MINUTES

of the meeting of
LYTCHETT MATRAVERS PARISH COUNCIL
Full Council Meeting, Wednesday 26th March 2025 7.00 p.m.
in the Blanchard Room, Lytchett Matravers Village Hall.

PRESENT were Cllrs A Bush, A Huggins, P Webb, K Morgan, R Ong, M Rigby, K Korenevsky

Also present: Dorset Councillor, Cllr A Brenton, Cllr A Starr

The meeting started at 7pm.

PUBLIC PARTICIPATION SESSION (Standing orders suspended)

A school student attended the meeting to request a reduction of the speed limit on Huntick Road to at least 40mph and to advocate for improved lighting on the Foxhills bridleway to ensure a safer cycling route.

Cllr Huggins confirmed that the Parish Council is already planning to request a 40mph limit and is working with Lytchett Minster in the hope of securing their support. Once this is obtained, an application will be submitted to Dorset Council (DC). One of the key requirements for a speed limit reduction is a traffic survey. Surveys were conducted at two locations on Huntick Road—one in December and another in February. Now that the data has been received, it will be referred back to DC.

It was noted that Lytchett Minster School students are not advised to cycle down Huntick Road, although some do need to cross it, particularly those living in Beacon Hill. Many students prefer using the bridleway, but it becomes challenging in winter due to poor lighting.

Cllr Robinson confirmed that the issue of lighting had been raised previously but was deemed prohibitively expensive. However, Highways are currently investigating potential solutions, and the Parish Council is awaiting a proposal from DC.

Cllr Morgan asked the student about their experience using the bridleway. The student responded that they do not feel unsafe but prefer to travel in groups.

Cllr Bush asked how many students use it – 30-40 in the summer and around 15-20 in the winter.

DORSET COUNCILLORS' REPORT (Appendix 1)

The reports were noted.

Cllr Bush inquired if Dorset Council are considering transferring responsibility for hedges and verges to the Parish Council, along with the associated funding. Cllr Brenton confirmed that there's nothing planned at present.

1. **TO RECEIVE AND CONSIDER APOLOGIES FOR ABSENCE.**
   Cllrs R Aspray, V Abbott

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 RECEIVE AND RESOLVE TO APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON 26th February 2025. (Appendix 2)**

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

4. **TO RECEIVE AND CONSIDER REPORTS OF PAST SUBJECT MATTERS ON THE MINUTES OF THE FULL COUNCIL, 26th FEBRUARY 2025 – SEE CLERKS REPORT. (Appendix 3)**

Minute	Action Point	Progress
Minute 17, Full Council,25.10.23	Parish Clerk to instruct the preferred contractor for the repairs to the Churchyard / cemetery wall.	*Contractor confirmed work will commence w/c 25th November. Delayed due to weather* *Cllr Ong updated that the soakaway is being done first followed by the wall.* ***Done***
Minute 10, Full Council 27.3.24	Cllr Khanna to circulate suggestions for Parish Council sign	*Ongoing* *Request volunteer to take this over* ***Clerk to put on F&GP to consider designs for signage***
Minute 8, Full Council 24.4.24	Cllr Khanna to liaise with Youth Hall Committee about Youth Hall signs	*Cllr Ong has taken this on. Awaiting quote from Print in the Bag for sign to be installed at entranceway.*
Minute 11, Full Council 22.5.24	Clerk to confirm all bank account signatories	*Still ongoing*
Minute 6.2 Full Council 18.12.24	Adoption of a resilience policy and procedure, and to establish a working group to oversee and complete the task	*Cllr Ong to form a working group*
Minute 6.3 Full Council 18.12.24	Creation of an asset register and the establishment of a working group to oversee and complete the task.	*Cllr Aspray to form a working group*
Minute 12 Full Council 18.12.24	Cllr Ong and Clerk to liaise with PBS to get a quote for the Youth Hall carpark	*Cllr Ong met with Simon from PBS on the15th January 2025.* *Quotes received*
Minute 8 Full Council 22.1.25	Resignation of Cllr Khanna. Clerk to advise DC and request councillor vacancy notice.	*One enquiry but no applications*
Minute 15, Full Council 22.1.24	Consider the installation of new benches on library green.	*Benches received to be installed once base constructed.* ***Complete***

Minute 25.1, Full Council 22.1.24	Cllr Rigby reported complaints of dog fouling around the primary school.	*Dog warden confirmed she has visited to inspect and has displayed leaflets.*
Public Participation	Renewed request from member of the public to have access to the allotments water on a temporary basis	*Request denied.*
Minute 6, 26.2.25 Full Council	Request from Library for additional opening hour for a period of three years	*Clerk contacted library to inform them their request was approved.*
Minute 12. 26.2.25 Full Council	Quotes for flyers and banner Re: crossing consultation	*Ordered and received. Waiting for confirmation of consultation start date from DC.*
Minute 13, Full Council 26.2.25	Quote for YH sign accepted.	*Sign has been Installed*
Minute 15, Full Council 26.2.25	Cllr Ong suggested that a standardized management strategy should be in place for all Parish Council assets. Cllr Morgan suggested forming a working group.	***Ongoing Cllr Ong presented a report as part of the main agenda.***
Minute 22, Full Council 26.2.25	Quotes for noticeboards	*Order placed with Greenbarnes. Base is in the process of being constructed, noticeboards expected in 6-8 weeks.*

5. TO RECEIVE AND NOTE THE CONTENT OF THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING ON THE 12th MARCH 2025. (Appendix 4)

The minutes were received and noted.

