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[excerpt] Finance & General Purposes Committee minutes 12th July 2023 [/excerpt]

FINANCE AND GENERAL PURPOSES COMMITTEE MINUTES

Meeting held on Wednesday June 12th, at 7.00 p.m. in the Blanchard Room, Lytchett Matravers Village Hall

PRESENT: Cllr R Aspray Committee Chair, Cllr R Ong Committee Vice Chair, Cllr A Bush, Cllr A Huggins, Cllr V Abbott, Cllr P Webb, Cllr K Morgan, Cllr K Korenevsky and Mrs J Wigg (Parish Clerk)

Members of Public in attendance: Beverly Ong

PUBLIC PARTICIPATION:
Beverly asked if the Councillors had any questions about the Summer Event on the 22nd June. Cllr Bush asked if there's anything left to decide or order, Beverly said it's all in hand. Cllr Aspray queried the cost to the council. It was confirmed that at present it is within budget.

1. **Apologies:** Cllr H Khanna

2. **To elect F&GP Committee Chair and receive acceptance of office.**

   Both Cllr Aspray and Cllr Ong offered to stand for chair so, along with Beverly Ong, they were asked to leave the room whilst Councillor's voted.

   It was **RESOLVED** and agreed that Cllr Aspray is nominated for Chair.

   Cllr Aspray was duly **ELECTED** and verbally indicated his acceptance. A formal written acceptance will be received at the F&GP committee meeting in July 2024.

3. **To elect F&GP Committee Vice-Chair and receive acceptance of office.**

   Cllr Ong was nominated. There being no other nominees, Cllr Ong was duly **ELECTED** and verbally indicated his acceptance. A formal written acceptance will be received at the F&GP committee meeting in July 2024.

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

   There were none

5. **To receive and approve minutes of the Finance & Gen Purposes Committee meeting held on 10th April 2024**

   These minutes were accepted as a true record of the meeting and were duly signed by the Committee Chair.

6. **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 Morgan will find out if it is a planning requirement for the Housing Association to provide a play area and report back to F&GP in July.*
F&GP, 13 December, Minute 19	Resolve light outside Tesco and Pharmacy	*Cllr Abbott reported that they are waiting for a refurbishment which has been postponed. Cllr Abbot will monitor. Ongoing.*
F&GP, 10 January, Minute 11	Clerk to contact residents on the waiting list to re let allotments	*Clerk to carry out check of allotments and write to tenants who are not tending their plots. Ongoing*
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.	*It has been confirmed that Greenfingers are not interested.*
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.	*Clerk to set up a meeting with Cllr Ong and 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.	*Cllr Bush confirmed that the Rose and Crown have agreed to provide a bar but they have yet to agree to provide a donation.*
F&GP,10 April, Minute 11	Foxhills areas is cut by Poole Business Services. Find out exactly what is covered by PBS	*Cllr Huggins will contact PBS and check.*
F&GP, 10 April Minute 11	Query hourly rate for village handyman	*Handyman's salary increased in line with National Living Wage*
F&GP 10th April, minute 15	Query whether the defibrillator at Tesco's gets checked	*Cllr Abbot confirmed it is checked monthly and pads replaced*
F & GP 10th April Minute 17	Issues at the MUGA	*Cllr Abbott and Cllr Bush to change the MUGA code. Cllr Huggins will follow up*.

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

7. To receive and note the 2024-25 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.

8. **To receive and consider a report covering 2024-25 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 3.**

9. **To receive and consider a report on the current uptake, waiting list and upkeep of the allotments (for purposes of report only). Appendix 4.**

   The report was received.

10. **To consider a report on Parish Council Working Groups and alignment against budget. Projects and Working Groups 2024-25–For discussion - Appendix 5.**

    Cllr Bush explained the costings for the working groups and asked if anyone has any thoughts. Cllr's Bush and Ong disagreed about whether anything under £1000 should be a fixed asset. Cllr Aspray suggested they arrange to meet to discuss this further.
    Action: Cllr's Bush and Ong agreed to meet and will report back to F&GP in July with their outcome.

11. **To confirm and approve signatories against each of the Parish Council's bank accounts.**

    Ideally there should be four signatories so it was suggested to add Cllr Aspray and Cllr Ong as well as the Parish Clerk.

    It was **RESOLVED** to accept and approve four signatories plus the Parish Clerk.

    Action: Parish Clerk to investigate process to add signatories and to standardise mandates.

