MINUTES

of the meeting of
LYTCHETT MATRAVERS PARISH COUNCIL
Full Council Meeting, Wednesday 28th May 7.00 p.m.
in the Blanchard Room, Lytchett Matravers Village Hall.

PRESENT were Cllrs A Bush, A Huggins, K Morgan, R Aspray, K Korenevsky, P Webb

Also present: Dorset Councillors, A Brenton, A Starr

The meeting started at 7pm.

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

DORSET COUNCILLORS' REPORT (Appendix 1)
The report was noted.
Cllr Brenton has spoken to Dorset Community Transport after learning Nordcat is closing down. They are going to trial 2 routes from the 10th June – 1. Morden – Poole. If Lytchett Matravers would like a similar service they need to register and they will try to divert the buses accordingly. From next Spring (Start date is not confirmed) the X8 will divert through Lytchett Matravers throughout the week (rather than just weekends).

1. **ELECTION OF COUNCIL CHAIR AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE.**

   Cllr Bush was nominated by Cllr Huggins and the nomination was seconded by Cllr Morgan. There being no other nominations Cllr Bush was duly ELECTED and signed the Acceptance of Office accordingly.

2. **ELECTION OF COUNCIL VICE CHAIR AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE.**

   Cllr Huggins was nominated by Cllr Aspray and the nomination was seconded by Cllr Webb. There being no other nominations Cllr Huggins was duly **ELECTED** and signed the Acceptance of Office accordingly.

3. **ELECTION OF CHAIR FOR THE FINANCE & GENERAL PURPOSES COMMITTEE AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE.**

   Although Cllr Ong was absent from the meeting he had offered to stand as Chair of F&GP. He was nominated by Cllr Aspray and the nomination was seconded by Cllr Korenevsky. There being no other nominations Cllr Ong was duly **ELECTED** and will sign the Acceptance of Office accordingly.

4. **ELECTION OF VICE CHAIR FOR THE FINANCE & GENERAL PURPOSES COMMITTEE AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE.**

   Cllr Aspray was nominated by Cllr Morgan and the nomination was seconded by Cllr Huggins. There being no other nominations Cllr Aspray was duly **ELECTED** and signed the Acceptance of Office accordingly

5. **TO RECEIVE AND CONSIDER APOLOGIES FOR ABSENCE.**
   Cllrs R Ong, M Rigby, V Abbott

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

7. **TO RECEIVE AND RESOLVE TO APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON 23rd APRIL 2025**

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

8. **TO RECEIVE AND CONSIDER REPORTS OF PAST SUBJECT MATTERS ON THE MINUTES OF THE FULL COUNCIL, 23rd APRIL 2025 – SEE CLERKS REPORT. (Appendix 2)**
   The report was noted

9. **TO RECEIVE AND NOTE THE CONTENT OF THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING ON THE 14th MAY 2025.**
   The minutes were received and noted.

10. **TO CONSIDER THE FOLLOWING RECOMMENDATIONS FROM THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING OF THE 14th MAY 2025.**

10.1 To consider a recommendation to full council to approve a pay increase for the village handyman in accordance with the national living wage.

It was **RESOLVED** to **APPROVE** the pay increase with an automatic increase each year in line with the national living wage.

10.2 To receive a report from Cllr Ong on the scribe bookings system and consider a recommendation to full council regarding subscription to the service.

It was **RESOLVED** to **APPROVE** the subscription to the Scribe Booking System and review in six months. Initially this will be limited to the Youth Hall bookings as a trial.

10.3 To consider a recommendation to full council to approve the appointment of John Child to cut the war memorial hedge up to 3–4 times per year, at a maximum cost of £100 per cut. On advice from Cllr Brenton, the next cut should be a hard cutback on one side. The opposite side can then have a hard cutback next year.

It was **RESOLVED** to **APPROVE** that John Child cuts the hedge 3-4 times per year at a maximum cost of £100 per cut. Action: Clerk to liaise with John Child on hard cut schedule.

10.4 To consider a recommendation to full council to approve the parish council's insurance renewal.

It was **RESOLVED** to **APPROVE** the renewal of the Parish Council's insurance.

10.5 To receive a quote and consider a recommendation to full council to purchase a bench to place in the dog field.

It was **RESOLVED** to **APPROVE** to purchase a BLACK bench for the dog field from Reformed Plastics at a price of £410 plus VAT. **Action:** Clerk to place order.

10.6 To receive a quote a consider a recommendation to full council to instruct AEC to carry out fire risk assessments on the parish council's buildings.

The Clerk reported that a further quote had been received from The Fire Compliance & Safety Bournemouth Ltd and asked for it to be considered.

It was **RESOLVED** to **APPROVE** the quote from Fire Compliance & Safety Bournemouth Ltd for the Sports Pavillion and Youth Hall of £300 plus VAT (for both buildings).
Action: Clerk to instruct Fire Compliance & Safety Bournemouth to go ahead.

11. 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].

12. CHAIR'S ANNOUNCEMENTS.

12.1 Cllr Bush confirmed that he will no longer be accepting the Chair's Allowance, following advice that it is now considered taxable income and must therefore be processed through payroll. He further confirmed that he has returned the allowance previously issued for the 2024–25 financial year.

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

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

14. TO RECEIVE AND NOTE THE AGAR 31/03/2025 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.

The report and recommendations were noted.

