MINUTES

of the meeting of
LYTCHETT MATRAVERS PARISH COUNCIL
Full Council, Wednesday 26th June 2024 at 7.00 p.m. in the Blanchard Room, Village Hall.

PRESENT were Cllr A Bush (Chair), Cllr A Huggins, Cllr R Ong, Cllr K Korenevsky, Cllr R Aspray, Cllr P Webb, Cllr K Morgan and Mrs J Wigg, Parish Clerk.

Also present: Dorset Councillors A Brenton, A Starr, S Robinson

PUBLIC PARTICIPATION SESSION (Standing orders suspended)
Matthew Rigby
A member of the public joined the meeting at 7.30pm

DORSET COUNCILLORS' REPORT

With regards to the zebra crossing outside the school, this is still ongoing. The previous survey was very dated so they will re-engage with the school and consult with parents. The Highways Officer suggested keeping the school patrol at the top end of school with a zebra crossing at the bottom end, creating two points of crossing at peak times. They will liaise with the headteacher before taking it to the wider public and Parish Council.

Cllr Starr said Saturday's festival was fantastic, it was a wonderful event and he passed his thanks to the organisers.

With regards to the Youth Hall, it was queried why the land asset transfer has taken over 5 years. Cllr Brenton said she'd sent an email recently and will continue chasing. Cllr Bush said its important to get the transfer of assets done as a priority, Cllr Brenton agreed.

Cllr Robinson said he's aware there are issues with the chemist as its often closed. He is part of the Health & Wellbeing group, and they are looking at pharmacies with the ambition that no one has to travel too far for a prescription.

Dorset Council want parishes to take ownership of their own village halls and are promoting 'thriving communities' in an effort that village hall committees have greater control over their own assets. They want to help communities find solutions for themselves.

Councillors discussed safe routes to Lytchett Minster school. Ten years ago Huntick Road was declared an unsafe route to school so the bridle path at Foxhills was upgraded, but parents objected to their children walking through the woods. As this is not a great alternative and considering recent events DC councillors are investigating if these policies are still relevant. Although the policies can't be changed, they feel they can be improved. It was agreed to discuss this item in further detail in Agenda item 18.
Cllr Morgan asked the Dorset Councillors about the Purbeck Local Plan. Cllr Brenton said it has been accepted by the examiner as sound and will be put to council on the 16th July. They expect it will be passed.

Cllr Morgan also queried the overall Dorset Council budget. Cllr Robinson said they have considerable reserves plus a lot of land and the head of Finance said the future looks positive with no financial danger for 5-6 years.

Cllr Webb asked about the allocation of resources. It was confirmed that most goes on statutory obligations and PC's may be increasingly asked to look after their own area.

1. **TO RECEIVE AND CONSIDER APOLOGIES FOR ABSENCE.**
   Cllr H Khanna Cllr V Abbot

2. **TO RECEIVE ANY DECLARATIONS OF INTEREST AND CONSIDER ANY REQUESTS FOR SPECIAL DISPENSATIONS UNDER SECTION 33 OF THE LOCALISM ACT 2011.**
   None

3. **TO CONSIDER ANY APPLICATIONS FOR THE CASUAL VACANCIES ON THE PARISH COUNCIL.**

   There are two vacancies and Mr A Thomas and Mr M Rigby are both standing.
   Mr Thomas was unable to attend the meeting.
   Mr Rigby said he's very keen to join and support the Parish Council. He was asked to leave the room whilst Councillors voted.

   It was **RESOLVED** to **APPROVE** and welcome Mr A Thomas and Mr M Rigby as Parish Councillors.

4. **TO RECEIVE AND RESOLVE TO APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON 22ND MAY 2024.**

   It was **RESOLVED** to **APPROVE** the minutes of this meeting as true records of it. The minutes were duly signed the Council Chair.

5. **TO RECEIVE AND CONSIDER REPORTS OF PAST SUBJECT MATTERS ON THE MINUTES OF THE FULL COUNCIL MEETING.**

CLERKS REPORT:

Minute	Action Point	Progress
Minute 29, Full Council 26.7.23	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 Huggins will contact the Neighbourhood officer and set up a meeting.*
Minute 17, Full Council 25.10.23	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 contractor.*
Minute 18, Full Council 28.2.24	Cllr Bush to give Gables Garage notice for the Youth Hall car park	Awaiting dates for Youth Hall car park works. *It was agreed that Cllr Bush will now give notice to Gables Garage.*
Minute 20, Full Council 28.2.24	Clerk and Cllr Ong to meet with Church to discuss cemetery arrangements.	Complete. The next step is to meet with Reverend Partridge *Meeting to be arranged*

