MINUTES

of the meeting of
LYTCHETT MATRAVERS PARISH COUNCIL
Full Council Meeting, Wednesday 23rd October 2024 7.00 p.m.
in the Blanchard Room, Village Hall.

PRESENT were Cllr R Ong, Cllr R Aspray, Cllr P Webb, Cllr V Abbot, Cllr K Korenevsky, Cllr H Khanna, Cllr M Rigby and Mrs J Wigg, Parish Clerk.

Also present: Dorset Councillor, Cllr A Brenton

PUBLIC PARTICIPATION SESSION (Standing orders suspended)
Member of public present just to sit in.

Residents have requested support for the tree management proposal, which was initially assessed in 2021. They noted the importance of maintaining a 1-meter space between the trees and nearby fences. Cllr Ong stated that, while the Parish Council typically does not perform tree reduction, they will consider this proposal due to the current overgrown condition of the trees.

Cllr Aspray proposed moving the item to the beginning of the agenda. It was **AGREED** to discuss this item first.

DORSET COUNCILLORS' REPORT (Appendix 1)
The report was noted.

1. **TO RECEIVE AND CONSIDER APOLOGIES FOR ABSENCE.**
   Cllr A Bush Cllr A Huggins Cllr K Morgan Dorset Councillor, Cllr A Starr

2. **TO RESOLVE TO APPROVE THE PROPOSAL FOR TREE WORKS ALONGSIDE THE FOOTPATH AT THE BOTTOM OF GIBBS GREEN LEADING TO THE FOXHILLS OPEN SPACE. (Appendix 7)**

   The Parish Council **RESOLVED** to **APPROVE** the proposal.
   Action: Cllr Huggins to advise the residents when the work will start.

3. **TO RECEIVE ANY DECLARATIONS OF INTEREST AND CONSIDER ANY REQUESTS FOR SPECIAL DISPENSATIONS UNDER SECTION 33 OF THE LOCALISM ACT 2011.**
   None

4. **TO RECEIVE AND RESOLVE TO APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON 25th SEPTEMBER 2024**

   It was **RESOLVED** to **APPROVE** the minutes of this meeting as true records of it.
   The minutes were duly signed by Cllr Ong.

5. **TO RECEIVE AND NOTE THE CONTENT OF THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING ON 9TH OCTOBER 2024.**
   The minutes were received and noted.

6. TO RECEIVE AND CONSIDER REPORTS OF PAST SUBJECT MATTERS ON THE MINUTES OF THE FULL COUNCIL MEETING 25TH SEPTEMBER 2024 – SEE CLERKS REPORT (Appendix 2)

Minute	Action Point	Progress
Minute 17, Full Council,25.10.23	Parish Clerk to instruct the preferred contractor for the repairs to the Churchyard / cemetery wall.	*The contractor confirmed he will be carrying out work in October. The Clerk chased the contractor but his out of office said he is on holiday.*
Minute 10, Full Council 27.3.24	Cllr Khanna to circulate suggestions for Parish Council sign	*Ongoing*
Minute 8, Full Council 24.4.24	Cllr Khanna to liaise with Youth Hall Committee about Youth Hall signs	*Ongoing*
Minute 11, Full Council 22.5.24	Clerk to confirm to all bank account signatories	*Ongoing (almost done!). UTB, Santander, Lloyds in progress*
Minute 9, Full Council 14.8.24	Cllr Bush to make an application to UTB for charge card	*Received approval. Waiting for card.*
Minute 30, Full Council 14.8.24	Re: tidying up of various areas, including skate park and bunds around the perimeter. Cllr Morgan to discuss during meeting with Phillipa	*Cllr Morgan met with Phillipa and started work on a wild flower meadow.*
Minute 14, Full Council 25.9.24	Clerk to contact Caloo re: annual inspection	*The inspection was carried out 8th October 2024 and a report received*
Minute 14, Full Council 25.9.24	Gate damaged by gym equipment. Cllr Bush to investigate	*Cllr Bush is arranging the repair.*
Minute 15, Full Council 25.9.24	Clerk to instruct DC to carry out traffic surveys	*It is planned to start the survey in November.*

7. ALLOTMENTS

No updates

8. CHAIR'S ANNOUNCEMENTS.

Councillors were asked to consider budget requirements as budget preparations will begin in November.

9. TO RESOLVE TO APPROVE PAYMENTS ALREADY MADE AND PAYMENTS TO BE MADE. (Appendix 3)

It was **RESOLVED** to **APPROVE** all the payments.

10. TO RESOLVE TO APPROVE THE PROPOSAL FOR THE PARISH COUNCIL TO COVER THE REMEMBRANCE SUNDAY PARADE UNDER ITS PUBLIC LIABILITY INSURANCE (Appendix 4)

It was **RESOLVED** to **APPROVE** the proposal.