6. TO CONSIDER THE FOLLOWING RECOMMENDATIONS FROM THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING OF THE 12th MARCH 2025.

6.1 **TO CONSIDER AND APPROVE CITIZENS ADVICE REQUEST FOR FUNDING FOR A FURTHER YEAR.**

It was **RESOLVED** to **RECOMMEND** to Full Council that the request for funding for a further year is **APPROVED**.

It was **RESOLVED** to **APPROVE** the request to fund Citizens Advice for a further year.

6.2 **TO CONSIDER AND APPROVE BCP COUNCIL'S QUOTE FOR GRASS CUTTING AT FOXHILLS AND THE ANNUAL PLAYGROUND INSPECTION.**

It was **RESOLVED** to **RECOMMEND** to Full Council that the quote for both grass cutting and the playground inspection are **APPROVED**.

It was **RESOLVED** to **APPROVE** the continuation of the contract and **ACCEPT** the quote.

6.3 **TO CONSIDER AND APPROVE A QUOTE FOR THE PARISH COUNCIL NOTICEBOARD.**

It was **RESOLVED** to **RECOMMEND** to Full Council that the quote and **Cllr Morgan's recommendations** for the noticeboard are retrospectively **APPROVED**

It was **RESOLVED** to retrospectively **APPROVE** the quotes and Cllr Morgan's recommendations for the noticeboards.

6.4 **TO CONSIDER AND APPROVE NEXT STEPS FOR THE HIGH ST. CROSSING/PARKING SURVEY.**

It was **RESOLVED** to **RECOMMEND** to Full Council that the quote from Nationwide Data Collection is retrospectively **APPROVED.**

However, Cllr Morgan contacted DC to ask for a licence to carry out a parking survey, but an officer from Dorset Council said it was something they should be doing, not the PC.
Action: Cllr Morgan will forward the correspondence so Cllr Brenton can speak to the officer involved and clarify.

It was **RESOLVED** to **APPROVE** the quote from Nationwide Data Collection, but Councillors are aware that it can't go ahead until the situation with the licence has been agreed. Councillors have **RESOLVED** to give **APPROVAL** for the work to go ahead and to pay the licence fee, if required.

6.5 TO REVIEW THE PARISH COUNCILS' POLICIES AND PROCEDURES AND RECOMMEND TO FULL COUNCIL THAT THEY ARE ADOPTED/RE-ADOPTED.

It was **RESOLVED** to **RECOMMEND** to Full Council that policies and procedures are reviewed and adopted as necessary.

It was **RESOLVED** to ACCEPT the following policies and procedures and update the review dates and adopt policies accordingly.
Standing Orders, Code of Conduct, Finance Regulations, Risk Register & Plan, Biodiversity Policy, Equality and Diversity, Health & Safety, Allotments, Child Protection Policy, Defibrillator Management, Environment & Climate policy, Freedom of Information Policy, Recording of meetings, Grievance procedure and Policy, Policy for Benches, Policy for Commemorative Trees and Management of Trees, Grant Policy and Procedure, Privacy Policy.

7. CHAIR'S ANNOUNCEMENTS.

7.1 Cllr Bush mentioned the invitation from Fairthorn Consultancy on behalf of Bloor Homes, regarding their emerging vision for 'Lytchett Matravers Village Garden'. Cllr Bush asked how councillors would like to proceed. Councillors agreed that it is a good opportunity to engage with them. **Action:** Cllr Bush to reply and request a meeting.

8. TO APPROVE THE SCHEDULE OF PAYMENTS, INCLUDING THOSE MADE AND PENDING. (Appendix 5)

It was **RESOLVED** to **APPROVE** the schedule of payments.

9. TO CONSIDER AND APPROVE A GRANT APPLICATION FROM THE PURBECK FILM FESTIVAL.

It was **RESOLVED** to **APPROVE** the grant application from the Purbeck Film Festival.

10. TO RECEIVE A REPORT ON THE SUMMER FESTIVAL, APPROVE THE REVISED BUDGET, INCLUDING EXPENDITURE FOR SPECIFIC ITEMS.
The report was noted.

It was **RESOLVED** to **APPROVE** the revised festival budget of £4500.

11. TO RECEIVE A REPORT ON LMPC ASSETS - MANAGEMENT AND OPERATION NOW AND THE FUTURE.

The report from Cllr Ong was noted.

