MINUTES

of the meeting of
LYTCHETT MATRAVERS PARISH COUNCIL
Full Council Meeting, Wednesday 26th February 2025 7.00 p.m.
in the Blanchard Room, Lytchett Matravers Village Hall.

PRESENT were Cllrs A Bush, A Huggins, P Webb, K Morgan, R Ong, V Abbott, M Rigby

Also present: Dorset Councillor, Cllr A Brenton

The meeting started at 7pm.

PUBLIC PARTICIPATION SESSION (Standing orders suspended)
No members of public in attendance

A member of the public attended to request permission from the councillors to use the allotment tap over the summer due to a leak in her original water supply. She explained that she urgently needs access to water, as she has saplings scheduled for planting at the end of March. Initially, she had proposed installing a separate tap or meter but has now simply asked for temporary access to the existing supply until the issue is resolved. As it is a renewed request Councillors have agreed to reconsider at the next F&GP meeting.

DORSET COUNCILLORS' REPORT
The report was noted.

Cllr Rigby requested further information on the rural bus service. Cllr Brenton explained that a key issue is the limited availability of such services, as most have been discontinued. Nordcat previously helped to fill this gap, but due to a lack of funding, it has now ceased operations, leaving the area without any service. Cllr Brenton is currently working with Dorset Council to explore options for introducing additional routes.

Cllr Brenton confirmed that the Parish Council's application for planning permission has been granted.

1. **TO RECEIVE AND CONSIDER APOLOGIES FOR ABSENCE.**
   Cllrs R Aspray and K Korenevsky

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

3. **TO RECEIVE AND RESOLVE TO APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON 22nd JANUARY 2025.**

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

4. TO RECEIVE AND CONSIDER REPORTS OF PAST SUBJECT MATTERS ON THE MINUTES OF THE FULL COUNCIL, 22nd JANUARY 2025 – SEE CLERKS REPORT. (Appendix 1)

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.	*Contractor confirmed work will commence w/c 25th November. Delayed due to weather* *Cllr Ong updated that the soakaway is being done first followed by the wall.*
Minute 10, Full Council 27.3.24	Cllr Khanna to circulate suggestions for Parish Council sign	*Ongoing* *Request volunteer to take this over*
Minute 8, Full Council 24.4.24	Cllr Khanna to liaise with Youth Hall Committee about Youth Hall signs	*Cllr Ong has taken this on. Awaiting quote from Print in the Bag for sign to be installed at entranceway.*
Minute 11, Full Council 22.5.24	Clerk to confirm all bank account signatories	*Still ongoing*
Minute 15, Full Council 25.9.24	Clerk to instruct DC to carry out traffic surveys	*Report received today 26.2.25*
Minute 6.2 Full Council 18.12.24	Adoption of a resilience policy and procedure, and to establish a working group to oversee and complete the task	*Cllr Ong to form a working group*
Minute 6.3 Full Council 18.12.24	Creation of an asset register and the establishment of a working group to oversee and complete the task.	*Cllr Aspray to form a working group*
Minute 12 Full Council 18.12.24	Cllr Ong and Clerk to liaise with PBS to get a quote for the Youth Hall carpark	*Cllr Ong met with Simon from PBS on the15th January 2025.* *Quotes received*
Minute 8 Full Council 22.1.25	Resignation of Cllr Khanna. Clerk to advise DC and request councillor vacancy notice.	*No requests for an election. Both vacancies advertised with a deadline of the 14th April.*
Minute 15, Full Council 22.1.24	Consider the installation of new benches on library green.	*2 benches ordered. Pharmacy will be invoiced direct. PC will lay the base.*
Minute 25.1, Full Council 22.1.24	Cllr Rigby reported complaints of dog fouling around the primary school.	*School agreed to mention it in their newsletter.* *Dog warden agreed to visit the following week. I have emailed to ask how she got on but have not had a response.*

5. **TO RECEIVE AND NOTE THE CONTENT OF THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING ON THE 12th FEBRUARY 2025.**
The minutes were received and noted.

6. **TO CONSIDER THE FOLLOWING RECOMMENDATIONS FROM THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING OF THE 12th FEBRUARY 2025.**

6.1 It was **RESOLVED** to **RECOMMEND** to Full Council (6 in favour, 1 against) that the Parish Council approve funding for the library's additional opening hour for a period of three years. However, councillors would like to request that the additional hour be scheduled on a Saturday**.**

It was **RESOLVED** to **APPROVE** funding for the library's additional opening hour for three years on Tuesdays, (7 in favour, 1 against) following evidence from the public consultation conducted by Dorset Council.

7. **CHAIR'S ANNOUNCEMENTS**.
None

8. **TO APPROVE THE SCHEDULE OF PAYMENTS, INCLUDING THOSE MADE AND PENDING. (Appendix 2)**

It was **RESOLVED** to **APPROVE** the schedule of payments.

9. **TO AGREE A NEW DEADLINE FOR APPLICATIONS FOR TWO VACANCIES OF PARISH COUNCILLOR.**

It was **RESOLVED** to retrospectively **APPROVE** the new deadline of the 14th April 2025.

10. **TO CONSIDER CLLR WEBB'S RECOMMENDATION TO APPROVE A QUOTE FOR THE REPLACEMENT OF THE GARAGE DOOR TO THE STORAGE AREA AT THE PAVILION.**

It was **RESOLVED** to **ACCEPT** the quote from South Shaw Garage Doors for the replacement of the garage door as per Cllr Webb's recommendation.