Minute 21, Full Council 28.2.24	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. Cllr Webb will see if his mule can transport it.*
Minute 30, Full Council 28.2.24	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. *Clerk to contact police and ask if they are able to attend the Full Council meeting in September and/or provide a report.*
Minute 10, Full Council 27.3.24	Cllr Khanna to circulate suggestions for Parish Council sign	On main agenda *Ongoing*
Minute 8, Full Council 24.4.24	Cllr Morgan to measure reserved plots at cemetery	*Ongoing* *Clerk to arrange a meeting with Dave Hamblen, Cllr Bush and Cllr Morgan on site.*
Minute 8, Full Council 24.4.24	Cllr Khanna to liaise with Youth Hall Committee about Youth Hall signs	On main agenda *Ongoing*
Minute 14, Full Council 24.4.24	Cllr Morgan and Cllr Webb to obtain a price for investigation of Youth Hall car park drainage solutions.	On main agenda *Cllr Webb confirmed the digger is booked for the 2nd July.*
Minute 11, Full Council 22.5.24	Clerk to confirm to all bank account signatories	*Ongoing*
Minute 34, Full Council, 22.5.24	Clerk to tidy up noticeboards with byelaws.	*Clerk has made a start on this.* *ICO and FOI to do*

6. CHAIR'S ANNOUNCEMENTS.

Cllr Bush said that Saturday was such a great success and thanked Beverly, Roger, Peter and Vicky for all their hard work. He has received lots of positive comments. Cllr Bush said a review is needed to the pros and cons and to discuss whether it should be an annual Cllr Webb agreed and said if another event is going ahead next year this needs to be decided ASAP to get more volunteers on board. Cllr Ong said Beverly has spoken to traders to ask for feedback and now's the time to go back to the community whilst its fresh in their mind and form a new committee.

ACTION: Cllr Bush to arrange a meeting.

Annual Parish Meeting 15th June 2024 - Cllr Bush said there were only around 7-8 people that visited as the weather was very poor. However, fortunately Matthew Rigby visited and agreed to join the Parish Council.

Cllr Bush asked if the Village Environment Group would discuss the green at their next meeting as it needs attention.

It was agreed to stay with the advertised date of the 14th August 2024 for the combined Full Council and F & GP meeting. Due to a previous commitment the Clerk is unable to attend F & GP on July 10th so it was agreed that Alison will stand in. The meeting will start at 7.30pm (instead of 7pm).

7. TO RECEIVE AND NOTE THE CONTENT OF THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING ON 12TH JUNE 2024 (FOR PURPOSES OF REPORT ONLY)

The minutes were noted.

8. TO CONSIDER THE FOLLOWING RECOMMENDATIONS FROM THE F&GP COMMITTEE MEETING ON 12TH JUNE 2024

i. The removal from the banking mandate the following signatories to the relevant Council's accounts:

With respect to the Unity Trust Bank accounts (Sort code 60.83.01, accounts 20450313 and 20492630) it is hereby **RESOLVED:**
To remove Mr. Michael Attridge as a signatory
To add Mrs. Julie Wigg as a signatory and primary contact
To add Mr. Robert Aspray as a signatory

With respect to the Lloyds Bank Account (Sort Code 30.99.50 Account No: 56199968) it is hereby **RESOLVED:**
To remove Mr. Michael Attridge as a signatory
To add Mrs. Julie Wigg as a signatory and primary contact
To add Mr. Robert Aspray and Mr Roger Ong as a signatories

With respect to the HSBC Accounts (Sort code 40.37.36, accounts 72172445 and 72172437) it is hereby **RESOLVED:**
To remove Mr. Michael Attridge as a signatory
To add Mrs. Julie Wigg as a signatory and primary contact
To add Mr. Robert Aspray and Mr Roger Ong as signatories

With respect to the Santander Account (Sort code 09.01.51, account 69722287) it is hereby **RESOLVED:**
To remove Mr. Michael Attridge as a signatory
To add Mrs. Julie Wigg as a signatory and primary contact
To add Mr. Robert Aspray and Mr Roger Ong as a signatories

With respect to the Charity Bank account (Sort code 60.83.16, account 10066749) it is hereby **RESOLVED:**
To remove Mr. Michael Attridge as a signatory
To add Mrs. Julie Wigg as a signatory and primary contact
To add Mr. Robert Aspray and Mr Roger Ong as a signatories

ii. 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 1)**

iii. 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.

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

It was **RESOLVED** to **APPROVE** the above recommendations from the F & GP Meeting on the 12th June 2024.

9. TO APPROVE THE DATES FOR THE EXERCISE OF PUBLIC RIGHTS.

27th June – 8th August.

It was **RESOLVED** to **APPROVE** the dates for the Exercise of Public Rights.

