Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE

Meeting held on Wednesday March 13th 2024, at 7.30 p.m. in the Blanchard Room, Lytchett Matravers Village Hall

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

There were no members of the public in attendance.

PUBLIC PARTICIPATION:

1. **Apologies:** Cllrs H Khanna, B Barker, K Korenevsky

2. **Declarations of Pecuniary Interest - and consideration of requests for Special Dispensations under Section 33 of the Localism Act 2011.**

3. **To receive and approve minutes of the Finance & Gen Purposes Committee meeting held on 14th February 2024.**
   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, 13 December, Minute 10	Raise tree at Spinney Play Park with Aster	Tree works now complete. Play area issues are ongoing. *Cllr Abbott to take pictures of the play area.*
F&GP, 13 December, Minute 19	Clerk to write to Tesco regarding the light. Cllr Abbott to speak to the manager of the Pharmacy.	Cllr Bush to chase the response from the pharmacy and Tescos. *Cllr Bush has spoken to the pharmacy – the Parish Council have agreed to pay half for the cost of repairing the light on the pharmacy wall. There is a light on the wall of Tescos that isn't working. The manager is going to speak to head office.*

F&GP, 10 January, Minute 7	Clerk to look at cost centre codes in Scribe	Scheduled for end of financial year. *Cllr Bush has started this process.*
F&GP, 10 January, Minute 11	Clerk to contact residents on the waiting list to re let allotments	Allotments 8, 10 and 57 are now occupied. 5 people have seen Allotment 11 but no one is willing to take it on due to the amount of work needed. *Look at clearing plot 11.*
F&GP, 14 February, Minute 10	Clerk to prepare FAQs on allotments for the website	Ongoing.
F&GP, 14 February, Minute 10	Contact GreenFingers and ask whether they would consider managing the allotments.	An email has been sent to Greenfingers.
F&GP, 14 February, Minute 11	Review Risk Register within 3 months and link to Internal Controls and Policy Register	Ongoing
F&GP, 14 February, Minute 12	Cllr Bush to contact internal auditor.	Complete. A three year term was agreed at Full Council.
F&GP, 14 February, Minute 13	Clerk to set up a meeting with the Church to speak about the interment of ashes process.	Initial meeting held with Cllr Ong – meeting to be arranged with the Church.
F&GP, 14 February, Minute 20	Clerk to book village hall for 2024/2025.	Complete and amended dates circulated.
F&GP, 14 February, Minute 21	Cllr Bush to speak to Rose and Crown about bar with a charge of £250 to use the Sports Pavilion.	*Ongoing – owners have been away.*

i. **Planning applications (17 applications listed of which 4 are now shown as granted or allowed) – See Appendix 1**

It was noted that the Water Tower application has been approved – the consent is only allowed for the purposes described in the decision notice.

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. It was queried why the unpresented income was high – this was due to the payments not being cleared at the point of the reconciliation. It was **RESOLVED** to accept and approve this reconciliation.

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 consider Planning Application P/PAPA/2024/01058 Race Farm, Huntick Road, Lytchett Matravers**
   Road 499m by 4.50m in recycled aggregate

   No Objection

8. **To consider Planning Application P/HOU/2024/01186 2 Old Pound Close, Lytchett Matravers**
   Demolish existing attached garage, and build new ground floor extension.
   Remove roof from existing dwelling, increase pitch of new roof and provide two bedrooms and en suites.

   There is no objection to the application however the Parish Council note that the area fronting the living room and new dining room would be better suited to soft rather than hard landscaping. It is also suggested that the roof lights on the SW side of the roof could cause overlooking and the area would be better used for PV.

