MINUTES

of the meeting of
LYTCHETT MATRAVERS PARISH COUNCIL
Full Council Meeting, Wednesday 23rd April 2025 7.00 p.m.
in the Blanchard Room, Lytchett Matravers Village Hall.

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

Also present: Dorset Councillors, S Robinson, A Starr

The meeting started at 7pm.

PUBLIC PARTICIPATION SESSION (Standing orders suspended)
No one in attendance

DORSET COUNCILLORS' REPORT (Appendix 1)
The reports were noted.
Cllr Starr reported that a recent meeting had taken place with the PCSA, alongside representatives from the voluntary and community sector. Discussions included the role of integrated neighbourhood teams in delivering services locally, with the nearest hub located in Wareham. A wellbeing centre is also operating fortnightly in the Youth Hall, with efforts being made to coordinate this with Upton. Additionally, options for day care provision are currently being explored, with the consultation period open until 9th June. Ofsted has recently carried out an inspection of children's services, with the results expected in early May.
Dorset Council is reviewing its approach to grounds maintenance and exploring opportunities to work collaboratively with Town and Parish Councils. **Cllr Bush** confirmed that the Parish Council would be open to engaging in such discussions.

1. **TO RECEIVE AND CONSIDER APOLOGIES FOR ABSENCE.**
   Cllr P Webb, Dorset Councillor A Brenton.

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 March 2025.**
   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 March 2025 – SEE CLERKS REPORT. (Appendix 2)**

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* ***Action: Clerk to chase***

Minute 10, Full Council 27.3.24 **And** **Minute 11, Full Council 23.4.25**	Cllr Khanna to circulate suggestions for Parish Council sign.	*Ongoing* *Quotes are being sought for Cllr Bush's design.* *A quote has been obtained; however, further consideration is required.* ***Cllr Huggins*** *will review the wording and logos and bring forward a proposal.*
Minute 11, Full Council 22.5.24	Clerk to confirm all bank account signatories	*Awaiting confirmation from HSBC, Santander and Charity Bank.* *Cllr Bush to chase up HSBC, Cllr Huggins Santander, Clerk Charity Bank*
Minute 6.2 Full Council 18.12.24	Adoption of a resilience policy and procedure, and establish a working group to oversee and complete the task	*Cllr Ong to form a working group* ***Ongoing***
Minute 6.3 Full Council 18.12.24 Incorporated with **Minute 15, Full Council 26.2 25** **Minute 11, Full Council 25.3.25**	Creation of an asset register and the establishment of a working group to oversee and complete the task. Cllr Ong suggested that a standardized management strategy should be in place for all Parish Council assets. Cllr Morgan Suggested forming a working group. *Cllr. Ong proposed a 2-stage approach to asset management.*	***Cllr Aspray*** *will form a working group to review and progress matters relating to land and property assets over the remainder of the year..* *Councillors agreed to this approach, and in the interim, Cllr Bush offered to prepare a structural document for councillors to review.* *Incorporate with work on asset register.* *Cllr Morgan, Cllr Webb and Cllr Ong will form a working group to discuss further* ***Ongoing***
Minute 8 Full Council 22.1.25	Resignation of Cllr Khanna. Clerk to advise DC and request councillor vacancy notice.	*Clerk has advertised on Facebook. Posters on noticeboards.*
Minute 22, Full Council 26.2.25	Quotes for noticeboards	*Order placed with Greenbarnes. Base is in the process of being constructed, noticeboards expected first week in May.*
Minute 12, Full Council 26.3.25	To consider Cllr Ong's request to add the church garden waste bin to the parish council's bin audit	*DC Confirmed it is not on their list. Councillors agreed to include it on the bin audit.*
Minute 17.1 Full Council 26.3.25	To consider for approval quotations for the 'civils' i.e. site clearance, excavation and inflow/outflow headwall works to Eldon's Pond	*As quotes were close in price Cllr Morgan to appoint the company that can commence work at the earliest opportunity.* ***Work carried out. Report sent to insurance company re: SSE issues***
Minute 17.2, Full Council 26.3.25	To discuss an initiative from a resident of Macdonald Place to enhance the frontage	*Clerk to contact Stonewater Housing Association.* *Stonewater have requested further details.* ***Action****: Cllr Morgan to get in touch.*

Minute 25.4, Full Council 26.3.25	Replacement of plywood backing on skate ramp	*Clerk sought quotes for replacement but it was since decided to remove and dispose of ply and not replace.* ***Ply removed and disposed of 23.4.25.***

5. TO RECEIVE AND NOTE THE CONTENT OF THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING ON THE 9th APRIL 2025.

The minutes were received and noted.

