Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE
Meeting held on Wednesday January 10th 2024, at 7.00 p.m. in the Sports Pavilion

PRESENT: Cllr M Attridge (Committee Chair), R Aspray, K Morgan, B Barker, A Bush, A Huggins, P Webb and Mr P Vivian (Parish Clerk) and Mrs A Clothier (Locum Parish Clerk).

There were no members of the public in attendance.

PUBLIC PARTICIPATION:

1. Apologies: Cllrs H Khanna, V Abbott, K Korenevsky.

Mr Vivian introduced himself as the new Parish Clerk and was welcomed to the Parish Council.

2. Declarations of Pecuniary Interest - and consideration of requests for Special Dispensations under Section 33 of the Localism Act 2011.
Cllr Morgan outlined that the company he founded submitted applications P/HOU/2023/07204 & P/LBC/2023/07205, however as he longer has a financial interest in this company he is able to comment on the application.

3. To receive and approve minutes of the Finance & Gen Purposes Committee meeting held on 13th December 2023.
These minutes were accepted as a true record of the meeting and were duly signed by the Committee Chair.

4. To receive and consider reports of past subject matters.
The following matters were included in the Clerk's report of past subject matters. [nb: comments made or decisions taken at the meeting are shown *in italics]*

Minute No	Action Point	Progress
F&GP Cttee, 8 Nov 2023, Minute 13	Parish Clerk to remove bank statements from the minutes.	Ongoing
F&GP Cttee, 13 December, Minute 10	Clerk to request quotes for tree works	Quotes requested from Aerial Tree Services, Poole Arbor and Dorset Arborists. *Quote from one received and awaiting two further quotes – all meetings have taken place*
F&GP Cttee, 13 December, Minute 10	Raise tree at Spinney Play Park with Aster	Aster are actioning this work.

F&GP, 13 December, Minute 19	Clerk to write to Tesco regarding the light. Cllr Abbott to speak to the manager of the Pharmacy.	Letter written to Tesco. No response received. *Clerk to follow up. Cllr Bush to send a response to Michael Tomlinson MP to say we are looking into the matter of the lighting and that replacement of the steps have made them safer.*
F&GP, 13 December, Minute 19	Clerk to respond to memorial tree request and send memorial policy	The donation was received and the small leaved lime has been ordered.

i. **Planning applications (19 applications listed of which 3 are now shown as granted or allowed) – See Appendix 1**

5. To receive and note the 2023-24 year to date bank reconciliation (for purposes of report only).

A copy of the bank reconciliation was made available to all members ahead of the meeting, and is attached at Appendix 2 to these minutes. Charity Bank has not been able to be updated due to a lack of access to bank statements. Cllr Huggins to email Charity Bank to obtain a statement. It was **RESOLVED** to accept and approve this reconciliation.

Action: Cllr Huggins to obtain bank statements for Charity Bank

6. To receive and consider a report covering 2023-24 Council income and expenditure (for purposes of report only).

The report was made available to all members by the Parish Clerk. It was **RESOLVED** to accept and approve this**.** The income and expenditure report is included in Appendix 2 to these minutes.

7. To review and approve the following sections of the current year forecast and next year financial budget for recommendation to Full Council:

- Earmarked Reserves forecast (replacement of existing Parish Council assets) – All in agreement that this is an accurate representation of the current situation.

A spreadsheet was circulated to all members, a copy of which is included at Appendix 3a to these minutes. Cllr Bush introduced this item and explained that, for convenience, the PC uses the Prudential investment fund as its Earmarked Reserve Fund. The Foxhills fund is gradually being replaced to bring it back up to £162,000. The two Foxhill budget lines have been consolidated and the money from the Foxhills Play Area sinking fund put into general reserves to compensate for the path refurbishment (£23,427) and tree clearance (£3,400). This was because this money had originally been taken from Business As Usual rather than the sinking fund, so this was corrected. Similarly the Skate Park sinking fund is also being built back up. Inflation has been high and this needs to be considered however the funds can only increase by the amount that they would have been invested at and not RPI. A valuation is needed to see

what the replacement cost would be.
Rocket Park sinking fund will reach £63,000 by March 2024 – this is more of a priority for the village and may need new surfacing as well as new equipment.
This was **Approved** for recommendation to Full Council.

- CIL forecast/receipts (infrastructure spending)

A spreadsheet was circulated to all members, a copy of which is included at Appendix 3b to these minutes. It was noted that CIL forecasting is uncertain. There are no large developments upcoming so there is no way of predicting this income stream and it is paid in arrears. The forecast receipts show what has been paid. Local Plan housing development will potentially provide a large CIL income if approved. There is £134,000 to spend and the funds have been allocated. This was **Approved** for recommendation to Full Council.

