Minutes of the meeting of LYTCHETT MATRAVERS PARISH COUNCIL
Meeting of Full Council, Weds 27th March 2024 at 7.00 p.m. in the Blanchard Room, Village Hall.
PRESENT were Cllr A Bush (Chair), A Huggins, K Morgan, P Webb, Cllr Ong and Mrs A Clothier (Locum Parish Clerk / RFO).

Also present: Dorset Cllrs B Pipe, A Brenton and A Starr.

PUBLIC PARTICIPATION SESSION (Standing orders suspended)
There was one member of the public present. There were no comments.

DORSET COUNCILLORS' REPORT
The Dorset Councillors' report is attached at Appendix 1.
Cllr Pipe spoke about the state of the grass verge outside Tesco – the Parish Council stated that they agreed a layout with Dorset Highways but this is being held up with funding from Tesco, as Highways are unlikely to pay. The concept was that the Parish Council and Tesco contribute 50% each. A meeting was held several years ago and the Health and Safety representative from Tesco agreed that the unloading arrangement is unsafe. Cllr Pipe to ask Highways to contact Tesco as the lorries are damaging the pavement.
There will be meeting on the School Crossing after the election.

Cllr Brenton asked if there was anyone that might benefit from village carbon mitigation training. Cllrs asked how this will be useful in practice – people trained can give advice on energy consumption. Concerns were raised about whether the Parish Council should take on this role.

1. **To receive and consider apologies for absence.**
   M Attridge, B Barker, H Khanna, R Aspray, K Korenevsky, V Abbott.

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 Council meeting held on 28th February 2024.**
   It was **RESOLVED** to approve the minutes of this meeting as true records of it. The minutes were duly signed by the Council Chair.

4. **To receive and consider reports of past subject matters on the minutes of the Full Council meetings (for purposes of report only).**
   It was **RESOLVED** to receive and note the contents of the following report, which had been prepared and circulated in advance of the meeting by the Parish Clerk. Italics below indicate additional comments made during the meeting.

Minute	Action Point	Progress

Minute 29, Full Council 26th July 2023	Continued failure of Aster Housing to maintain their children's play area between Lockyers Way and The Spinney, or the pathways around it and the pathway connecting Abbotts Court and Wareham Rd.	The condition of the play park is still an issue and this is being monitored.
Minute 17, Full Council 25th October 2023	Parish Clerk to instruct the preferred contractor for the repairs to the Churchyard / cemetery wall.	Ongoing. The contractors are delayed due to the weather and will now be starting in Spring *Clerk to chase when the work will take place*
Minute 5, Full Council 24th January 2024	Parish Clerk to seek three quotes for drop bollards	Ongoing *On VEWG report.*
Minute 5, Full Council 24th January 2024	Parish Clerk to seek three quotes for cemetery path	Cllr Morgan requested 3 quotes for cemetery path Work underway and should be finished by 28th March. *Tarmac due on 28th March – the work has made room for 10 more graves. There was a query about space for a purchased grave which has been resolved. Clerk to review the spreadsheet once the work is complete. Contractors will be clearing all the mud over the path. The whole site is looking better.*
Minute 16, Full Council 24th January 2024	Cllr Bush to ask Rob Camp if the school crossing patrol could be moved.	Ongoing. Awaiting outcome of the zebra crossing consultation.
Minute 18, Full Council 24th January 2024	Clerk to chase enforcement case for Water Tower Field	Planning application approved. Cllr Aspray to put together the wording for a formal complaint for approval. *At F&GP it was concluded that rather than submit a formal complaint, the Parish Council would ensure that*

		the conditions are being met.
Minute 17, Full Council 28th February 2024	Cllr Ong to obtain a third quote for the Youth Hall car park	One quote received and awaiting two further quotes. *Awaiting two quotes.*
Minute 18, Full Council 28th February 2024	Cllr Bush to give Gables Garage notice for the Youth Hall car park	Awaiting dates for Youth Hall car park works.
Minute 20, Full Council 28th February 2024	Clerk and Cllr Ong to meet with Church to discuss cemetery arrangements.	Complete. The next step is to meet with Reverend Partridge
Minute 21, Full Council 28th February 2024	Cllr Huggins to provide a quote for the supply of a bench to the clerk and the History group	Quote provided and supplied to History group. *Awaiting confirmation of the purchase. There will be a logistical problem with getting it to the site.*
Minutes 24, Full Council 28th February 2024	Organisation of Summer Events	D-Day - Cadets willing to provide an Honour guard to either carry the beacon out or provide an honour guard for the person carrying the beacon out. Kristine Knudsen has offered to read out the National Tribute at 9.15. D Day teas and coffees - if the kitchen facility is provided at the Village Hall then the Youth Hall volunteers would be willing to undertake this role. *Cllr Ong to accept the offers with thanks.*
Minute 30, Full Council 28th February 2024	Clerk to ask policing team to attend Parish Council meeting.	Complete with a range of dates given *Clerk to chase up whether they are coming to a Parish Council meeting.*

5. **Chair's announcements (for the purposes of report only).**
   - Cllr Attridge is not standing again as a Parish Councillor.
   - An application has been receive for the Parish Clerk position.

