MINUTES

of the meeting of
LYTCHETT MATRAVERS PARISH COUNCIL
Full Council and Finance & General Purposes Meeting,
Wednesday 13th August at 7.00 p.m.
in the Blanchard Room, Lytchett Matravers Village Hall.

PRESENT were Cllrs A Bush, A Huggins, K Korenevsky, R Aspray, R Ong, V Abbott

Also present: Dorset Councillors, A Brenton, A Starr

The meeting started at 7pm.

PUBLIC PARTICIPATION SESSION (Standing orders suspended) –
No public were present

DORSET COUNCILLORS' REPORT
The report was noted **(Appendix 1)**

1. **TO RECEIVE AND CONSIDER APOLOGIES FOR ABSENCE.**
   Cllr M Rigby, Cllr K Morgan, Cllr P Webb

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 23RD JULY 2025.**
   The minutes of the previous meeting were approved but not signed by the Chair as they still showed 'Draft'. An amended version (including the addition of page numbers) was signed following the meeting.

4. **TO RECEIVE AND APPROVE MINUTES OF THE FINANCE & GEN PURPOSES COMMITTEE MEETING HELD ON 9TH JULY 2025.**
   The minutes of the previous meeting were noted but not signed by the Chair as they still showed 'Draft'. An amended version (including the addition of page numbers) was signed following the meeting.

5. **TO CONSIDER THE FOLLOWING RECOMMENDATIONS FROM THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING OF THE 9TH JULY 2025**
   Item included in agenda in error as already approved at Full Council on the 23rd July 2025.

6. **TO RECEIVE AND NOTE THE 2025-26 YEAR TO DATE BANK RECONCILIATION (FOR PURPOSES OF REPORT ONLY). (Appendix 2)**
   The report was noted.

7. **TO RECEIVE AND CONSIDER A REPORT COVERING 2025-26 YEAR TO DATE INCOME AND EXPENDITURE (FOR PURPOSES OF REPORT ONLY).**
   The report was noted

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

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

9. **TO RECEIVE AND CONSIDER REPORTS OF PAST SUBJECT MATTERS ON THE MINUTES OF THE FULL COUNCIL, 23RD JULY 2025 – SEE CLERKS REPORT (Appendix 4)**

9.1 Council building Signage – it was unanimously voted to adopt signage showing the Lytchett Matravers Fret, the name of the building, and contact details for the facility. Exact layout and size tbc.

9.2 Update signate on noticeboards advertising Councillor vacancies to closing date 30 Sept.

10. **CHAIR'S ANNOUNCEMENTS.**

None

11. **TO CONSIDER AND AGREE THE TEMPORARY APPROVAL OF PAYMENTS DURING THE HOLIDAY RECESS BY EMAIL – REQUIRING THE AGREEMENT OF AT LEAST 4 COUNCILLORS.**

It was **RESOLVED** to **AGREE** to the approval of payments by email until F&GP on the 10th September 2025.

12. **TO RECEIVE A REPORT ON THE PARISH CLERK/RFO'S APPRAISAL.**

The Chairman reported that the appraisal had taken place and Julie had been rated "Exceeds Expectation".

13. **TO CONSIDER AND APPROVE A QUOTE FROM AEC FOR THE INSTALLATION OF 4 EXTERNAL PATHWAY LIGHTS AT THE YOUTH HALL.**

It was **RESOLVED** to **ACCEPT** the quote of £1218.00 from AEC.

14. **TO RETROSPECTIVELY APPROVE THE PRE-PLANNING APPLICATION FOR THE SPORTS COMPLEX UP TO A MAXIMUM OF £5000 (£1482.50 PRE-PLANNING PLUS ADDITIONAL CONSULTEE FEES).**

It was **RESOLVED** to **APPROVE** the pre-planning application for the sports complex up to a maximum of £5000 with an initial payment of £1482.50)

15. **TO CONSIDER AND APPROVE THE QUOTE FOR WORKS AT FOSTERS SPRING FROM AERIAL TREE SERVICES AT A PRICE OF £500 PLUS VAT.**

It was **RESOLVED** to **APPROVE** the quote of £500 plus VAT from Aerial Tree Services.

16. **TO CONSIDER AND APPROVE THE PURCHASE OF A REPLACEMENT DOUBLE SIZED BIN BY THE SCOUT HUT.**

It was **RESOLVED** to **APPROVE** the purchase of the Glasdon Jubilee Duo 220 at a cost of £690 plus VAT.

