Lytchett Matravers Parish Council

Dear Councillor,

You are summoned to attend the Full Council meeting of the Parish Council to be held on Wednesday 26th November 2025 at 7pm in the Blanchard Room, Lytchett Matravers Village Hall.

Julie Wigg, Parish Clerk
Council Office, Vineyard Close, Lytchett Matravers BH16 6DD.
clerk@lytchettmatraversparishcouncil.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 25th November 2025

A G E N D A

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. To receive and consider apologies for absence.
2. To receive any declarations of interest, and consider any requests for Special Dispensations under Section 33 of the Localism Act 2011
3. To receive and resolve to approve minutes of the Full Council meeting held on 22nd October 2025.
4. To receive and note minutes of the Finance & Gen Purposes Committee meeting held on 12th November 2025.
5. To consider the following recommendations from the Finance & General Purposes Committee meeting of the 12th November 2025.
   - 5.1 It was agreed to obtain a quote for cutting back the High Street hedges and Eldons Drove. To consider and approve Richard Warr's quote of £100 plus VAT.
   - 5.2 It was agreed to obtain a quote for a 'specialist major cut back' to the War memorial hedge. To consider and approve the quote from John Child.
   - 5.3 To consider and approve the purchase of gifts of appreciation for the village hall committee members, using the Parish Council's GPoC.
   - 5.4 To approve the quote from Print in the Bag for the Parish Building signage and noticeboard, based on the proof received at a cost of £126.20 (Parish building) and £64.80(noticeboard).
   - 5.5 To consider repairing the chest press at a cost of £495 plus VAT, rather than submitting an insurance claim for its replacement.
   - 5.6 To retrospectively approve Ojo's Pizza request to operate from the village hall carpark on a weekly basis (not monthly as originally agreed).

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

7. To receive and consider reports of past subject matters on the minutes of the Full Council, 22nd October 2025 – see Clerks Report

8. Chair's announcements.

9. To consider and approve a proposal for the Parish Council to support Lytchett Matravers Youth Club and Youth Hall for a further 3-year period – April 2026 – March 2029.

10. To receive and approve the proposed budget for 2026/27.

11. To consider a request from Gradually Developing Futures an Independent Specialist School on Castle Farm Road for reduced speed limits and additional school signage on nearby roads.

12. To receive an update on mobile phone signal improvements.

13. To consider and approve a quote received from Aerial Tree Services for either pruning back overhanging branches to provide a 2m clearance away from roof line and building at £480+VAT or crown reduce the entire tree 2-3m including clearance 2 m from roof and building at £850+VAT.

14. To consider Cllr Huggins' proposals from the village bins appraisal.

15. To consider and approve a grant application from the 2nd Lytchett Brownies and 1st Lytchett Guides.

16. To receive and consider a draft paper on works needed on the Village Hall.

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

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

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

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

21. To consider and approve the recommended changes to the Clerk's contracted hours to 30 hours per week.

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

22. 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).

23. 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* **Date:** 20th November 2025
Parish Clerk

Dates of next meetings:
Finance & General Purposes: 10th December 2025
Full Council: 17th December 2025

Council Office, Vineyard Close, Lytchett Matravers BH16 6DD
Email: clerk@lytchettmatraversparishcouncil.gov.uk or call 07596 885667