Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE

Meeting held on Wednesday April 10th 2024, at 7.00 p.m. in the Blanchard Room, Lytchett Matravers Village Hall

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

There was one member of the public in attendance. The member of the public spoke in relation to Item 12 – the planning appeal for Dyett's Field. Since the application was refused last year there has been no activity witnessed in the field in terms of the Christmas trees. There are minimal trees on the plot. The size of the proposed building is disproportionate to the business.

PUBLIC PARTICIPATION:

1. **Apologies:** Cllrs H Khanna, B Barker, R Aspray,

2. **Declarations of Pecuniary Interest - and consideration of requests for Special Dispensations under Section 33 of the Localism Act 2011.**
   There were none

3. **To receive and approve minutes of the Finance & Gen Purposes Committee meeting held on 13th March 2024.**
   These minutes were accepted as a true record of the meeting and were duly signed by the Committee Chair.

4. **To consider Planning Application appeal P/FUL/2023/00458 Land known at Dyett's Field High Street, Lytchett Matravers**
   Erect an agricultural building with hardstanding area

   The original application refused on the grounds of Green Belt, scale and visual impact. The key point is whether the purpose and scale of the building is justified by the scale of the proposed business. The Parish Council also questioned the evidence of farming on other land in the village -The evidence of proof should be on the applicant. The viability argument is very weak – the price of the barn would be a very expensive structure to store Christmas trees. It was concluded that a representation will be made to the appeal on the grounds of Green belt, viability of the business, disproportionate nature of the structure to the business, and the fall back should be dismantled - if the land is leased then this should be brought forward as part of application.
   Action: Cllr Morgan to work with the Clerk on the response.

5. **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 issues with Spinney Play Park	Play area issues are ongoing – Cllr Abbott to take pictures of the play area.
F&GP, 13 December, Minute 19	Resolve light outside Tesco and Pharmacy	*The light outside the pharmacy is fixed. Cllr Abbott to ask at Tescos about the light outside the shop.*
F&GP, 10 January, Minute 7	Clerk to look at cost centre codes in Scribe	The new cost codes are being inputted for 2024/25.
F&GP, 10 January, Minute 11	Clerk to contact residents on the waiting list to re let allotments	Allotment 11 has been cleared by the Guerrilla Gardeners. *Clerk to offer to people outside the village.*
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 but no response received.
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 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 21	Cllr Bush to speak to Rose and Crown about bar with a charge of £250 to use the Sports Pavilion. Changed at Full Council to a charitable donation.	*Agreed with the Rose and Crown.*
FGP, 13 March, Minute 13	Clerk to ask who will pay and order the plaque for the memorial tree on the Recreation Ground.	It was confirmed that the resident will action this. *Complete.*

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

6. 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. The Charity Bank statement

had not been received to date. It was **RESOLVED** to accept and approve this reconciliation.

7. **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.

8. **To consider the Financial Forecast Report - March 2024**
   Defer as the Charity Bank Statement and CIL payments have not been received. Cllr Bush and the Clerk have started to go through annual return.

9. **To note the key dates / timetable for the Council Internal Audit and approval & submission of the Annual Return (AGAR) for the year ended 31st March 2024**
   Clerk and Cllr Bush to meet with auditor on 22nd April. The interim review was complete in October. 1st July deadline for external audit.

10. **To agree changes to insurance values for the insurance schedule**
    This is ongoing. There are potentially two issues; the value of the Youth Hall and the value of the Sports Pavilion. It was suggested that the Parish Council use an insurance valuation tool as it is important not to over insure the buildings. Might be better to take extra insurance to cover the asbestos roof. The Parish Council are tied into three year deal with BHIB but can change the schedule if needed.

11. **To review the contracts for 2024/25**
    A list of the current contracts were placed on Dropbox before the meeting and are attached as Appendix 3. The grass cutting contract with Idverde has increased – a quote was sought from PBS but this was more expensive so this was renewed. Foxhills area is cut by Poole Business Services – need to find out exactly what is covered by this.
    Action: Clerk to find invoice for Foxhills Area
    Steve Mills cuts a lot of the grassed areas around the village that are owned by the Parish Council. The contactor is local and reliable and it was concluded that this will continue. Terry Homer is the village handyman and his services are valued and will continue.
    Action: Clerk to look at hourly rate for village handyman.
    The Skate Park does not have a contract. Evolution skate parks are still functioning and it is still under warranty. The gym equipment is under a 3 year service agreement and the Astro is in a 3 year maintenance contract. The Play Inspection Company carry out the annual inspection of the Play Areas and should be added to the contracts list.
    Dorset Youth will be running the Youth Services at the Youth Hall. There was a discussion about whether the contract will move to the CIO when this is established. Currently the agreement is with the Parish Council and the cost of paying for the Youth Services is coming from the Parish Council. The contract covers 2024-26. It was felt that the CIO could run the contract once it is up and running and the contract should reflect this. This would give the CIO greater ownership of the services. The CIO will run the day to day running of the Hall and this is funded by the income and the subsidy from the

Parish Council. It was emphasised that there should be no doubt that the Parish Council want the Youth Hall to work. If Dorset Youth Service are not happy then it can be looked at. The Agreement between Dorset Youth and Lytchett Matravers will be added to the Full Council agenda.