17. **TO ADOPT THE NALC 2025 PAY AWARD SCHEDULE AND APPROVE THE RETROSPECTIVE BACK PAY ADJUSTMENT FOR THE PARISH CLERK/RFO FOR THE 2025/26 FINANCIAL YEAR.**

The pay award was noted and back pay adjustment approved.

18. **CONSIDERATION AND APPROVAL OF SPEED INDICATOR DEVICE (SID) SITE SURVEY.**

Councillors decided NOT to request the survey at this stage, but for the Clerk to contact Rob Camp at DC to check whether the location (in the vicinity of start of 30 mph at junction of High Street and Colehill Road) and advise whether there is sufficient line of sight when coming into the village for a SID to be feasible there. Once we know if the feasibility, and after assessing the

effectiveness of the planned new road markings, decision can be made as to whether to proceed with the traffic survey as next step.
It was also recommended to coordinate with the road markings request and ascertain when that may be in place.

19. **PROPOSAL TO ADOPT THE RECOMMENDATIONS OF THE STRATEGIC PLANNING AND MANAGEMENT OF PARISH ASSETS, REPORT PRESENTED TO JUNE FULL COUNCIL. PROPOSAL TO REQUEST THE YOUTH HALL WG TO DEVELOP OPTIONS IN LINE WITH THE ABOVE RECOMMENDATIONS. (Appendix 5)**

    It was **RESOLVED** to **ADOPT** the report recommendations.

20. **PROPOSAL TO DESIGNATE THE HSBC SAVINGS ACCOUNT NO. 72172445 AS THE CIL ACCOUNT.**

    It was **RESOLVED** to **APPROVE** the proposal and transfer funds Into the HSBC account in line with the CIL balance of £83,332.00

21. **TO RECEIVE A REPORT ON THE CURRENT CIL STATUS. (Appendix 6)**
The report was noted.

22. **TO CONSIDER A PROPOSAL TO DESIGNATE PRUDENTIAL FUNDS AS EARMARKED RESERVES**

    It was **RESOLVED** to **APPROVE** the proposal to designate Prudential Funds as Earmarked Reserves and to assign the sinking funds (£126,200) to appropriate cash accounts.

23. **TO CONSIDER THE PROPOSAL TO ORGANISE A SUMMER FESTIVAL IN 2026 AND AGREE A PROVISIONAL DATE IF APPROVED.**
There was general agreement on the success of the festival, especially the feeling it was a whole village event. The straw bales created the right atmosphere but were difficult to deal with. The combination of kids events and a dog show reached different audiences, so try to expand.
Council agreed in principle to the 2026 event, but that it should aim to be more commercially minded (higher stallholder fees etc to cover more costs eg bin costs). Also there need to be some clear action steps in the planning and a requirement for more people to be involved.
No Date is set yet, but Rob Aspray to check village calendar of dates.

24. **TO CONSIDER AND APPROVE A PROVIDER FOR GOV.UK EMAIL ADDRESSES FOR THE CLERK AND COUNCILLORS**.

    It was **RESOLVED** to **APPROVE** the use of Parish Online.

25. P/HOU/2025/04436 26 Old Chapel Drive Lytchett Matravers BH16 6HA
Single storey front and rear extension, extension of decking to rear, new rooflights to front & internal remodelling.

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

26. P/FUL/2022/05152 15 Dillons Gardens Lytchett Matravers Dorset BH16 6DW
Demolish existing dwelling and erect 6no 4-bedroom detached houses with associated parking and access APP/D1265/W/25/3369687 Edgewater Homes Ltd 23 July 2025

    The Parish Council **OBJECT** to this planning application for the same reasons as per our previous objections on the 28th September 2022 and the 30th November 2023. The Parish Council request that if approval is granted, that there should construction vehicle restrictions imposed forbidding large construction/delivery vehicles during the ends of the school day (8-9.15am and 2:45-4pm).

27. P/NMA/2025/04507 2 Foxhills Crescent Lytchett Matravers BH16 6BE
Non-Material Amendment to use slate tiles for the roof and natural timber coloured weatherboard on West Elevation to planning permission P/FUL/2025/00831: Subdivide rear garden and erect a two-bedroom eco-dwelling with associated parking
and access from Foxhills Road

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

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

29. 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

30. TO NOTE CORRESPONDENCE RECEIVED.

30.1 Cllr Abbott noted that she had complained about lack of highways weed spraying and within a matter of days, weed sprayers had been seen.