9. **To recommend changes in Fixed Asset Register**

   Proposed changes to the Fixed Asset Register were placed on Dropbox before the meeting and are attached as Appendix 3. Cllr Bush sought guidance from the auditor on changes to the Fixed Asset Register. It was emphasised that to everything should be kept at acquisition costs. Several assets are proposed for disposal including office equipment from 2002. In addition, multiple items that are improvements to existing assets will be marked as disposed of. eg. a path at the recreation ground. The disposal of the war memorial and silent soldier are to be reversed. It was queried whether these changes will cause an issue for the AGAR form. The previous AGAR form will be represented as part of the end of year process. Councillors discussed whether there have been any new fixed assets but it was concluded that everything was captured. It was noted that having a list of everything the Parish Council own is helpful, particularly if there is a change of Clerk/Councillors. While definitely not a fixed asset, the Council were advised that the Prudental Investment Fund is to be the Asset list.

   RECOMMENDED for **APPROVAL** at Full Council.

10. **Annual review of Standing Orders**

    It was questioned if the Standing Orders are still fully relevant but concluded that it provides a level of formality to fall back on if needed. The Parish Council is content with the way that meetings are run.

    RECOMMENDED for **APPROVAL** at Full Council.

11. Annual review of Financial Regulations

RECOMMENDED for **APPROVAL** at Full Council.

12. To approve arrangements for the D-Day Celebration including flag of peace

The Village Hall booking has been confirmed for the afternoon and evening of the 6th June. The Fish and Chip van will be on site. Purbeck Film Festival are charging £150 for the showing of 'The Longest Day'. A licence fee needs to be paid which is 35% of the ticket sales. The capacity of the Hall will be established. The flag of peace was discussed – these range from £23-£73 – but it was concluded that this would not be necessary. When the beacon is lit the tribute will need to be read and Cllrs were asked to give some thought to who could read out the tribute. People will eat in the Blanchard Room or outside and the bar will be in the pavilion. Cllrs to ask if the Church or WI would like to do teas and coffees.

The fee for the pavilion bar will also be set as a donation to charity.

13. To approve a plaque for a memorial tree on the Recreation Ground

A request was submitted to the Parish Council for a plaque for the memorial tree on the Recreation Ground. The plaque policy states that plaques should be flat and stone however the proposed plaque is stainless steel and upright. It was felt that the plaque policy needed updating and the Parish council was happy with proposal.

Action: Clerk to ask whether the resident will order and pay for the plaque.

14. To approve the Parish Council charges for 2024/25

A list of current and proposed charges was placed on Governor Hub in advance of the meeting and is attached as Appendix 4. There was a discussion about the charges for the Fish and Chip van charges – it was suggested that this is raised to £150 for 6 months. Scout Hut Ground Rent and the rental of the field the keeping of bees will stay as it is. Allotments to go up as noted. This was **APPROVED** with all in agreement.

15. To approve Burial charges for 2024/25

A list of current and proposed charges was placed on Governor Hub in advance of the meeting and is attached as Appendix 5. The biggest proposed change is the removal of the charge for under 12s, and this was agreed as an appropriate change. The remaining charges will increase by 5%. A discussion was held on the rights of people to be buried in the cemetery as residents and it was agreed that the following wording by added:
'The Council has the discretion to charge a single fee for those who have left the parish but who, in the opinion of the Council, have been of great service to the parish or have a significant connection to the parish.'
This was **APPROVED** with all in agreement.

16. To approve Locum Clerk PAYE arrangements

Due to guidance on HMRC requirements for Parish Clerks, the Locum Clerk will move to PAYE from March 1st at 75 hours a month.

This was **APPROVED** with all in agreement.

17. To consider items for an article in the next Parish Magazine.

The following matters were considered and agreed for inclusion:

- Elections – Voter ID
- Introduction for Cllr Ong
- Youth Hall Open Day
- Historic Minutes

18. To note correspondence received.

- Cllr Morgan – Lynn Pritchard is asking whether the Parish Council still want the village hall on the 22nd June. Cllr Morgan to confirm that this is the case.
- Building Regulations approval on the store – notices will have to be put up about fire risk.
- Cllr Abbott – signage for the MUGA – the school will unlock it outside of school hours.