12. To review the following Parish Council policies:

Councillor Requirements – queried as to whether this is needed but it was concluded that it would be useful in the event of multiple applicants for a Councillor role. Clerk to update with dates and take forwards.
Document Retention Scheme – Clerk to review - look at Dorset Council's advice list
Freedom of Information – Clerk to review
Policy and Procedure for handling requests for information - Clerk to review
Model publication scheme – Clerk to review

Action: Clerk to review above policies and bring back to May Full Council.

13. To consider Planning Application P/NMA/2024/01711Land behind 38 Wareham Road Lytchett Matravers
Non material amendment to Approved P/A P/FUL/2023/02958 (Demolish existing stable and erect new stable/ barn on land to the rear of 38 Wareham Road) to amend the location by approximately 5m and add an additional door

No Comment.

14. To consider report on Youth Hall progress and Operation

The Youth Hall has opened and multiple potential hirers have been in for a look around. The charge is around the same as the Village Hall. The interest has been good.
A second quote has been received for the car park for £17,100. There is no storm water drainage in the road to link into, so a solution needs to be found for this.

The lock on car park was discussed and the decision was for no lock to put in but signs to be put up to say private and that the gate can be locked at anytime. Review in six months if there are problems.

The Terms of CIO were circulated in advance of the meeting. The proposed changes were the wording of the objectives, correcting the names of the trustees and increasing the number of trustees due to the PC only being allowed 50%.This was **APPROVED** with all in agreement.

15. To consider proposal to purchase three sets of replacement defibrillator pads

The Defibrillator pads have a finite life and are due to expire - the total cost is just over £500. This was **APPROVED** with all in agreement.

The Parish Council questioned whether the defibrillator at Tesco still get checked.

Action: Cllr Abbott to check maintenance arrangement for the defibrillator with Tescos.

16. **To consider items for an article in the next Parish Magazine.**
    The following matters were considered and agreed for inclusion:
    - Fingerposts – sponsorship
    - Projects on the Recreation Ground – Boules
    - Youth Hall
    - Elections – vacancies on the Parish Council.
    - Parish Open Meeting

17. **To note correspondence received.**

- Cllr Bush – Shirley Percival bench. Councillors to meet with family. The bench has been ordered. The cemetery tap broke but has now been fixed. Cllr Webb to source a long-handled tap spanner for future use. The Parish Council need to fix the bench down at the Astro.
  Action: Cllr Morgan to drill the bench in.
- Cllr Abbott – a horse has been ridden across the Recreation Ground. There was an incident at the MUGA with the glass thrown. It was asked whether the MUGA can it be locked up after a certain time but this was discussed by the Sports Club and they feel that this would not be appropriate.
  Action: Cllr Abbott and Cllr Bush to change the MUGA code.

The meeting closed at 21.06:

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.
P/FUL/2022/01066	Land Adj, Clouds Hill Burbidge Close Lytchett	Sever land and erect 3 bed chalet bungalow with associated parking	Not determined.

	Matravers Poole Dorset		
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.	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/FUL/2024/00033	Eldon House, Eldons Drove,	Change of use of land from agricultural to garden in line with previously agreed	Not determined

	Lytchett Matravers	red line of Planning Permission P/HOU/2022/05257	
P/HOU/2024/00133	Amberdene, Middle Road, Lytchett Matravers	Construction of rear extension	Permission granted
P/HOU/2023/06335	Valley View, Middle Road, Lytchett Matravers	Proposed alterations, single storey side and front extensions	Permission granted
P/PAPA/2024/01058	Race Farm, Huntick Road, Lytchett Matravers	Road 499m by 4.5m in recycled aggregate	Prior approval not required
P/HOU/2024/01186	2 Old Pound Close, Lytchett Matravers	Demolish existing attached garage, and build new ground floor extension. Remove roof, increase ridge height to provide two bedrooms and en suites with dormer windows. Construct pitched roof detached garage with new vehicle access from the High Street	Not determined
P/CLP/2024/01214	44 Wareham Road, Lytchett Matravers	Certificate of Lawfulness – alternations to fenestration and internal layout	Not determined
P/HOU/2024/01250	Badgers Leap, Burbidge Close, Lytchett Matravers	Erect first storey rear extension with Juliet balcony	Not determined

Appendix 2 – see separate PDF file.