Lytchett Matravers Parish Council

Dear Councillor,

You are summoned to attend the Full Council meeting of the Parish Council to be held on Wednesday 28th May 2025 at 7pm in the Blanchard Room, Lytchett Matravers Village Hall.

Julie Wigg, Parish Clerk
Council Office, Vineyard Close, Lytchett Matravers BH16 6DD.
lytchettmatravers@dorset-aptc.gov.uk
or call 07596 885667.

Copies of related reports for the items below are available on request to the Parish Clerk by 7pm on Tuesday 27th May 2025

AGENDA

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. Election of Council Chair and receive declaration of acceptance of office.
2. Election of Council Vice Chair and receive declaration of acceptance of office.
3. Election of Chair for the Finance & General Purposes Committee and receive declaration of acceptance of office.
4. Election of Vice Chair for the Finance & General Purposes Committee and receive declaration of acceptance of office.
5. To receive and consider apologies for absence.
6. To receive any declarations of interest, and consider any requests for Special Dispensations under Section 33 of the Localism Act 2011
7. To receive and resolve to approve minutes of the Full Council meeting held on 23rd April 2025.
8. To receive and consider reports of past subject matters on the minutes of the Full Council, 23rd April 2025 – see Clerks Report.
9. To receive and note the content of the minutes of the Finance & General Purposes Committee Meeting on the 14th May 2025.
10. To consider the following recommendations from the Finance & General Purposes Committee meeting of the 14th May 2025
    - 8.1 To consider a recommendation to full council to approve a pay increase for the village handyman in accordance with the national living wage.

It was **RESOLVED** to recommend to Full Council that a pay increase is **APPROVED** and is automatically given each year.

8.2 To receive a report from Cllr Ong on the scribe bookings system and consider a recommendation to full council regarding subscription to the service**.**

It was **RESOLVED** to recommend to Full Council that a subscription to the Scribe Booking System is **APPROVED.** Initially this would cover the Youth Hall with a plan to extend it for use for other PC buildings.

1.3 To consider a recommendation to full council to approve the appointment of john child to cut the war memorial hedge up to 3–4 times per year, at a maximum cost of £100 per cut.

It was **RESOLVED** to recommend to Full Council that John Child is **APPROVED** to cut the hedge 3-4 times per year at a maximum cost of £100 per cut.

8.4 To consider a recommendation to full council to approve the parish council's insurance renewal.

It was **RESOLVED** to recommend to Full Council to **APPROVE** the renewal of the Parish Council's insurance.

8.5 To receive a quote and consider a recommendation to full council to purchase a bench to place in the dog field.

It was **RESOLVED** to make a recommendation to Full Council to **APPROVE** to purchase a BLACK bench for the dog field from Reformed Plastics at a price of £410 plus VAT.

8.6 To receive a quote a consider a recommendation to full council to instruct AEC to carry out fire risk assessments on the parish council's buildings.

The Clerk reported that a further quote had been received from The Fire Compliance & Safety Bournemouth Ltd and asked for it to be considered.

It was **RESOLVED** to recommend to Full Council that the quote from Fire Compliance & Safety Bournemouth Ltd for the Sports Pavillion and Youth Hall of £300 plus VAT (for both buildings) is **accepted.**

9. To confirm the Parish Councils eligibility to exercise the General Power of Competence.

10. Chair's announcements.

11. To approve the schedule of payments, including those made and pending.

12. To receive and note the AGAR 31/03/2025 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.

13. To consider and approve the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2025.

14. To consider and approve the accounting statements in Section 2 of the Annual Governance and Accountability Return (AGAR) for the year ending 31st Mar 2025.

15. Councillors to each confirm they have no conflict of interest with BDO, the appointed external auditors.

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

17. To consider and approve the reinstatement of the Best Kept Allotment Competition.

18. To receive advice from the Internal Auditor and consider amending the Financial Regulations to: (a) permit the Finance & General Purposes Committee to authorise expenditure up to £2,500, and (b) allow for the adoption of preferred contractors.

19. To approve to provide and fund a general waste bin (240L, weekly collection) for the Youth Hall at a cost of £449.28 per year.

20. To consider and approve provision and collection of bins for the Lytchett Matravers Summer Festival.

21. To receive a report from the Highways Working Group. (DCHWG).

22. To receive a report from the Neighbourhood Plan 2 Working Group (NP2WG).

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

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

    24.1 To receive a report and seek approval for landscaping works around the Pond, to include quotations for fencing works, placing of sandstone boulders to form 'Dipping' area, cautionary signage, siting of the life-ring and planting. Note that some of these works may be subject to grant assistance.

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

26. 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).

27. 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*
Parish Clerk

Date: 23rd May 2025

Dates of next meetings:
F&GP 11th June 2025
Full Council 26th June 2025

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