15. TO CONSIDER AND APPROVE THE ANNUAL GOVERNANCE STATEMENT (SECTION 1) OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR THE YEAR ENDING 31 MARCH 2025.

It was **RESOLVED** to **APPROVE** Section 1 of the AGAR.

16. TO CONSIDER AND APPROVE THE ACCOUNTING STATEMENTS IN SECTION 2 OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR THE YEAR ENDING 31ST MAR 2025.

It was **RESOLVED** to **APPROVE** the Accounting statements in Section 2 of the AGAR**.**

17. COUNCILLORS TO EACH CONFIRM THEY HAVE NO CONFLICT OF INTEREST WITH BDO, THE APPOINTED EXTERNAL AUDITORS.

Councillors confirmed that they have no conflict of interest with BDO, the external auditors.

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

It was **RESOLVED to APPROVE** the announcement date of Tuesday 3rd June, inspection period commences Wednesday 4th June, inspection period ends 15th July 2025.

[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

19. TO CONSIDER AND APPROVE THE REINSTATEMENT OF THE BEST KEPT ALLOTMENT COMPETITION.

It was **RESOLVED** to reinstate the 'Best Kept Allotment' competition with agreed prizes of 1st prize £30, 2nd prize, £20, 3rd prize £10.
Action: Clerk to obtain a quote for a cup.

16. TO RECEIVE ADVICE FROM THE INTERNAL AUDITOR AND CONSIDER AMENDING THE FINANCIAL REGULATIONS TO: (A) PERMIT THE FINANCE & GENERAL PURPOSES COMMITTEE TO AUTHORISE EXPENDITURE UP TO £2,500, AND (B) ALLOW FOR THE ADOPTION OF PREFERRED CONTRACTORS.

It was **RESOLVED** to **APPROVE** the authorisation of expenditure up to £2500.
Action: Clerk to update the Terms of Reference accordingly and check it is covered in LMPC Financial Regulations.

It was **RESOLVED** to **APPROVE** the adoption of preferred contractors for regular maintenance tasks on three-year term, subject to individual approval for each job.

17. TO APPROVE TO PROVIDE AND FUND A GENERAL WASTE BIN (240L, WEEKLY COLLECTION) FOR THE YOUTH HALL AT A COST OF £449.28 PER YEAR.

It was **RESOLVED** to **APPROVE** the provision of a general waste collection every two weeks and a recycling collection every two weeks.
Action: Cllr Huggins to confirm the cost for an additional recycling bin and to instruct DC to go ahead. Revised cost to be agreed retrospectively at June F&GP.

18. TO CONSIDER AND APPROVE PROVISION AND COLLECTION OF BINS FOR THE LYTCHETT MATRAVERS SUMMER FESTIVAL.

It was **RESOLVED** to **APPROVE** the provision and collection of 12 x 380 litre bins for the Lytchett Matravers Summer Festival.

19. TO RECEIVE A REPORT FROM THE HIGHWAYS WORKING GROUP. (DCHWG).
The report was noted. **(Appendix 4)**

20. TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD PLAN 2 WORKING GROUP (NP2WG).
The report was noted. **(Appendix 5)**

Consultation with the residents include a survey, display boards at the Summer Festival (Saturday 28th June and library Sunday 29th June). The committee want to gather preferences from the residents, including aesthetics, infrastructure etc. Cllr Bush asked councillors to look at the report and provide feedback. It was also noted that a resident's survey will need to be hand delivered throughout the village. A rota will be prepared asking each councillor to deliver to a set number of roads.

21. TO RECEIVE A REPORT FROM THE LYTCHETT MATRAVERS YOUTH HALL WORKING GROUP (YHWG). (Appendix 6)
The report was noted.
Cllr Huggins asked if a licence is required for Bingo. **Action:** Clerk to ask Cllr Ong to confirm.
Cllr Webb asked if three quotes are going to be requested for the car park it is important a specification is agreed in advance. Cllr Bush agreed. Action: Cllr Webb to prepare a spec for the drainage with Cllr Morgan to obtain quotes.

22. TO RECEIVE A REPORT FROM THE VILLAGE ENVIRONMENT WORKING GROUP. (VEWG).
The report was noted**. (Appendix 7)**

It was **RESOLVED** to **APPROVE** the items related to the Eldons Drove Pond landscaping works as per Cllr Morgans report with a budget of up to £8k.

23. TRAINING BY MEMBERS OR THE CLERK IN THE PAST MONTH (FOR THE PURPOSES OF REPORT ONLY).
None

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

25. TO NOTE CORRESPONDENCE RECEIVED.

25.1 Astro report and repairs on Dropbox for information. Clerk to include on F&GP agenda for consideration.

23.2 Cllr Ong received an email from a concerned resident following a dog attack in the dog exercise field. **Action:** Clerk to contact dog warden and ask for advice.

23.3 Complaint from resident regarding daughters fall from the round swing in Rocket Park where she picked up splinters from the bark. The Clerk reported that she has written to confirm we will carry out a site inspection to ensure the surface remains in good condition and identify whether any additional maintenance or replacement material is needed.

23.4 A fly-tipping report was received from Dorset Council. Cllr Bush clarified that the branches in question were left over a year ago by the Guerrilla Gardeners, with the intention of creating a wildlife habitat. He asked councillors to visit the site and advise him if they feel the area now requires clearing.

The meeting closed at 9.15pm

Annotated by/on Julie Wigg, Parish Clerk

Signed by_____