The meeting closed at 20.48:

Annotated by/on ……Approved by/on ……

Appendix 1

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.	Application withdrawn
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 positions shown on the attached site plan.	Not determined.
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/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/2023/05756	29 Rozalia Meadows, Lytchett Matravers	Removal of existing closeboarded fence to rear garden and install new fence and gate.	Not determined.
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.	Permission granted
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/2023/0704 P/LBC/2023/0725	Caroline Cottage, Prospect, Lytchett Matravers	Alterations to windows and doors, internal alterations, rear and side extensions, creating a single storey link extension to join the other building to the rear of the main dwelling, roof lights, and air source heat pump	Permission granted
P/HOU/2023/06913	3 Spy Close, Lytchett Matravers	Erect rear single storey extension to provide new kitchen/dining area.	Permission granted
P/FUL/2024/00033	Eldon House, Eldons Drove, Lytchett Matravers	Change of use of land from agricultural to garden in line with previously agreed red line of Planning Permission P/HOU/2022/05257	Not determined
P/HOU/2024/00133	Amberdene, Middle Road, Lytchett Matravers	Construction of rear extension	Not determined
P/HOU/2023/06335	Valley View, Middle Road, Lytchett Matravers	Proposed alterations, single storey side and front extensions	Not determined

Appendix 2 – see separate PDF file.

Appendix 3

Lytchett Matravers Parish Council Asset Register 2022/23				
Asset Description	Proposed category	Value as of Mar 31, 2023	Date of acquistion /expense	Proposed value as of Mar 31, 2024
Bin	Acquisition cost	168	Nov 2020	168
Dog bin	Acquisition cost	245	28 Oct 2021	245
2 x waste bins	Acquisition cost	500	June 2022	500
Rec High level gates	Acquisition cost	5,100	2016	5,100
Chairman's Badge	Acquisition cost	324	2002	324
Printer / scanner / copier	Acquisition cost	211	2018	211
Wareham Rd Telephone Kiosk	Acquisition cost	1	2018	1
Laptop	Acquisition cost	469	2019	469
Beacon for Queen's jubilee	Acquisition cost	490	Mar 2022	490
Speed gun	Acquisition cost	229	26 Jan 2022	229
Long term investment - Prudent	Acquisition cost	179,226		179,226
Recreation field	Acquisition cost	2,188	1964	2,188
Allotments fields	Acquisition cost	1,155	1973	1,155
Dyetts field	Acquisition cost	8,960	1988	8,960
War Memorial Green ("Old Schoo	Acquisition cost	1	2002	1
Foxhills Open Space	Acquisition cost	**1**	2008	1
Foxhills Play area equipment	Acquisition cost	53,903	2011	53,903
Defibrillators (x3)	Acquisition cost	6,885	2019	6,885
Speed Indicator Device (SID)	Acquisition cost	2,495	30 April 2020	2,495
Benches (6)	Acquisition cost	2,515	Nov 2020	2,515
Sports Pavilion Eco improvements	Acquisition cost	36,470	Nov 2021	36,470
Adult Exercise equipment + safety surfacir	Acquisition cost	18,815	Oct 2022	18,815
Row Park Cemetery and Paddock	Acquisition cost	8,600	1987	8,600
Turbetts Green	Acquisition cost	1	1990	1
Library Walk	Acquisition cost	50	1990	50
Lytchett Astro (MUGA)	Acquisition cost	101,721	2009	101,721
Rocket Park Play equipment/ben	Acquisition cost	71,131	2013	71,131
Sports Pavilion	Acquisition cost	1	1965	1
Youth Club Building	Acquisition cost	500	2009	500
War memorial	Disposed of	1		1
Silent soldier	Disposed of	1		1
War memorial	Reverse disposal	-1		0
Silent soldier	Reverse disposal	-1		0
Office Equipment, Furniture	Disposed of	1,422	2002	0
Railings at Eldons Drove	Existing asset R&M/Improvement	488	Nov 2020	0
Lime Kiln Rd bench and planter	Existing asset R&M/Improvement	433	Dec 2022	0
Lytchett Astro (MUGA)	Existing asset R&M/Improvement	2,718	2010	0
Skateboard Park	Existing asset R&M/Improvement	28,325	2011	0
Street Furniture, lamp posts,	Existing asset R&M/Improvement	3,948	2002	0
Path - Recreation Ground	Existing asset R&M/Improvement	8,897	2005	0
Rocket Park fence & gates	Existing asset R&M/Improvement	4,006	2018	0
Astro LED lighting	Existing asset R&M/Improvement	1,940	2020	0
Rocket Park bow top fencing	Existing asset R&M/Improvement	7,589	2020	0
Bollards, upper car park	Existing asset R&M/Improvement	1,824	29 Sept 2020	0
Path - Pond Walk	Existing asset R&M/Improvement	18,067	24 Oct 2020	0
Path - School Walk	Existing asset R&M/Improvement	4,115	27 Jan 2021	0
Drop bollard near Village Hall	Existing asset R&M/Improvement	442	29 Jan 2021	0
Refurbished lower car park	Existing asset R&M/Improvement	63,267	Feb 2021	0
Lower car Park landscaping	Existing asset R&M/Improvement	7,420	Mar 2021	0
Foxhills Open Space - reinstatement of pa	Existing asset R&M/Improvement	23,427	July 2021	0
Dog exercise area	Existing asset R&M/Improvement	4,575	Oct 2022	0
Library Green Path	Existing asset R&M/Improvement	4,750	Dec 2022	0

