[category Important Notices, Full-Council]
[excerpt] Full Council minutes 22nd April 2024 [/excerpt]

MINUTES

of the meeting of
LYTCHETT MATRAVERS PARISH COUNCIL
Annual Meeting of the Full Council, Wednesday 22nd May 2024 at 7.00 p.m.
in the Blanchard Room, Village Hall.

PRESENT were Cllr A Bush (Chair), A Huggins, K Morgan, R Ong, K Korenevsky, Cllr Abbott, Cllr Aspray and Mrs A Clothier (Locum Parish Clerk / RFO).

Also present: Dorset Councillor A Brenton

PUBLIC PARTICIPATION SESSION (Standing orders suspended)
There were no members of the public

DORSET COUNCILLORS' REPORT
See **Appendix 1**. Parish Councillors asked for Cllr Brenton to follow up on the highways issues and the youth hall transfer. Councillors highlighted that the 20mph zone will be applied for shortly once the application is prepared. The school crossing meeting will take place soon and Cllr Abbott asked to be involved in this. Land transfers, particularly the Youth Hall have been in process for 7 years. In 2017 DCC approved the Youth Hall transfer and this decision still stands. The Parish Council are happy to have a meeting with the portfolio holder. The Purbeck Local Plan has been recommended for approval in July. The Dorset Local Plan will progress with a consultation later in the year. Cllr Bartlett is now portfolio holder for Planning. There are early talks about a New Town to meet housing numbers.

1. **Election of Council Chair and receipt of declaration of acceptance of office.**
   Cllr Bush was nominated by Cllr Huggins and the nomination was seconded by Cllr Korenevsky. There being no other nominations Cllr Bush was duly **ELECTED** and signed the Acceptance of Office accordingly.

2. **Election of Council Vice Chair and receipt of declaration of acceptance of office.**
   Cllr Huggins was nominated by Cllr Bush and the nomination seconded by Cllr Abbott. There being no other nominations Cllr Huggins was duly **ELECTED** and signed the Acceptance of Office accordingly.

3. **To receive and consider apologies for absence.**
   Cllrs P Webb, H Khanna, Dorset Cllr A Starr

4. **To receive any declarations of interest, and consider any requests for Special Dispensations under Section 33 of the Localism Act 2011.**
   None

5. **To receive and resolve to approve minutes of Council meeting held on 24th April 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.

6. 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. *Cllr Abbott to look at the play are during half term*
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 progress on the works.*
Minute 16, Full Council 24th January 2024	Cllr Bush to ask Rob Camp if the school crossing patrol could be moved.	Deferred until after the election. *Meeting with Dorset Council to be held as soon as possible.*
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. *Awaiting car park works – see main agenda.*
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 Deferred for new Clerk.
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. Bench ordered. *The bench has been delivered to the Church*
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. *This has been postponed*
Minute 5, Full Council 27th March 2024	Cllrs to review insurance schedule	Cllr Ong and Cllr Webb have started the process of reviewing the schedule. On main agenda.
Minute 10, Full Council 27th March 2024	Cllr Khanna to circulate suggestions for Parish Council sign	On main agenda

Minute 11, Full Council 27th March 2024	Cllr Korenevsky to investigate construction of footpath or cycleway from Wimborne Road Jubilee Walk junction back to the village.	Ongoing *Correspondence received from Highways – to go on June F&GP agenda.*
Minute 8, Full Council 24th April 2024	Cllr Morgan to measure reserved plots at cemetery	Ongoing
Minute 8, Full Council 24th April 2024	Cllr Khanna to liaise with Youth Hall Committee about Youth Hall signs	On main agenda
Minute 13, Full Council 24th April 2024	Cllr Bush and Cllr Huggins to sign the agreement with Dorset Youth Association	Complete
Minute 14, Full Council 24th April 2024	Cllr Morgan and Cllr Webb to obtain a price for investigation of Youth Hall car park drainage solutions.	On main agenda

7. To confirm the Parish Councils eligibility to exercise the General Power of Competence

It was RESOLVED that the Council meets the two eligibility criteria, and can therefore utilise this power:

i. At least two thirds of members are declared elected[1], and
ii. The clerk holds an appropriate qualification[2].

8. To adopt the following Parish Council Policies:

Councillor Requirements – add to the Councillor vacancy policy as an Appendix
Document Retention Scheme – it was **RESOLVED** to **APPROVE** this policy
Model publication scheme – two changes were suggested – a change of address for the Clerk and removing reference to the Lytchett Link and replacing with Parish Magazine. It was **RESOLVED** to **APPROVE** this policy with the suggested changes

9. Chair's announcements (for the purposes of report only).

- A formal complaint has been received regarding a response to a planning application. The process for this is outlined in the Complaints Policy and this will be followed and brought back to the next Parish Council meeting.
- End of Year – there is a draft audit report but it is not finalised yet. This will come to the June Full Council meeting.
- Parish Council Vacancies – the vacancies have been advertised on noticeboards and the website. They will also be put up on social media. It was suggested that the Parish Council create a flyer to hand out on 15th June.

Action: Cllr Khanna to create leaflet for June events.