- The Court Case for the broken tree was postponed due to lack of judicial court time
- Renewal of insurance quote – need to look at Skate Park clause and the list of properties.
  Action: Cllrs Huggins and Webb to review.

6. **To receive and note the content of the minutes of the Finance & General Purposes Committee Meeting on 13th March 2024 (for purposes of report only)**

   It was **RESOLVED** to receive and note the contents of these draft minutes.

7. **To consider the following recommendations from the Finance & General Purposes Committee meeting of 14th February 2024: -**
   7.1 Approval of recommended changes to the Fixed Asset Register as set out in minute 9 and appendix 3 of the F&GP minutes 13th March 2024. **RESOLVED to APPROVE**
   7.2 Approval of Standing Orders as set out in minute 10 and appendix 4 of the F&GP minutes 13th March 2024. **RESOLVED to APPROVE**
   7.3 Approval of Financial Regulations as set out in minute 11 of the F&GP minutes 13th March 2024. **RESOLVED** to **APPROVE**

8. **To consider Planning Application P/HOU/2024/01250 Badgers Leap, Burbidge Close, Lytchett Matravers.**
   Erect first storey rear extension with Juliet balcony
   OBJECTION - Badgers Leap has had several extensions added, the cumulative effect of which have had an adverse effect on the neighbour to the north. This further upper floor extension will perpetuate and exacerbate that effect.
   It is considered that the mass and bulk of this proposed extension will adversely affect the amenity of the adjoining property

9. **To consider Planning Application P/CLP/2024/01214 44 Wareham Road, Lytchett Matravers**, **BH16 6DR**

   Certificate of lawfulness - Alterations to fenestration and internal layout

   NO OBJECTION

10. **To receive a report from the Village Environment Working Group (VEWG).**
    A summary report had been made available to all members ahead of this meeting. A copy of the report is associated at Appendix 2 to these minutes.
    The work on the Sports Store is paused as the contractors are waiting for the steel delivery date. In terms of the Terrace, the contractors are adding in a drainage channel between the building and the paving. The Boules and Petanque area is starting on 8th April. A suggestion was raised about Parish Council signing –a standardised sign for Lytchett Matravers Parish Council could be used for all of the facilities.
    Action: Cllr. Khanna to circulate suggestions.

11. **To receive a report from the Highways Working Group.**

The crossing discussion will be delayed until after the election. Cllr Pipe will ensure that the Parish Council is invited. It was suggested that cycleway or footpath could be constructed from the Jubilee Walk junction on Wimborne Road back into the village.
Action: Cllr. Korenevsky to investigate.

12. **To receive a report from the Neighbourhood Plan 2 Working Group.**
Nothing to report.

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

A summary report had been made available to all members ahead of this meeting. A copy of the report is associated at Appendix 3 to these minutes. The Open Day was very successful, with more than 100 people attending, and the grant of £9,500 was awarded for items around energy efficiency. The updated financial aspect shows what has been spent to date. It was noted that there is a need to move the figures into the next financial year. There have been discussions with Dorset Youth – the contract is the same as Sturminster Marshall which is £8,500 for the year on the basis of one session a week. The first date is yet to be arranged. The Youth Hall will be open as a warm space on Wednesdays and Thursdays. The solar lights have been delivered – it was suggested they could be strapped to the concrete posts.
Action: Cllr Huggins to coordinate.

14. **To agree which Bank account the inaugural Youth Hall income and expenses should be paid through to ensure clarity and accountability for tracking and audit purposes**
The move to a CIO is underway and moving forwards well. The way the constitution is worded has flagged a concern that they are too many Parish Councillors on the committee – this could be resolved by increasing to a minimum of 4 trustees with 2 being Parish Councillors. A separate meeting will be arranged to discuss this.

Until the CIO is set up and has a bank account the Parish Council will incur all income and expense from the Hall through its UTB account, but this will be allocated to a specific cost code in Scribe to keep it separate. Once the CIO is fully functional, all income and expense will be transferred together with a funding agreement with the Parish Council. The lease needs to be agreed going forward. Cllr Pipe commented that the Grove Youth Club in Lytchett and Upton might have some relevant experience to share. The cash float was discussed as SumUp is not usable at the moment due to the WiFi not being set up. It was concluded that the £100 cash should be taken back at present to leave a smaller cash float (approx. £60).