    Cllr Korenevsky left the meeting at 8pm.

12. **To receive and note the AGAR 31/03/2024 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. Appendix 6.**

    Cllr Bush reported that the main issue was to do with contracts. Councillors are confident that it was an isolated incidence which has been rectified so are happy to make a recommendation to Full Council to accept the report.

    It was **RESOLVED** to make a recommendation to Full Council to accept the report.

13. **Members to each confirm that they have no conflict of interest with BDO, the appointed external auditors.**

    It was confirmed that there are no conflicts of interest with BDO and the form has been signed accordingly.

14. **To consider the matters listed in Section 1 (the Annual Governance Statement) of the Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2024, for recommendation to Full Council.**

    It was **RESOLVED** to make a recommendation to Full Council that this is accepted.

15. To consider the accounting statements in Section 2 of the Annual Governance and Accountability return (AGAR) for the year ending 31st March 2024, for recommendation to Full Council.

It was **RESOLVED** to make a recommendation to Full Council that this is accepted.

16. To receive the annual CIL report for 2023/24 Appendix 7.
Due to incorrect figures the report was referred to the June Full Council meeting for consideration.

17. To consider Planning Application P/HOU/2024/02863 11 Old Pound Close, Lytchett Matravers, BH16 6BW. Single Storey rear extension.

It was **RESOLVED** and agreed that the Parish Council has no objection to this planning application.

18. To consider Planning Application P/FUL/2022/01134 74 High Street, Lytchett Matravers. Change of use of outbuilding to a mixed use comprising incidental residential use and use for a maximum number of 195 nights per calendar year for letting.

It was **RESOLVED** and agreed that the Parish Council has no objection to this planning application.

Councillors are concerned about access from the High Street. In 2021 the residents asked for pedestrian access which was granted. Cllr Aspray would like to know how long this permit lasts.
Action: Clerk to look for correspondence relating to this.

19. To consider any arrangements for the summer events.

Cllr Abbott is meeting with Beverly on the 14.6.24 to make any final arrangements

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

Entries to be received by the 15th June. Magazine is distributed on the 30th June.
Councillors asked Cllr Bush to consider including the following:-

- Report on D-Day. Cllr Aspray asked if we could emphasise that everyone pulled together to put on a great event.
- Election reminder – don't forget photo ID!
- Guerilla Gardeners – recognition of the great work carried out opposite Methodist church.
- Path in cemetery.
- New parish clerk announcement.
- Damage to tree –Councillors asked if we can say the damage was noted and efforts have been made to protect the tree.
- After many delays the steel framework has finally arrived so work can progress.
- Councillor vacancies.
- Finger posts – sponsorship? Adopt a fingerpost?
- Volunteers for the Neighbourhood Plan.

21. To note correspondence received.

- Cllr Huggins investigated the cost of replacing the netball net (£10) although is not sure which net this is. **Action: Clerk to confirm with the caretaker and report back to Cllr Huggins. Post meeting note: Cllr Huggins informed it is the basketball net.**
- Cllr Huggins reported the post on FB regarding damage to the zip line. Sutcliffe Play have quoted to repair the zip line and replace the stop, also repair to trampoline (replacement of five springs).

It was **RESOLVED** and agreed to accept the quote and ask Sutcliffe Play to carry out the

work ASAP.

- Cllr Abbott reported the overgrown hedge in the field by Glebe and that the public are having to walk on to the road to get past so is causing a health & safety issue.
  Action: The Clerk will email Sandra Palmer to request that the hedge is cut according to guidelines provided by Dorset Council Highways.
- Cllr Bush reminded Councillors that the Annual meeting is on Saturday from 10am-12.
- Cllr Ong was happy to report that residents have congratulated the Parish Council on their speed in getting the dog area grass cut.
- Cllr Ong attended the St Mary's church cream tea and the Vicar asked when the bench is going to be moved. Transport is an issue as the bench is heavy and Cllr Webb said he will see if he can help. Cllr Bush and Cllr Morgan will prepare (slab) the area where the bench will be situated.
- Cllr Ong queried if a response had been received from Dorset Council regarding the £15 rent bill - a claim and payment had been incorrectly made in 2023/24 financial year
  ACTION: Clerk to investigate and report back.

The meeting closed at 9.08pm

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 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,	Not determined.

		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	
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, 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	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

Appendices 2 – 8 – see separate PDF

[end]