of the Meeting held on 5 March 2024 be agreed and signed as a correct record. Proposed J Marsh, seconded E Sinclair. All those who had been present at the meeting in favour.

5 MATTERS ARISING FROM THE MINUTES

Defibrillator Agreements for renewal.

The quotation has not yet been received. This needs to be dealt with by the July meeting.

CIL Funding.

Enquiries have led to the conclusion that there are no incoming CIL funds pending. Councillor M Roberts asked to be appraised of the communication in this regard.

Boulders at the Playing Field Entrance

A meeting has been arranged between the Chair and Dorset Highways about installing posts along the verge.

6 NEIGHBOURHOOD PLAN (This position of this item on the agenda was swapped with item 10).

The Chairman of the Steering Group provided the following update:

The Steering Group and three of its working groups all held meetings in March.

Planning is taking place for the next Community Engagement activity which will be held on 20 April in the Village Hall when they will be seeking the community's views on housing and environment. All residents have been invited by way of the flyer.

Four members of the Steering Group met with a senior planning officer at Dorset Council on 19 March to assist in the work with the Evidence Base. In undertaking this

work it has come to light that there is no written appraisal for the Conservation Area at Swyre. It was agreed with the council that the clerk would write to Dorset Council and ask for this to be rectified and enquire about whether West Bexington should also have one.

The paperwork for the grant funding from Groundworks UK has been submitted for the period ending 31 March 24. The parish council will be alerted when Groundworks respond with details of how to return the unspent balance of £160. Plans are being made to prepare the grant claim for the year ending 31 March 25. This cannot be submitted until Locality confirm that they have funds. In the meantime, the council **RESOLVED** to provide financial support for project costs to cover the hire of meeting rooms and some display printing for the event on 20 April. Proposed M Buckland, seconded E Sinclair, four in favour, three members who are in Steering Group abstained. The terms of agreement for the planning consultant's future work are being dealt with and should be completed shortly.

On business engagement, the recent survey has almost achieved a 50% response rate. A report of the survey, once agreed, will go on the website, and will form an important part of the evidence base.

Finally, on community engagement, the short monthly email updates are now going out to over 100 email addresses. Unfortunately, this interest is not translating into active involvement. Much of our work relies on a handful of people and the Steering Group is understandably struggling to sustain its momentum. It is hoped that the drop-in session on 20th April will generate additional volunteers but otherwise the team may have to consider how to manage this lack of resource, e.g. by focussing just on the topics of greatest interest to the community.

7 CHAIRPERSON'S REPORT

Residents are reminded that they will need to bring photo ID from the list provided by Dorset Council to vote in person at the upcoming elections.

8 CLERK'S REPORT

Clerk Vacancy: Adverts for the vacancy are still running with one expression of interest at the present time.

Final payment to outgoing clerk: Following confirmation from the outgoing clerk, it was **RESOLVED** to accept the final sum outstanding of £159.75 as a donation to the council. Proposed J Marsh, seconded M Buckland, AIF.

Replacement of lost reference books: It was **RESOLVED** to order replacement copies of the reference books, Arnold Baker and Clerks' Manual from the SLCC at a membership cost of £177.50 plus postage. Proposed P Bullen, seconded F Marsh, AIF.

Playing Field Grass Cutting Contract: It was **RESOLVED** that this tender should remain with Chesil Beach Garden Services for three years starting 1 April 2024 at a cost of £87.50 per cut plus VAT. Proposed J Marsh, seconded E Sinclair, AIF.

New Domain name and email addresses: It was agreed that a website working group meeting will be held next week to explore the options and make recommendations.

Dropbox subscription. This is being progressed.

Complaint: The councillors had been made aware of a complaint and the agreed response will be forwarded by the clerk.

9 SECTION 137 GRANTS

It was **RESOLVED** that a section 137 grant of £40 would be paid to the St John Ambulance Service. Proposed P Bullen, seconded F Marsh, AIF.

10 UPDATE FROM DORSET COUNCIL

Councillor Roberts was in attendance but in accordance with the pre-election period, he did not provide any comment or updates.

11 REPRESENTATIVES REPORTS

- i. Neighbourhood Watch and Community Police Report**
Nothing to report from the Neighbourhood Watch. The Community Speed Watch team reported that since their inception in June 2023 they have monitored the speed of 4494 cars and 7.5% of these were travelling in excess of the threshold speed limit.
- ii. Allotments**
These remain extremely waterlogged.
- iii. Footpaths**
Despite being extremely wet they are still being used.
- iv. Playing Field Committee**
The BVN advert for volunteers for the 13th of April spring clean was not included in the publication. The area remains very waterlogged; however, it was agreed that the plans would remain in place, and adverts for volunteers will go on the playing field gate and on Facebook. The volunteers' risk assessment needs to be checked for this event. Regular playing field safety checks continue.
- v. Transport**
Nothing to report. Jurassic Coaster buses revert to their summer timetable in May.
- vi. Village Hall**
Nothing to report. Invoices for hall rentals until the end of March have now been received.
- vii. Bridport Local Area Partnership (BLAP)**
Nothing to report.
- viii. DAPTC**
They continue to provide great support. An advertisement for the clerk position is on their website.
- ix. Puncknowle, Swyre & West Bexington Web Site**
Work is ongoing with the improvements. The domain registration and support through until February 2026 is due to be paid. There will be a working group meeting on Monday to look at .gov domain registration.
- x. 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

Application Number P/CLE/2023/06399

Land north of Tamarisk Farm West Bexington

Certificate of lawfulness to continue the siting of a shepherds' hut for occasional short stays by casual farm workers, volunteers, or visitors, using toilet & shower facilities at the farm.

This application was granted on 21.03.2024.

12.3 Other Planning Issues

None

13 HIGHWAYS ISSUES

None

14 CORRESPONDENCE RECEIVED

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

15 FINANCE

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

Mrs Dianne Sinclair (Website management February)	£30.00
St John Ambulance Service Section 137 Grant	£40.00
360activ.com. Renewal of domain registrations to Feb/Mar 2026	£141.93
Puncknowle Village Hall Invoice 2024/34 Jun 23-Mar 24	£195.00
Chesil Beach Garden Services Invoice 3779	£204.00

Total Payments £610.93

Proposed J Marsh, seconded M Buckland, AIF.

2 It was RESOLVED that the items listed below be authorised retrospectively- paid in March against Groundworks UK Grant:

Dev in Transit Consultant Fees – neighbourhood plan to 31.3.24	£700.00
Footprints Maps for neighbourhood Plan Invoice No 11163	£ 50.45
Footprints, 350 flyers for neighbourhood plan -reimburse S Bowsher	£ 65.00

Total Cheques £815.45

Proposed E Sinclair, seconded M Buckland, Four in favour, three members of the Neighbourhood Steering Group abstained.

3 The bank reconciliation, spending to date and the end of year reserves had been circulated to the members.

16 INFORMATION ITEMS

Local Council Elections will be held on 2 May. Photo ID will be required.

On Saturday 20 April there will be Neighbourhood Plan Drop-In sessions at the Village Hall in Puncknowle from 10.30am to 12.30pm and from 1.30 to 3.30pm.

Residents are strongly encouraged to come and see how the plan is progressing and give their comments on two of the key themes of building and environment.

The Annual Parish Assembly to which all residents are invited will be held on 28 May at 7.30pm.

17 PUBLIC TIME

See item 1 above.

18 DATE OF NEXT MEETING

To note that the Council's next meeting will take place on Tuesday 14th May 2024 commencing at 7.30p.m. and will start with the council's Annual Meeting.

The Meeting Ended at 21.00pm

Signed _____ Dated _____