10. TO CONSIDER CHANGES TO THE PARISH COUNCIL FIDELITY COVER AS A RESULT OF RECOMMENDATIONS FROM THE INTERNAL AUDIT.

It was confirmed the extra premium is £160 and recommended that this is accepted as we must have adequate cover.

It was **RESOLVED** to **APPROVE** the recommendations from the Internal Audit and make necessary changes to the cover.

11. TO CONSIDER APPOINTMENTS TO DAPTC AREA AND LARGER COUNCILS COMMITTEES.

LMPC wishes to pursue more active involvement but unfortunately in the past it has been difficult for Councillors to attend DAPTC meetings as they are usually on a Wednesday.

ACTION: Clerk to contact DAPTC and confirm schedule.

12. TO CONSIDER COUNCILLOR RESPONSIBILITIES AND APPOINTMENTS OF LYTCHETT MATRAVERS YOUTH GROUPS LINK, LITTER PICKING EVENTS CO-ORDINATOR, RIGHTS OF WAY (FOOTPATHS & BRIDLEWAYS ETC) REPRESENTATIVE, AND LIAISON ROLES TO OTHER VILLAGE ORGANISATIONS AS REQUIRED.

- Youth Groups – Cllr Ong
- Litter picks co-ordinator – Cllr Huggins
- Defibrillators – Cllr Huggins
- Highways – Cllr Huggins
- Rights of Way – Cllr Korenevsky **(ACTION: Cllr Bush asked Cllr Korenevsky to chase Katie Black from DC with regards to overgrowth).**
- Village Hall – Cllr Morgan
- Primary School Liaison – Cllr Abbott and Cllr Khanna
- Sports Club – Cllr Webb
- Trees – Cllr Aspray

13. **TO CONSIDER PLANNING APPLICATION P/FUL/2024/01736 LYNMOUTH, LIME KILN ROAD, LYTCHETT MATRAVERS** - Sever the plot and construct a detached bungalow with associated access, parking and landscaping.

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

14. **NON-MATERIAL AMENDMENT. FOR INFORMATION ONLY**.
PLANNING APPLICATION P/NMA/2024/03087 GORESMEAD COTTAGE, FOXHILLS ROAD, LYTCHETT MATRAVERS. - Non-material amendment to Approved P/A P/FUL/2023/04751 (Erection of Stable block with hard surface apron and track from existing parking and turning area) to increase the size of each stable to a standard 4.57 x 4.57 m suitable for use as foaling boxes, together with an increase in the depth of the workshop. Provide gables at both ends of the pitched roof.

Cllr Aspray is concerned that the greenbelt is under pressure, and it is not being protected. Cllr Bush agreed that the PC should refer to our standard greenbelt objection.

The Councillors all agreed that the Parish Council would like to see the detailed plans and to be given the opportunity to comment since it considers these as material changes.

ACTION: Clerk to contact Case Officer.

15. TO RECEIVE THE AMENDED ANNUAL CIL REPORT AND CIL TRACKER FOR 2024/25.
The reports were noted.
ACTION: Clerk to submit Annual CIL Report

16. TO CONSIDER FORMAL COMPLAINT REGARDING PLANNING APPLICATION (BADGERS LEAP, HOU:2024/01250)

Cllr Bush updated the Parish Council and explained the application was objected to principally because the PC felt the building was becoming over imposing and oversized. This remains a valid objection. Also, with regards to the comment regarding the objectivity of the two councillors who know the neighbour of the applicant, it was clarified that they were not present at the meeting in question.

It was agreed that this item is closed as no further action is required.

17. TO CONSIDER THE ASTRO MAINTENANCE QUOTE RECEIVED FROM REPLAY MAINTENANCE.

Cllr Bush recommended that we accept the quote – the basic agreement, not the extra treatment for moss.

It was **RESOLVED** to **ACCEPT** the quote.

18. TO CONSIDER A PROPOSAL FOR MAKING A SAFER SCHOOL CYCLING ROUTE TO PRESENT TO LYTCHETT MINSTER AND UPTON TOWN COUNCIL AT THEIR ENVIRONMENT/PLANNING MEETING ON 23 JULY 2024.

This discussion was prompted by a Lytchett Matravers pupil being injured on the way to school.

Cllr Morgan said that children should be able to travel to school safely. Huntick Road tends to be the preferred route into Poole and ideally should have a cycle lane but it is not an affordable option. Councillors considered Cllr Morgan's proposal **(APPENDIX 2)** and agreed that it should be put forward at the Lytchett Minster & Upton Town Council meeting on the 23rd July.
ACTION: Clerk to confirm that school head Andrew Mead has been invited to attend the meeting.

Cllr Brenton also agreed to submit this proposal to Highways and suggests using a rumble strip rather than bollards.