11. **TO RECEIVE AN UPDATE REGARDING REPLACEMENT PLAY EQUIPMENT AT ROCKET PARK.**

Designs and quotes are being sought from three play equipment suppliers. The viking swing is expected to be installed in March 2025.

12. **TO CONSIDER PUBLICITY FOR A CROSSING OUTSIDE THE PRIMARY SCHOOL.**

Cllr Huggins proposed that efforts should begin to promote this initiative ahead of the consultation. Cllr Bush asked whether the details of the consultation were known. Cllr Huggins confirmed that they are not yet available but will investigate to ensure the council is well-prepared once the consultation begins.

Councillors agreed on a publicity plan to promote the initiative, which includes advertising on Facebook and the Parish Council website, printing leaflets for distribution near the school, and creating a banner to be displayed outside the school. It was also agreed that timing is crucial, and the publicity campaign should be launched just before the consultation begins.
Action: Cllr Brenton will ask DC when the consultation launch is planned.
Action: Due to short timescale Clerk to go ahead and order leaflets and banner as discussed.

13. **TO CONSIDER AND APPROVE A QUOTE FOR THE YOUTH HALL SIGN.**

It was **RESOLVED** to **ACCEPT** the quote from Print in the Bag.
Action: Clerk to place the order.

14. TO CONSIDER CLLR ONG'S RECOMMENDATIONS REGARDING THE PARISH COUNCIL'S INVOLVEMENT IN REMEMBRANCE SUNDAY.

Cllr Bush raised concerns about the sustainability of the wreaths and the issue of uncollected wreaths left on site. Cllr Ong noted that the wreaths are recyclable. Following this discussion, it was agreed that, moving forward, a wreath will be purchased.

15. TO CONSIDER A FORMAL LEASE BETWEEN THE PARISH COUNCIL AND THE LYTCHETT MATRAVERS SPORTS CLUB.

Cllr Bush confirmed that the lease is necessary to ensure that the sports club adheres to its responsibilities and to clearly define the division of responsibilities.

Cllr Ong asked whether Cllr Bush and Cllr Webb should declare an interest, given their involvement in running the sports club. Cllr Bush responded that this was not necessary, as they stepped in to manage the club due to a lack of other volunteers and are not running it for personal benefit.

Cllr Ong suggested that a standardised management strategy should be in place for all Parish Council assets. Cllr Bush noted that the Parish Council currently lacks the capacity to manage these assets directly. However, it was agreed that the management structure should be reviewed to explore how this could be implemented.
Action: Cllr Morgan proposed forming a working group to explore the strategy. Councillors agreed to this approach, and in the interim, Cllr Bush offered to prepare a structural document for councillors to review.

16. TO NOTE THE DATE AND TIME OF THE 9TH MARCH 2025 FROM 2PM-3PM OF THE NEXT LITTER PICK.
Noted.

17. P/OUT/2025/00803 - Bexington Lime Kiln Road Lytchett Matravers BH16 6EL
Demolition of existing building and re-development of site with two detached houses.

It was **RESOLVED** that the Parish Council has **NO OBJECTION** to the application, The application is in outline form, and detailed matters will be addressed in future applications. The site is within the Settlement Boundary and not a Listed Building, making the proposal acceptable in principle. The development will not impact neighbouring properties or the public realm adversely. Parking provision is adequate, with two spaces for each new house. The Council would like to see the inclusion of environmental features, such as solar panels, in the final design.

18. P/FUL/2025/00831 - 2 Foxhills Crescent Lytchett Matravers BH16 6BE
Subdivide rear garden and erect a two-bedroom eco-dwelling with associated parking and access from Foxhills Road.

It was **RESOLVED** that the Parish Council has **NO OBJECTION** (7 in favour, 1 against) to the proposal. The site is within the Settlement Boundary and is not a Listed Building, making the proposal acceptable in principle. The development is designed to avoid overlooking or overshadowing neighbouring properties, with no upper floor windows facing neighbouring gardens and no overshadowing due to the northward positioning of the new dwelling. The proposed natural timber cladding and extended eaves line are appropriate, enhancing the overall design and addressing both aesthetic and practical concerns.

19. TO RECEIVE A REPORT FROM THE HIGHWAYS WORKING GROUP (DCHWG). (Appendix 3)
The report was noted.

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

21. TO RECEIVE A REPORT FROM THE LYTCHETT MATRAVERS YOUTH HALL WORKING GROUP (YHWG). (Appendix 4)
The report was noted.

22. TO RECEIVE A REPORT FROM THE VILLAGE ENVIRONMENT WORKING GROUP (VEWG). (Appendix 5)
The report was noted.

- The pond is progressing well drainage is not needed.
- Cllr Morgan – is asking for quotes for the base of the noticeboards. Action: Clerk to ask companies to requote for the actual noticeboards.
- Cllr morgan will send plan of the trees/hedges that need cutting back on the corner of Hall Road.

22. TRAINING BY MEMBERS OR THE CLERK IN THE PAST MONTH (FOR THE PURPOSES OF REPORT ONLY).
None
Cllr Ong and the Clerk attended end of year audit training.

24. 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 reported

25. TO NOTE CORRESPONDENCE RECEIVED.

25.1 Cadets are coming to discuss using the Youth Hall.

The meeting closed at 9.35pm.

Annotated by/on Julie Wigg, Parish Clerk

Signed by_____