- Project forecast (planned infrastructure spending including CIL receipts)

A spreadsheet was circulated to all members, a copy of which is included at Appendix 3c to these minutes. The current financial year has not seen a high spend as some projects have not started. It was noted project 1 priorities for current year do not include Youth Hall because the next two years will be funded from the normal expenditure planning, including the donations received. It was raised whether the Youth Hall should have a sinking fund for match funding a new building. This could be done however the Parish Council has a healthy balance and would be able to support the match funding. It was raised that the Village Hall also needs some investment and questioned whether some of this should come out of CIL and grants. The Village Hall as a charity do not have a claim on CIL money – this is at the Parish Council's discretion. Due to the uncertain nature of CIL payments in the future, there needs to be a surplus in the current operating budget to allow for these projects.

Priority projects were discussed and the priority 1 projects were: Sports Pavilion Storage; Hannams Gateway; Dropped Kerb Crossings; D Day; and Judicial Review. There are other priority projects that depend on joint working with Dorset Council such as High Street Crossing, 20mph zones and Huntick Cyclepath. It was noted that some items were missing from the priority list such as Cemetery path extension, maintenance projects with the Church and the Noticeboard – these will be added in.

Cllrs asked if the spreadsheet could separate out costs of projects that are not paid for by the Parish Council – Cllr Bush to amend the spreadsheet. There is a need to be more transparent about where the money is coming from and what the Parish Council contribution would be – need a note to say it is dependent on external funding.
This was **Approved** for recommendation to Full Council.

- Income/expense forecast related to existing Parish Council activity/assets

A spreadsheet was circulated to all members, a copy of which is included at Appendix 3d to these minutes. The Citizens Advice Bureau have moved out of the library and are operating out of the bus in the car park – this is a potential saving as there is no need to pay for the hire of the

library however a grant could be made to CAB. It was noted that there are many lines in Scribe that do not have money allocated against them and this could be tidied up.
Action: Clerk to look at cost centre codes in Scribe.

- Precept (equivalent to Band D household tax levied)

The Bank of England estimate for inflation is 3.4% for the next financial year. Building costs are rising above inflation. Cllrs considered that a 3.75% increase on a Band D property would be the most appropriate level of precept evidenced fully by the expenditure planning and forecasts which would total a requirement of £114,000

This was **Approved** for recommendation to Full Council.

- Summary 23/24 Forecast and 24/25 Budget

A spreadsheet was circulated to all members, a copy of which is included at Appendix 3e.

8. To consider Planning Application P/HOU/2023/07204 & P/LBC/2023/07205 Caroline Cottage, Prospect Road, Lytchett Matravers
Internal and external alterations

No Objection

9. To consider Planning Application P/HOU/2023/07468 The Old Coach House, Peatons Lane, Lytchett Matravers
Alteration of redundant agricultural building into annexe

OBJECTION. This application lies within open countryside, within the Green Belt and outside of the village Settlement Boundary. There has not been adequate evidence submitted to support the application including evidence that this was an agricultural building. As such, the Parish Council consider the proposal to be a rebuild and not a conversion. The proposal is harmful to the Green Belt and no justification has been provided to represent the very special circumstances necessary to overcome this harm.

10. To consider Planning Application P/HOU/2023/06913 3 Spy Close, Lytchett Matravers, BH16 6DQ Erect rear single storey extension to provide new kitchen/dining area.

No Objection

11. To receive and consider a report on the current uptake and waiting list for the allotments (for purposes of report only).

See Appendix 4. Plot 57 is ready to re let but Plot 8 needs some clearing and plots 10 and 11 need extensive work and a mini skip might be required. Clerk to approach those on the waiting list.
Action: Clerk to contact residents on the waiting list to re let allotments.

12. To consider a response to the Proposed Zebra Crossing – Wareham Road

Comments are due on the consultation by 24th January. It was noted that this has been badly advertised and it was not clear how people comment. The Parish Council have already registered their support for the scheme but it would be appropriate to publicise the consultation on line, through the village Facebook groups. It was confirmed that the Parish Council would write back to Dorset Council and ask for an extension once the correct link has been confirmed. It is important to understand the view of the school as they are a key stakeholder in the process.

There was also confusion regarding the plans as two different plans are displayed on the Dorset Council website – this will also be questioned.

Action: Clerk to get the correct link from Dorset Council

Action: Clerk to ask for an extension of the deadline by 2 weeks

Action: Clerk to clarify the position of the school

13. To receive feedback on the DAPTC AGM

John Parker stood down as president as was replaced by Jill Crouch. Only two motions were presented – one regarding the Armed Forces Covenant and whether the DAPTC should sign this and the other on consulting on whether the DAPTC should be transferred to a Company Limited by Guarantee – both were approved.