6. TO CONSIDER THE FOLLOWING RECOMMENDATIONS FROM THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING OF THE 9TH APRIL 2025.

a. To consider and approve a quote for the youth hall footpath.
It was RESOLVED and AGREED to make a **recommendation to Full Council** that the quote from Fletchamore is **ACCEPTED**.

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

7. CHAIR'S ANNOUNCEMENTS.

7.1 Paperwork/reports delivered to Internal Auditor.
7.2 Invite to Vikki Slade MP. Councillors agreed to invite Vikki to our meeting on the 23rd July.

8. TO APPROVE THE SCHEDULE OF PAYMENTS, INCLUDING THOSE MADE AND PENDING. (APPENDIX 3)

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

Action: The Clerk to investigate with the Parish Council's insurance provider whether a fire risk assessment is required as part of the insurance policy.
Action: Cllr Korenevsky will obtain quotes for fire risk assessments.

9. TO RECEIVE A REPORT ON THE ANNUAL REVIEW OF INSURANCE COVER (DEFERRED FROM F&GP).

The **Clerk** reported that quotes are still awaited. **Cllrs Huggins and Ong** clarified that the Parish Council is currently in a three-year agreement with Clear Councils. The Clerk will confirm the current position within the term and ensure a reminder is diarised ahead of its conclusion

10. TO CONSIDER AND APPROVE A QUOTE FOR LIGHTING OUTSIDE THE YOUTH HALL (DEFERRED FROM F&GP).

Cllr Ong reported that he is still awaiting quotes. Deferred to May F&GP.

11. TO CONSIDER AND APPROVE DESIGNS AND A QUOTE FOR PARISH SIGNAGE (DEFERRED FROM F&GP).

See Clerks report.

12. TO CONSIDER AND APPROVE THE LMPC ANNUAL CIL REPORT 2024-25. (APPENDIX 4)

The report was noted and approved

13. TO CONSIDER CLERKS RECOMMENDATION TO CONSIDER AND APPROVE THE RESCHEDULING OF THE ANNUAL PARISH MEETING FROM THE 14TH JUNE 2025 TO 28TH MAY 2025, TO BE HELD PRIOR TO THE ANNUAL MEETING OF THE PARISH COUNCIL WITH A START TIME OF 6PM.

It was **RESOLVED** not to hold an Annual Parish Meeting within the designated time frame. However, Councillors are keen to involve and encourage feedback from the community.

Cllr Aspray **PROPOSED** to hold the event at the Summer Festival on the 28th June 2025 and Councillors **AGREED** to move it to this date.

14. TO CONSIDER AND APPROVE CLERKS SLCC MEMBERSHIP FOR A FURTHER YEAR AT £240.

It was **RESOLVED** to **APPROVE** the SLCC membership for a further year.

15. TO CONSIDER AND APPROVE A QUOTE FOR CANCELLATION INSURANCE FOR THE SUMMER FESTIVAL.

It was **RESOLVED** to **APPROVE** the quote for cancellation insurance at a cost of £165.80.

16. TO RECEIVE A REPORT ON THE VE DAY CELEBRATIONS.

Cllr Aspray confirmed that the music has been arranged, and a speaker is available to play it. The military display has also been organised. He will now review the requirements for the Beacon. **Cllr Ong** confirmed that two choir members have agreed to sing the hymn. Cllr Aspray confirmed that a bar is not being arranged, and it was suggested that people bring their own drinks. **Action:** The Clerk has requested that Cllr Aspray email the event details, which she will then publish on the LMPC website and Facebook page.
Action: It was agreed to order bunting for the event. Cllr Ong will send a link to the Clerk.