11. TO CONSIDER THE PROPOSAL FOR ROCKET PARK REPAIRS/REPLACEMENTS PLAY AREA. (Appendix 4)

Cllr Abbott and Cllr Huggins are exploring options for repairing equipment and removing less popular items. They will contact three companies to provide designs and quotes. Cllr Webb emphasized the importance of forward planning and future-proofing any new equipment. Cllr Abbott added that once designs are received, they will consult with the school and parents to gather feedback on the preferred design.

It was **RESOLVED** to **APPROVE** the proposal for Cllr Huggins and Cllr Abbott to contact companies to obtain designs and quotes.

12. **TO RESOLVE TO APPROVE THE PROPOSAL FOR A NEW PARISH COUNCIL WEBSITE. (Appendix 5)**

    It was **RESOLVED** to **APPROVE** 4B Design Consultants to proceed with the website design

13. **TO RESOLVE TO APPROVE THE PROPOSAL FOR REPLACEMENT FENCE PANELS AT THE ASTRO AND NEW SOLAR LIGHTS. (Appendix 6)**

    It was **RESOLVED** to **APPROVE** the quote from First Fence Ltd

14. **TO RESOLVE TO APPROVE RETROSPECTIVE FUNDING (OF UP TO £500) RE: THE REC DIVERSITY PROJECT FOR SCARIFYING THE AREA, READY TO SEED.**

    It was **RESOLVED** to **APPROVE** the retrospective funding for the Rec Diversity Project with a maximum spend of £500.

15. **TO RESOLVE TO RETROSPECTIVELY APPROVE A QUOTE FOR HEDGE CUTTING ALONG HIGH STREET, ALLOTMENTS INSIDE AND OUTSIDE AND SOME SMALLER VERGES DOWN ELDONS DROVE.**

    It was **RESOLVED** to **APPROVE** the retrospective funding for the hedge cutting.

16. **TO RESOLVE TO APPROVE RETROSPECTIVE FUNDING FOR THE WAR MEMORIAL HEDGE CUT AND APPROVE A FURTHER CUT AFTER REMEMBRANCE SUNDAY AS PER ESTIMATE OF AROUND £30.**

    It was **RESOLVED** to **APPROVE** retrospective funding for the hedge cut and a further cut.

17. **TO RECEIVE AND RESOLVE TO APPROVE THE STAFFING COMMITTEE MINUTES. (Appendix 7)**

    It was **RESOLVED** to **APPROVE** the staffing committee minutes.

18. **TO RESOLVE TO APPROVE EMPLOYMENT OF JULIE WIGG AS PARISH CLERK ON A PERMANENT BASIS.**

    It was **RESOLVED** to **APPROVE** employment of Julie Wigg as Parish Clerk on a permanent basis.

19. **TO RECEIVE A REPORT FROM THE HIGHWAYS WORKING GROUP (DCHWG).**
    The report was noted.

20. **TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD PLAN 2 WORKING GROUP (NP2WG). (Appendix 8)**
    The report was noted.

21. **TO CONSIDER THE PROPOSAL TO ENGAGE JO WITHERDEN (DORSET PLANNING CONSULTANT LTD) FOR NP2 CONSULTANCY AS RECOMMENDED BY NP2WG REPORT.**

    It was **RESOLVED** to **APPROVE** the proposal to engage Jo Witherden for NP2 Consultancy and apply for a Locality grant and Technical Assistance, if required.

22. **TO RECEIVE A REPORT FROM THE LYTCHETT MATRAVERS YOUTH HALL WORKING GROUP (YHWG). (Appendix 9)**
    The report was noted.

23. **TO RECEIVE A REPORT FROM THE VILLAGE ENVIRONMENT WORKING GROUP (VEWG). (Appendix 10)**
    The report was noted.

24. **TRAINING BY MEMBERS OR THE CLERK IN THE PAST MONTH (FOR THE PURPOSES OF REPORT ONLY).**
    The Parish Clerk attended the Clerks Conference and Scribe Budget and Forecasting training course.

25. 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).
None

26. TO CONSIDER ANY ITEMS FOR THE PARISH MAGAZINE

- Youth Hall going from strength to strength. Feedback has been encouraging. The PC would like to thank the volunteers.

27. TO NOTE CORRESPONDENCE RECEIVED.

- Cllr Webb expressed disappointment regarding the changes and delays in the asset transfer from Dorset Council.
- Cllr Rigby inquired about the plans for the VE Day celebrations in 2025. Cllr Aspray confirmed that the Village Hall is booked; however, live entertainment is prohibitively expensive. Cllr Ong suggested that this matter be addressed during the budget meeting to allow for proper planning of these event
- Cllr Brenton forwarded details of a major road closure in Sturminster Marshall.

The meeting closed at 8.33pm

Annotated by/on Julie Wigg, Parish Clerk, Signed by_____