14. To consider items for an article in the next Parish Magazine.
The following matters were considered and agreed for inclusion:

- Zebra Crossing
- New grit bin
- Summer Event - 22nd/23rd June
- Highways Survey
- New Parish Clerk

19. To note correspondence received.

Cllr Huggins - Letter from resident asking about cycle path survey – this has been responded to.
Cllr Barker – Safeguarding Training 20th January for new Clerk. Savills have assessed the Youth Hall as a Dorset Council asset.
Cllr Bush – Friends of Lytchett Library – library review upcoming
Cllr Webb – Wessex internet cables will be going on the recreation ground
Clerk – an enquiry has been made into the Parish Council vacancy but the timing is being queried with DAPTC as we are running close the election.

The meeting closed at 21:15

Annotated by/on ……Approved by/on ……

Appendix 1

Planning Applications

Planning Application No	Location	Proposal	Status
6/2021/0282	Land east of Wareham Road Lytchett Matravers.	Phased residential development of site for 95 dwellings, new vehicular and pedestrian access onto Wareham Road and other associated works including landscaping and open space.	Not determined.
P/FUL/2021/02674	Cuckoo Hill Deans Drove Lytchett Matravers Dorset BH16 6EQ.	New dwelling with associated access and parking and porch to front of existing dwelling.	Not determined.
6/2021/0365	Caroline Cottage Prospect Road Lytchett Matravers Poole BH16 6ED -	Revised. Alteration to listed building to install a new wood burner and new chimney pot.	Not determined.
P/FUL/2022/01066	Land Adj, Clouds Hill Burbidge Close Lytchett Matravers Poole Dorset	Sever land and erect 3 bed chalet bungalow with associated parking	Not determined.
P/FUL/2022/01095	Land at Blaneys Corner To the east of Wareham Road and south of Wimborne Road. Lytchett Matravers	Erect 25 dwellings (C3 use class), new vehicular and pedestrian access onto Wimborne Road and other associated works including landscaping and open space	Not determined.
P/VOC/2022/01291	164 Wareham Road Lytchett Matravers Poole BH16 6DT	Variation of Condition 2 & 5 of planning approval 6/2020/0314 (sever plot and erect a detached two storey dwelling with associated access, parking, landscaping and amenity space) to agree to the new building location 700mm further forwards towards the highway and the new foul water drainage connection	Not determined.
P/CLE/2022/02881 (Cert of Lawfulness)	Valley Farm Middle Road Lytchett Matravers Poole BH16 6HJ	The erection without planning permission of 3 storage/workshop buildings, an agricultural building, a music studio and a toilet block in the	Not determined.

		positions shown on the attached site plan.	
P/CLE/2022/02911 (Cert of Lawfulness)	Valley Farm Middle Road Lytchett Matravers Poole BH16 6HJ	A mixed use comprising the fabrication and repair of horsedrawn vehicles (caravans, carts and wagons); the display and sale of bric-a-brac and collectables; open storage of assorted items including vehicles and portakabins; hobby farming and music festivals within the areas identified on the attached use plan.	Not determined.
P/CLE/2023/00412	Beaconfield Middle Road Lytchett Matravers BH16 6HJ.	The use of six units of accommodation as permanent dwellings at Beaconfield	Not determined.
P/FUL/2023/02603	36 Glebe Road Lytchett Matravers Poole BH16 6EH	Erect 5 bedroom detached house with associated garage and parking	Not determined.
P/HOU/2023/04489	8 Old Chapel Drive, Lytchett Matravers BH16 6HA Erect garage, (demolish existing).	Construct new rear terrace.	Not determined.
P/HOU/2023/05756	29 Rozalia Meadows, Lytchett Matravers	Removal of existing closeboarded fence to rear garden and install new fence and gate.	Not determined.
P/HOU/2023/06113	22 Prospect Road Lytchett Matravers BH16 6ED	Erect single storey side extension	Permission granted
P/CLP/2023/06137	Water Tower Field Colehill Road Lytchett Matravers	Positioning of a caravan as a rest room for people working on the agricultural holding and a shipping container as a pig ark for the housing of pigs.	Not determined
P/HOU/2023/06111	Arne Lodge Eldons Drove Lytchett Matravers Poole BH16 6HH	Replace rear extension with a smaller unit, with roof lantern and balcony to first floor bedroom.	Permission granted
P/HOU/2023/06540	Two Trees, 40 Wareham Road, Lytchett Matravers	Construction of rear extension.	Permission granted

P/HOU/2023/05971	Oakhurst, Huntick Road, Lytchett Matravers	Erect side and rear single storey extensions.	Not determined
P/FUL/2022/05152	15 Dillons Gardens, Lytchett Matravers	Demolish existing dwelling and erect 6no 4-bedroom detached houses with associated parking and access.	Not determined
P/HOU/2023/07035	103 Wareham Road, Lytchett Matravers	Convert garage to habitable accommodation (amendment to planning permission 6/2012/0016)	Not determined

Appendix 2 – see separate PDF file.