17. TO CONSIDER PROPOSALS FOR THE REFURBISHMENT OF ROCKET PARK AND AGREE THE NEXT STEPS.

Cllr Huggins reported that three quotes have now been received. He noted that the quotes have not been uploaded to Dropbox, as he felt it would be challenging to illustrate the differences effectively. He suggested bringing a projector to the next meeting to present the quotes, one of which includes a 3D walkthrough.
Cllr Aspray proposed the formation of a working group to oversee the proposals and report back to Full Council with a recommendation.
Cllr Ong reported that he will be meeting with a resident and former professional skateboarder who has offered to contribute ideas for potential improvements to the skate park.

18. TO RECEIVE A REPORT FROM THE HIGHWAYS WORKING GROUP. (DCHWG). (APPENDIX 5)
Tesco Island Scheme - Cllrs Bush and Morgan met with Tesco project manager, David Lee, and have provided him with a scope of works, including background information on the project.
High Street Crossing - Cllr Morgan reported progress on the High Street crossing; once the licence is in place, the public consultation can proceed.
School Crossing - The consultation for the school crossing closed last week, and Dorset Council has advised that they are currently reviewing the responses before providing feedback.

Huntick Road 40 MPH - 18.1 To consider Cllr Huggins proposal for an application for 40mph speed limit on Huntick Road.
Cllr Huggins reported that the proposal has been positively received, with letters of support received from Vikki Slade MP, Dorset Council and Lytchett Minster and Upton Town Council. He requested confirmation of the Parish Council's position.

It was **RESOLVED** that the Parish Council fully supports the proposal.

Pavilion Bollards
18.2 To consider and approve a quote for installation of bollards at the sports pavilion (deferred from F&GP).

It was **RESOLVED** to **ACCEPT** the quote from BCP at £175 per bollard.

19. TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD PLAN 2 WORKING GROUP (NP2WG). (APPENDIX 6)

Cllr Bush confirmed that members from the Neighbourhood Plan working group are scheduled to meet with Bloor Homes to receive a presentation on their proposed Lytchett Garden Village development.
Cllr Bush confirmed that a consultation will be held during the Summer Festival on the 28th June. There will also be a questionnaire sent out to both residents and businesses.

19.1 TO CONSIDER AND APPROVE THE ALLOCATION OF UP TO £1,000 TO SUPPORT ADDITIONAL COSTS ASSOCIATED WITH THE NEIGHBOURHOOD PLAN CONSULTATION, PENDING THE RECEIPT OF FURTHER GRANT FUNDING.

It was **RESOLVED** to approve the allocation of additional support costs up to £1000.

20. TO RECEIVE A REPORT FROM THE LYTCHETT MATRAVERS YOUTH HALL WORKING GROUP (YHWG). (APPENDIX 7)
The report was noted.

21. TO RECEIVE A REPORT FROM THE VILLAGE ENVIRONMENT WORKING GROUP. (VEWG). (APPENDIX 8)

The report on progress and issues arising at the Village Pond (Eldons Drove) was noted.
Action: Clerk to write to the insurers to advise them of the issues arising.
Action: Cllr Morgan to forward prices of plants etc. so the Clerk can apply for a grant from Wessex Water.

22. P/FUL/2025/02034 Land Adjacent Hunters Mead Purbeck Road Lytchett Matravers Sever land and construct new 3-bedroom detached chalet bungalow, with associated access, parking and landscaping.

Cllr Aspray expressed concern about the history of flooding in the area, primarily caused by run-off from properties located behind the site. He has advised residents to submit representations if they share similar concerns.

The Parish Council has **NO OBJECTION** to this planning application.

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

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).

25. To note correspondence received.
25.1 Query re: bench in dog field. It was agreed to add this to F&GP. **Action:** Clerk to obtain a quote for a bench.

The meeting closed at 9.09pm

Annotated by/on Julie Wigg, Parish Clerk

Signed by_____