Skate Park surfacing refubishment	Existing asset R&M/Improvement	20,784	Feb 2023	0
	Total Mar 31, 2023	710,792		

Appendix 4

Invoice From	Invoice To	For	Amount 2023/24	Proposed Amount 2024/25	Date of last invoice	Date of next invoice
LMPC	JCM Foods (Fish and Chip Van	Trading licence in High Street Car Park	£100 per 6 months	£150 per 6 months	4th October 2023	1st April 2024
LMPC	Scout Hut	Ground Rent	£170 per year	£170 per year	4th October 2023	4th October 2024
LMPC	Mr Horlock	Rent of field for bee keeping	£30 per year	£30 per year	Feb-24	Feb-25
LMPC	Allotment Holders	Deposits and Annual Rent	Deposit: £35 Annual Rent: £35	Deposit: £50 Annual Rent: £38	Jan-24	Jan-25
LMPC	Rexpham Services	Grass cutting	£80 per year	£80 per year	6th March 2023	6th March 2024

Appendix 5

Row Park Cemetery Burial Charges

For	Amount 2023/24	Proposed Amount 2024/25
Interments		
The body of a stillborn child, or of a child whose age at the time of death did not exceed one month	£0.00	£0.00
The body of a child whose age at the time of death exceeded one month but did not exceed 12 years.	£60.00	£0.00
The body of a person whose age at the time of death exceeded 12 years	£140.00	£147.00
For the interment of cremated remains in a casket or urn	£80.00	£84.00
Purchase of Exclusive Right of Burial in earthen graves		

For the exclusive right of burial in an earthen grave (2100 x 900 mm.) (7’ x 3’).	£220.00	£231.00
For the exclusive right of burial in an earthen grave (900 x 600 mm.) (3’ x 2’).	£130.00	£136.50
Monuments, Gravestones, Tablets and Monumental Inscriptions		
a headstone not exceeding 3 ft. in height (H 900 mm x W 750 mm x D 100 mm	£70.00	£73.50
for cremated remains a headstone not exceeding 2 ft. in height (H 600 mm x W 500 mm x D 100 mm	£60.00	£63.00
Fees indicated for the headstones include the first inscription – for each inscription after the first	£60.00	£63.00
Additional inscription	£30.00	£31.50
Prior purchase of graves	1.5 times fee	1.5 times fee
Other charges		
Searches	30	£31.50
Transfer of burial rights	40	£42.00
Scattering of cremated remains (permission required)	0	£0.00
Non Residents	3 times fee	