19. **TO RECEIVE A REPORT FROM THE VILLAGE ENVIRONMENT WORKING GROUP (VEWG). (APPENDIX 3)**
The report was noted.

Cllr Aspray asked if we can find a contractor to regularly cut the hedge - he has a contractor in mind so will ask him to quote and report back to council.

20. TO RECEIVE A REPORT ON THE D-DAY 80 EVENT AND ALSO NOTE THAT THE 80TH ANNIVERSARY OF VE DAY IS ON THE 8TH MAY 2025 (APPENDIX 4)
The report was noted, but needs further updates

ACTION: Clerk to book VH for 8th May 2025.

21. **TO RECEIVE A REPORT FROM THE HIGHWAYS WORKING GROUP. (APPENDIX 5)**
The report was noted.

22. TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD PLAN 2 WORKING GROUP.
Nothing to report.

23. TO RECEIVE A REPORT FROM THE LYTCHETT MATRAVERS YOUTH HALL WORKING GROUP (YHWG) (APPENDIX 6)
The report was noted.

ACTION: Clerk to obtain a quote for youth hall parking sign - 1m x 50.

24. TO APPROVE CLERK'S MEMBERSHIP TO SLCC.

It was **RESOLVED** to **APPROVE** the Clerk's membership to SLCC.

25. 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
O2	Parish Clerk Mobile Phone – May	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 - May	5.00	0.00	5.00
ICO	Data Protection Fee	40.00	0.00	40.00
Rejuvenate	Microsoft 365 Business – monthly payment and configuration	162.36	32.47	194.83
Rejuvenate	New PC laptop	729.99	146.00	875.99
Print in the Bag	Flyers, Annual Assembly, councillor vacancies and Guerilla Gardeners	78.47	1.70	80.17
Nanuka Pradhan	Face Painting for Summer Event – Deposit	66.00	0.00	66.00
Cllr A Huggins expenses	Banners for summer festival. Toner cartridge for printer. Clerks' laptop bag and mouse	201.38	15.11	216.49

26. TO RESOLVE THE FOLLOWING PAYMENTS DUE:

To Whom	For What	Net	VAT	Total
T Homer	Handyman duties, May 2024, including April backdated pay rise	388.30	0.00	388.30
Julie Wigg	Salary - June	1876.85	0.00	1876.85
Alison Clothier	Salary - June	266.80	0.00	266.80
HMRC	Income tax and national insurance – June	315.89	0.00	315.89
Darkin Miller Limited	Internal Audit Work	753.81	150.76	904.57
Flynn's Arcade	Summer Festival – 2-hour headline slot	420.00	0.00	420.00
Idverde	Cemetery grounds maintenance	384.95	76.99	461.94
Arch Construction	Steelwork for Sports Store	7816.00	1563.20	9379.20
Dorset Council	Empty Trade Bins	8.09	0.00	8.09
Nanuka Pradhan Cllr Abbots expenses paid cash	Face Painting for Summer Event – Balance	154.00	0.00	154.00
ICCM	Annual Membership	100.00	0.00	100.00
Cllr Ong's expenses	Laminator and pouches Items for summer festival incl. music licence and bouncy castle	26.38 742.95	6.60 7.68	32.98 750.63
Dorset Council	Waste Services	137.59	0.00	137.59
Hawkeye	Stage and PA system for festival	1250.00	250.00	1500.00
Holly Jay-Evans	Singer – summer event	100.00	0.00	100.00
Heather Williams	Singer – summer event	200.00	0.00	200.00
D & P Warr	Bales – Summer event	450.00	0.00	450.00
Red Hot Dorset Nagas	Band – summer event	100.00	0.00	100.00
DC	Waste	178.04		178.04

It was **RESOLVED** to **APPROVE** all the above payments.

27. TRAINING BY MEMBERS OR THE CLERK IN THE PAST MONTH (FOR THE PURPOSES OF REPORT ONLY).

None

28. 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).

None

29. TO NOTE CORRESPONDENCE RECEIVED.

- Cllr Korenevsky queried when the zip line will be repaired.
  ACTION: Clerk to chase up
- Cllr Aspray queried if the Clerk has received the invoice from the Purbeck Film Festival. The Clerk confirmed it has not been received.
- Cllr Ong asked if the Clerk had received a response with regards to the DC charge to the Youth Hall. The Clerk confirmed that DC are investigating.
- Cllr Morgan queried if the letter from Mrs Vincent with regards to the graves had been dealt with. The Clerk confirmed that this is in hand.

  ACTION: Fingerpost renovation – it was agreed to ask for new quotes.

The meeting closed at 9.30pm

Annotated by/on Julie Wigg, Parish Clerk, 26th June 2024 Signed by_____