15. **To consider report and resolve to accept recommended quotation to repair Youth Hall car park**
Awaiting two further quotes. Cllr. Ong to advise.

16. **To agree the Environment and Climate Policy**
It was **RESOLVED** to **APPROVE** the policy subject to the addition of wording on the impact of food production. Cllr. Webb to update and circulate.

17. **To receive a report regarding urgent repair works required to Village Hall**
The Boiler room ceiling has had a leak and the joist is fractured below the water tank on the roof. The ceiling boards are made of asbestos. It is going to cost around £3,900 just for

the asbestos work. The Village Hall does not sufficient reserves and the Village Hall is likely to need a grant to do this. Consequently, the Parish Office will not be usable from mid-April. Cllr. Morgan to advise.

18. To consider a proposal to investigate resident suggestion to fit an InPost locker in the village.

This is a facility for collections and returns of parcels. There is a payment for hosting the lockers. The logical place to site it would be backing onto the new sports store – the power would be supplied by the solar panels. Cllr Huggins is waiting for a reply from InPost. The location will use the Sports Pavilion post code. Cllr. Huggins to investigate.

19. To discuss Lytchett Matravers Summer Events

A summary report had been made available to all members ahead of this meeting. A copy of the report is associated at Appendix 4 to these minutes. The event will be on the 22nd June starting around 2pm - a whole series of events will take place in and around the Rec. Councillors raised concerns that no one has come forward to help organise it. This was to be a village event, not a Parish Council event. Councillors queried whether the Parish Council were in a position to organise it within their own resources. Cllr. Bush highlighted that this was therefore a decision on the Parish Council's role in supporting such events as a way to generate more village involvement. Financially it is something that the Parish Council can do. It was concluded that the resources were there to organise this but it needs to be advertised that people need to sign up to help if it is going to be an annual event. It was decided that it was a good use of public money. It was **RESOLVED** to **AGREE** with a 4-1 vote.

Action: Clerk to confirm village hall booking for the whole day.

20. To resolve to approve the following payments already made:

To Whom	For What	Net	VAT	Total
BT	Office phone and broadband fee	55.98	11.19	67.17
SSE	Public lighting – January	39.00	1.96	40.96
SSE	Public lighting – February	18.22	0.91	19.13
Octopus	Sports Club Electricity – February	65.18	3.26	68.44
O2	Parish Clerk Mobile Phone – February	11.00	2.20	13.20
Propel Finance Plc	Monthly repayment for LMPC Clerk's mobile phone -	7.42	1.48	8.90
HSBC	Bank account fee - February	5.00	0	5.00
Mr J Mousley	Refund of allotment deposit	33.50	0	33.50
Arch Construction	Sports Pavilion Store	5900.00	1180.00	7080.00
G Ridout	Youth Hall – plumbing – water heater	350.00	70.00	420.00
AEC	Youth Hall – electrical works	3657.90	727.58	4365.48
Dynamic Heaters	Youth Hall – storage heaters	6827.11	1365.43	8192.54
Unity Bank	Bank charges	1.80	0.00	1.80

21. To resolve to approve the following payments due:

To Whom	For What	Net	VAT	Total
T Homer	Handyman duties, Feb 2024	320.42	0.00	320.42
Alison Clothier	Salary - March	980.03	0.00	980.03
HMRC	Income tax and national insurance	338.15	0.00	338.15
Alison Clothier	Expenses including markers for cemetery, allotment key, printer cartridge and postage	59.96	9.98	66.94
Cllr R Ong	Expenses for youth hall renovation	597.19	87.85	685.04
Churches Fire Security	Fire Extinguisher Service Check	38.50	7.70	46.20
Dorset Council	Funding additional library open hours	1685.00	0.00	1685.00
Dorset Council	Supply and install grit bin	517.00	103.40	620.40
Replay Maintenance	Lytchett Astro service agreement	575.00	115.00	690.00
JA&CL Coakes	Youth Hall – fit dead lock	45.00	0.00	45.00
Idverde	Grounds Maintenance for St Marys and Row Park Cemetery	350.60	70.12	420.72
Life Education Wessex and Thames Valley	Grant for visit to Lytchett Matravers Primary School	620.00	0.00	620.00
Cllr A Bush	Expenses – Youth Hall and Court Hearing Fee	72.00	0.00	72.00
Cllr K Morgan	Materials for bench on Library Green	258.74	50.75	309.49

22. Training by members or the Clerk in the past month (for the purposes of report only).
None

23. 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).
It was queried what to do with the documents that Parish Councillors are in possession of – these should be given to the Clerk to store.

24. To note correspondence received.

- Cllr Ong – rate relief for Youth Hall – need to check whether it applies. Youth Hall lease needs discussion as there are a number of clauses that are a legacy from 2006/7.

The meeting closed at 20:19 Annotated by/on ……..Signed by……