10. To minute approval of March 2024 payments.

This is a recommendation from the internal audit as the payments from the 27th March 2024 minutes were not formally approved. It was **RESOLVED** to **APPROVE** all of the 27th March 2024 payments as set out in the 27th March Full Council minutes.

[1] Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, Article 2 - sched, 2(a).
[2] Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, Article 2 - sched, 2(b): i.e. the Clerk holds the Certificate of Local Council Administration and has completed the "relevant training" – which was required for the purpose of gaining the CiLCA qualification.

11. **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. It was queried why the bank reconciliation was out by £30 and it was confirmed that this was due to an error in payment for the Church Walk bench. The £30 has been returned by the company so the form for May will reconcile. It was **RESOLVED** to accept and approve this reconciliation.

    It was noted that the funds in HSBC have gone over £90,000.
    Next F&GP agenda to confirm and approve changes to all bank account signatories
    Action: Clerk to place item on F&GP Agenda regarding access to bank accounts.

12. **To receive and consider a report covering 2024-25 year to date 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.

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

    All the allotments are now rented out and all rental payment have been collected. Cllrs asked whether the Parish Council still run the 'Best Allotment' prize – it was confirmed that this is the case although the cup has been lost. A note will be put in the Parish Magazine and on Facebook to see if this can be located. The entrance driveway is potholed and will need looking at. There have been complaints about the lock not working – the lock is welded on to the gate.
    Action: Cllr Bush to oil the allotment lock.

14. **To receive and consider the report and recommendations of the review of the Council's insurance cover.**
    Cllr Webb and Cllr Ong have looked at renewal, which is part of a three year arrangement, and the recommendation is to accept. The fidelity cover is suggested to increase but this can be looked at with time. Business interruption may also need to be examined. It was **RESOLVED** to **APPROVE** the Parish Council insurance cover

15. **To consider Planning Application P/FUL/2024/02198 Rose And Crown, 178 Wareham Road, Lytchett Matravers, Poole, BH16 6DT**
    Convert first floor Manager's flat into four lettable bedrooms with en-suites. First floor extensions. (Amended description)
    Parking was raised as a concern as the proposal will take the majority of the car park and push parking on to the road. No Objection but would like to register concern about the possible overflow of cars parking near a busy junction, due to the parking spaces in the pub car park being used by the B&B guests.

16. **To consider Planning Application P/VOC/2024/02369 38 Wareham Road, Lytchett Matravers BH16 6DR - Variation of Condition to application P/FUL/2023/02958 - Demolish existing stable and erect new stable/ barn on land to the rear of 38 Wareham Road.**
    No Objection
17. **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 and the contents were noted. A copy is associated at Appendix 3 to these minutes. The Boules pitch is up and running and being used. The Pavilion terrace is complete and in use. The progress on the Sports Store has been slow – the contractor is placing another order for the steel so this should be constructed by the end of June.
Pavilion terrace – it was concluded that the soil strip needs to be turfed. This would be an extra cost as it was not included in the original quote. Cllr Morgan to speak to contractor regarding price.

18. **To approve designs for Council premises signage.**
Defer to next meeting

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

Over 400 comments were received from the Highways survey and these are still being analysed. The dropped kerbs are nearly finished although the Parish Council would like to see the resin finish before signing off the work. The school crossing meeting will be taking place shortly.

Tescos – the shop is about to have a major refit which will take 4 weeks. The Parish Council thought that this would be an opportunity to push forward the proposals to change the external layout. An online meeting with Tesco was attended by Cllr Morgan. It was suggested that Tesco should help with the funding – Tesco have said this is highly unlikely as it is external to the store. They have requested a further meeting next week – need to establish whether planning permission is needed and how to proceed with Dorset Council as the land belongs to them. There would be a further delay as any Parish Council expenditure would need to be approved.

20. **To receive a report from the Neighbourhood Plan 2 Working Group – Purbeck Local Plan**
The Purbeck Local Plan is pushing for adoption in July. Judicial Review is an option but has an element of risk and expense. The presumption is in favour of development so it would be unlikely to be found unsound. Cllrs noted dissatisfaction that Purbeck was being considered as a stand alone part of Dorset, as this is not the case anymore and this part of the Green Belt should not be considered in isolation. It was concluded that there is a need to get the Neighbourhood Plan started.

21. **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 and the contents were noted. A copy is associated at Appendix 5 to these minutes. The Youth Club will be up and running at the start of June. Water is pooling in the entrance to the site which is making walking into the Hall difficult in wet weather.

22. **To consider report and resolve to accept recommended quotation to investigate alternate drainage scheme for the Youth Hall Car Park**
A proposal was put forward to drill a hole in the car park to test the levels of clay – the digger can only go down 2.8m. It will cost £295+VAT. The footpath will still need addressing and the disabled access currently goes out onto grass. The other alternative is attenuation tanks but this will be a long process.

It was **RESOLVED** to **APPROVE** the proposal.

23. **To consider request to continue funding for additional library hour and resolve to approve**

It was **RESOLVED** to **APPROVE** the continuation of funding for the extra hour of library time.

