Meeting of the Parish Council
Wednesday 26th June 2024 at 7.00 p.m.
Blanchard Room, Lytchett Matravers Village Hall

Julie Wigg, Parish Clerk
Copies of related reports for the items below are available on request to the Parish Clerk by 7pm on Tuesday 25th June 2024

A G E N D A

All Council decisions must give due consideration to their impact on the community's carbon footprint.

Public Participation - (standing orders suspended).

Report by Dorset Councillors (Standing Orders Suspended)

1. To receive and consider apologies for absence.
2. To receive any declarations of interest, and consider any requests for Special Dispensations under Section 33 of the Localism Act 2011
3. To consider any applications for the casual vacancies on the Parish Council.
4. To receive and resolve to approve minutes of the Full Council meeting held on 22nd May 2024.
5. To receive and consider reports of past subject matters on the minutes of the Full Council meeting.
6. Chair's announcements.
7. To receive and note the content of the minutes of the Finance & General Purposes Committee Meeting on 12th June 2024 (for purposes of report only)
8. To consider the following recommendations from the F&GP Cttee meeting on 12th June 2024
   i. The removal from the banking mandate the following signatories to the relevant Council's accounts:
      - Micki Attridge
      - Also the addition to the banking mandate of the following new signatories: Julie Wigg, Roger Ong, Rob Aspray.
   ii. To receive and note the AGAR 31/03/2024 Internal Audit report signoff by the Internal Auditor, Rosie Darkin-Miller; and to receive and consider Mrs Darkin Miller's report and recommendations to the Parish Council on matters identified during the internal audit process.
   iii. To consider the matters listed in section 1 (the Annual Governance Statement) of the Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2024, for recommendation to Full Council.

Council Office, Vineyard Close, Lytchett Matravers BH16 6DD
Email: lytchettmatravers@dorset-aptc.gov.uk or call 07596 885667

iv. To consider the accounting statements in Section 2 of the Annual Governance and Accountability Return (AGAR) for the year ending 31st Mar 2024, for recommendation to Full Council.

9. To approve the dates for the Exercise of Public Rights.

10. To consider changes to the Parish Council fidelity cover as a result of recommendations from the Internal Audit.

11. To consider appointments to DAPTC Area and Larger Councils Committees.

12. To consider Councillor responsibilities and appointments of Lytchett Matravers Youth Groups link, litter picking events co-ordinator, Rights of Way (footpaths & bridleways etc) representative, and liaison roles to other village organisations as required.

13. To consider Planning Application **P/FUL/2024/01736** Lynmouth, Lime Kiln Road, Lytchett Matravers. Sever the plot and construct a detached bungalow with associated access, parking and landscaping

14. **Non material amendment. For information only**.
Planning Application P/NMA/2024/03087 Goresmead Cottage, Foxhills Road, Lytchett Matravers. Non-material amendment to Approved P/A P/FUL/2023/04751 (Erection of Stable block with hard surface apron and track from existing parking and turning area) to increase the size of each stable to a standard 4.57 x 4.57 m suitable for use as foaling boxes, together with an increase in the depth of the workshop. Provide gables at both ends of the pitched roof.

15. To receive the amended annual CIL report and CIL tracker for 2024/25.

16. To consider formal complaint regarding planning application (Badgers Leap, HOU:2024/01250)

17. To consider the astro maintenance quote received from Replay Maintenance.

18. To consider a proposal for making a safer school cycling route to present to Lytchett Minster and Upton Town Council at their Environment/Planning meeting on 23 July 2024.

19. To receive a report from the Village Environment Working Group (VEWG).

20. To receive a report on the D-Day 80 event and also note that the 80th anniversary of VE Day is on the 8th May 2025.

21. To receive a report from the Highways Working Group.

22. To receive a report from the Neighbourhood Plan 2 Working Group

23. To receive a report from the Lytchett Matravers Youth Hall Working Group (YHWG).

24. To approve Clerk's membership to SLCC.

25. To resolve to approve the following payments already made:

To Whom	For What	Net	VAT	Total
BT	Office phone and broadband fee	55.98	11.19	67.17
O2	Parish Clerk Mobile Phone – May	11.96	2.39	14.35
Propel Finance Plc	Monthly repayment for LMPC Clerk's mobile phone	7.42	1.48	8.90
HSBC	Bank account fee - May	5.00	0.00	5.00

ICO	Data Protection Fee	40.00	0.00	40.00
Rejuvenate	Microsoft 365 Business – monthly payment and configuration	162.36	32.47	194.83
Rejuvenate	New PC laptop	729.99	146.00	875.99
Print in the Bag	Flyers, Annual Assembly, councillor vacancies and Guerilla Gardeners	78.47	1.70	80.17
Nanuka Pradhan	Face Painting for Summer Event – Deposit	66.00	0.00	66.00
Cllr A Huggins expenses	Banners for summer festival Toner cartridge for printer Clerks' laptop bag and mouse	201.38	15.11	216.49

26. To resolve the following payments due:

To Whom	For What	Net	VAT	Total
T Homer	Handyman duties, May 2024, including April backdated pay rise	388.30	0.00	388.30
Julie Wigg	Salary - June	1876.85	0.00	1876.85
Alison Clothier	Salary - June	266.80	0.00	266.80
HMRC	Income tax and national insurance – June	315.89	0.00	315.89
Darkin Miller Limited	Internal Audit Work	753.81	150.76	904.57
Flynn's Arcade	Summer Festival – 2-hour headline slot	420.00	0.00	420.00
Idverde	Cemetery grounds maintenance	384.95	76.99	461.94
Arch Construction	Steelwork for Sports Store	7816.00	1563.20	9379.20
Dorset Council	Empty Trade Bins	8.09	0.00	8.09
Nanuka Pradhan Cllr Abbots expenses - paid balance by cash	Face Painting for Summer Event – Balance	154.00	0.00	154.00
ICCM	Annual Membership	100.00	0.00	100.00
Cllr Ong's expenses	Laminator and pouches Items for summer festival incl. music licence and bouncy castle	26.38 742.95	6.60 7.68	32.98 750.63
Dorset Council	Waste Services	137.59	0.00	137.59
Hawkeye	Stage and PA system for summer festival	1250.00	250.00	1500.00
Holly Jay-Evans	Singer – summer event	100.00	0.00	100.00
Heather Williams	Singer – summer event	200.00	0.00	200.00
D & P Warr	Bales – Summer event	450.00	0.00	450.00
Red Hot Dorset Nagas	Band – summer event	100.00	0.00	100.00
Dorset Council	Waste services for summer event	178.04	0.00	178.04

27. Training by members or the Clerk in the past month (for the purposes of report only).

28. To note any decisions / action taken by Parish Clerk under "Openness of Local Government Bodies Regulations 2014", Part 3, Paragraphs 6-10, record of decisions and access to documents (for purposes of report only).

29. To note correspondence received.

Members are reminded that the Parish Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime & Disorder; Health & Safety; and Human Rights.

Signed: Julie Wigg Date: 21st June 2024

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