Cllr Bush agreed that bundling certain aspects, such as fire extinguishers and insurance, could be beneficial. However, he raised concerns about the management of these premises, particularly the increasing responsibilities placed on the Parish Council, which could eventually require the employment of staff. Cllr Huggins expressed reservations, noting that this would extend beyond the Parish Council's statutory duties. Cllr Ong is concerned about the Trustees liabilities, running an unincorporated organisation. Cllr Webb suggests that a working group discuss the issues that Cllr Ong has raised.

Action: Cllr Morgan, Cllr Webb and Cllr Ong will form a working group to discuss further.

12. TO CONSIDER CLLR ONG'S REQUEST TO ADD THE CHURCH GARDEN WASTE BIN TO THE PARISH COUNCIL'S BIN AUDIT.

Action: Clerk to contact DC to check if there is a direct debit set up for the emptying of the waste bin in the church.

13. TO RECEIVE A REPORT FOLLOWING THE SUSTAINABLE TRAVEL OPTIONS MEETING WITH DORSET COUNCIL. (Appendix 6)

The reports were noted.

14. TO RECEIVE A REPORT FROM THE HIGHWAYS WORKING GROUP (DCHWG) (Appendix 7) AND CONSIDER AND APPROVE CLLR HUGGIN'S RECOMMENDATIONS: -

14.1 To consider Cllr Huggins' recommendation to obtain quotes for the installation of drop-down bollards near the sports pavilion.

It was **RESOLVED** to **APPROVE** Cllr Huggins' recommendation to obtain quotes.
Action: Clerk to obtain quotes.

14.2. To consider for approval quotations for the clearance of trees and undergrowth on the corner of Hall's Road/Wareham Road, including approval of additional Fingerpost costs.

It was **RESOLVED** to **APPROVE** the quote from George Mills**.**
Action: Clerk to instruct George Mills to go ahead.

15. TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD PLAN 2 WORKING GROUP (NP2WG).

The verbal report was noted.

Cllr Bush confirmed they are getting the consultation together – May in the library. There will be some payments going out but this is covered by the Locality grant that has already been received.

16. TO RECEIVE A REPORT FROM THE LYTCHETT MATRAVERS YOUTH HALL WORKING GROUP (YHWG) (Appendix 8) AND CONSIDER AND APPROVE CLLR ONG'S RECOMMENDATIONS: -

16.1 To approve the quote received for the Youth Hall footpaths and disabled access.

Cllr Ong is waiting for two more quotes so this item will be deferred to the next meeting. Cllr Huggins suggested that if no further quotes are received that the original quote is accepted.

16.2 To review and approve a cleaning contract for the Youth Hall.

It was **RESOLVED** to **APPROVE** the cleaning contract.

17 TO RECEIVE A REPORT FROM THE VILLAGE ENVIRONMENT WORKING GROUP (VEWG) (Appendix 9) AND CONSIDER AND APPROVE CLLR MORGAN'S RECOMMENDATIONS: -

17.1 To consider for approval quotations for the 'civils' i.e. site clearance, excavation and inflow/outflow headwall works to Eldon's Pond.

It was **RESOLVED** to **APPROVE** the appointment of the contractor who can commence work at the earliest opportunity.

17.2 To discuss an initiative from a resident of Macdonald Place to enhance the frontage.

Residents have requested Parish Council support to improve the landscaped area in front of the houses along Purbeck Road, particularly the tree 'island' section. The original planting was poorly designed and has since become overgrown. Attempts to engage the Housing Association have so far been unsuccessful.

Cllr Morgan suggested that, if residents are able to organise a group of volunteers, the Parish Council may be able to contribute towards the cost of new planting and materials. Cllr Rigby recommended that the Parish Council first write to the Housing Association to request their involvement.

Action: Clerk to contact Stonewater Housing Association in the first instance. If they are unwilling or unable to assist, the Parish Council will consider supporting the residents' efforts, including covering associated costs.

Cllr Morgan suggested displaying a notice to inform residents about current projects taking place in the village. Councillors supported the idea, and the Clerk confirmed that, once the new noticeboards are installed, she will ensure the information is kept regularly updated.

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

The Clerk attended the Local Government Pension Scheme end of year training
Cllr's Rigby, Morgan, Webb and Ralph Watts attended the Future Planning event

24. 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 reported

25. TO NOTE CORRESPONDENCE RECEIVED.

25.1 Cllr Huggins investigated a resident's enquiry about having white lines along Halls Corner – contact Steve Mepham, no budget for white lines unless it's an accident black spot.
25.2 Cllr Huggins confirmed that we have received two quotes for Rocket Park and are awaiting the third.
25.3 Cllr Ong is liaising with Skate Park GB in relation to park improvements.
25.4 Cllr Bush mentioned that the ply boards at the back of the ramps need replacing. Cllr Bush asked councillors to think about who could decorate them.
Action: Clerk to get quotes for replacing with marine ply.

The meeting closed at 8.51pm

Annotated by/on Julie Wigg, Parish Clerk

Signed by_____