24. To discuss Lytchett Matravers Summer Events

D Day – the adverts are up around the village and online. 12 tickets have been sold so far but this will build up nearer the time. Three bins have been ordered. The Rose and Crown are applying for the licence for the Pavilion and the Sports Club will run the bar. There is a need to coordinate with the Cadets to arrange their involvement. A PA system will be borrowed for the event. The beacon will be lit at 9.15pm and the tribute read out. There was a discussion about the flag at the War Memorial – it was concluded that it should be put up for the day.

Action: Cllr Aspray to register the involvement with Bruno Peak.

Action: Cllr Bush to ask about hedge cutting at the war memorial before the 6th June with a reminder to check for bird nests.

MidSummer Festival – 22nd June 2024. Planning meeting to be held on 23rd May at 11am. The Police and fire brigade have been notified.

25. Consider proposal for InPost locker in Recreation Ground Car Park

A summary report had been made available to all members ahead of this meeting and the contents were noted. A copy is associated at Appendix 6 to these minutes. This will be located when the new store is built and it will go across the back of the building. For a 4m unit the Parish Council will be paid £1200 per year with a 5 year contract. The Parish Council will need to supply the electricity. A non binding contract has been signed in order to carry out the survey. The contract is not exclusive so other locker providers can also use the site. It was **RESOLVED** to **APPROVE** the proposal for an InPost locker.

26. To approve a 3 month licence for Basilico Pizza Van for the High Street Car Park

This will be on a trial basis for the initial 3 months. The van is trading every other week so the licence fee will be half that of the Fish and Chip Van. It was **RESOLVED** to **APPROVE** the proposal.

27. To consider proposal for replacement clerk's laptop.

A summary report had been made available to all members ahead of this meeting and the contents were noted. A copy is associated at Appendix 6 to these minutes. Three quotes have been sought and detailed. The proposal is to purchase the laptop and the Microsoft Office Business package from Rejuvenate. This will be £729.99 + VAT with an additional £100 for transfer of software and £25.35 a month for the service. All the data will be cloud based.

This will enable access for different computers if necessary.

It was **RESOLVED** to **APPROVE** the proposal.

28. To consider rate of pay for Village Handyman.

It was proposed that the Handyman's rate of pay should agree to new national minimum wage of £11.44 and be back dated for April. It was **RESOLVED** to **APPROVE** the proposal.

29. To consider the handover arrangements to the new Parish Clerk

A summary report had been made available to all members ahead of this meeting and the contents were noted. A copy is associated at Appendix 7 to these minutes.

It was **RESOLVED** to **APPROVE** the handover arrangements as detailed.

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

To Whom	For What	Net	VAT	Total
BT	Office phone and broadband fee	64.37	12.87	77.24

O2	Parish Clerk Mobile Phone – April	11.96	2.39	14.35
Propel Finance Plc	Monthly repayment for LMPC Clerk's mobile phone -	7.42	1.48	8.90
HSBC	Bank account fee - April	5.00	0	5.00

31. To resolve to approve the following payments due:

To Whom	For What	Net	VAT	Total
T Homer	Handyman duties, April 2024	343.86	0.00	343.86
Alison Clothier	Salary - May	984.07	0.00	984.07
HMRC	Income tax and national insurance – May	334.11	0.00	334.11
Alison Clothier	Expenses - mileage (auditor)	£35.80	0.00	£35.80
Dorset Council	Emergency Tree works to allotment tree	396.00	79.20	475.20
Clear Councils	2024/25 Parish Council Insurance	2668.22	0.00	2668.22
Idverde	Grounds Maintenance for End of playing Field	72.62	14.52	87.14
Idverde	Cemetery grounds maintenance	384.95	76.99	461.94
Gould Groundworks Ltd	Picket fencing and banking for terrace at Pavilion	2803.97	560.79	3364.76
Cllr R Ong	Youth Hall Expenses – kitchenware, cooker and dishwasher, laptop and printer	1286.49	247.00	1533.49
Get Up and Bounce	Deposit for Summer Event – Bouncy Castle	150.00	0.00	150.00
Cllr A Huggins	5 Solar Lights for the Youth Hall Driveway	84.81	0.00	84.81

It was **RESOLVED** to approve all of the above payments.

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

33. 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).

34. To note correspondence received.

- Cllr Abbott – Astro – the school were intending to close the Astro until 4.30pm as it was on the sign that it is the school's responsibility until this point. The Headteacher is happy to change the time to 3.45pm. If they need to book after school they will book it through the Sports Club. There is a Policy meeting at the library on 18th June 3.30-4.30pm
- Cllr Aspray – the noticeboard notices are very worn.
  Action: Clerk to look for new copies of the bylaws to display.
- Cllr Ong – Dropbox storage is becoming full and there is a need to clear out the backlog. The PCSO for Swanage is going to come to the Summer Fayre.

- Cllr Morgan – Village Hall - the boiler room roof has partially collapsed. The work will take place on 29th/30th May. Removal work will cost £2,000 plus the repair of the damage. Grant request will come in for the June PC meeting. Insurance will not cover the repairs.

The meeting closed at 21:18 Annotated by/on – **A. Clothier** Signed by_____

[end]