The meeting closed at 8:33pm

Annotated by Cllr A Huggins

Signed by_____

Appendix 1

August report Lytchett Matravers Parish Council Dorset Councillors

The Annual Canvass

The Annual Canvass to update the electoral register is underway.

If you receive an email from elections@elections.dorsetcouncil.gov.uk, it's not a scam. If you have not received your email, please make sure to check your spam/junk folder.

It's quick and easy to do online and helps us save money on processing costs.

Forms will also be sent to households over the next month to those properties which we do not have an email address for. If the form asks you to make a response, please do this as soon as possible to avoid the need for reminders to be sent.

The National Landscape report is still open for responses, It does appear a bit all things to all but it is worth a read.

We have had an update on the Transport Plan which is open for consultation next week, it may be overshadowed by the Draft Dorset Local Plan which will be unveiled, they both have 6 weeks consultation period. Please come to the presentation in September 17th in LM Village Hall. and respond online. The various site options should be included, though at the moment I do not know much more than you. . .



The Zebra crossing in Wareham road is in progress at last. A one way system is proposed near the Lytchett Minster school to help make the cyclist way to school safer from cars. Other actions may take longer, but negotiations with the land owners will take time apparently.

There have been various News Releases about mismanagement of Dorset funds in property management. Works were done to comply with Health and safety which is secure but:- Some of the contracts and invoices are now being investigated by the police so we cannot comment further. These discrepancies occurred over 5 years and were noticed by the incoming new Head of Properties and Cabinet member for finance in July last year.

Other things, Councillor Star and I went to an NFU event where we looked at the problems of farming in Dorset , weather and Government actions in cancelled SFI payments were discussed in detail.

Our inbox is largely comments about Slepe proposed traveller site, but also shepherds huts off Foxhills lane possibly leading to another mobile home park.

Lack of tidying verges, and traffic chaos and a campaign to stop the sale of disposeable BBQs due to the extreme high fire risk and the continuing problems with Heath fires .

Appendix 2

11 August 2025 (2025-2026)

Lytchett Matravers Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 01/08/2025			
	Cash in Hand 01/04/2025			282,333.65
	ADD			
	Receipts 01/04/2025 - 01/08/2025			85,197.75
				367,531.40
	SUBTRACT			
	Payments 01/04/2025 - 01/08/2025			81,009.68
A	**Cash in Hand 01/08/2025** (per Cash Book)			**286,521.72**
	Cash in hand per Bank Statements			
	Petty Cash	01/07/2024	0.00	
	HSBC Current AC	01/08/2025	1,762.40	
	HSBC Savings AC	01/08/2025	58,708.74	
	Santander Current AC	01/08/2025	460.00	
	Santander Bus Saver AC	01/08/2025	86,629.53	
	Unity Trust Bank (AC no 20450313	01/08/2025	40,345.47	
	Lloyds bank	01/08/2025	66,521.08	
	Charity Bank	01/08/2025	26,316.14	
	Unity Bank Instant Access Saving	01/08/2025	5,778.36	
				286,521.72
	Less unpresented payments			
				286,521.72
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**286,521.72**
	A = B Checks out OK			

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Lytchett Matravers Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-07-2025 and 01-08-2025)

Cost Centre Allotments

Code Number 263 Allotments Utilities

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
142	01/08/2025		8, 23.7.25	HSBC Current AC	BP	Supply of water to allotments	Water2Business	Z	409.90		409.90
							Subtotal for Code: Allotments Utilities		£409.90		£409.90
							Subtotal for Cost Centre: Allotments		409.90		409.90

Cost Centre Burials/Cemetery

Code Number 284 Cemetery R&M - General

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
129	25/07/2025	10944824	8, 23.7.25	Unity Trust Bank (A	BP	Idverde - Cemetery Grounds Maintenar	Idverde Ltd	S	401.51	80.30	481.81
							Subtotal for Code: Cemetery R&M - General		£401.51	£80.30	£481.81
							Subtotal for Cost Centre: Burials/Cemetery		401.51	80.30	481.81

Cost Centre Community Support

Code Number 168 Parish Benches

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
115	25/07/2025	RPO250424S	8, 23.7.25	Unity Trust Bank (A	BP	Bench for dog field	Reformed Plastics	S	410.00	82.00	492.00
							Subtotal for Code: Parish Benches		£410.00	£82.00	£492.00

Code Number 183 Community Events General

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
105	01/07/2025	0186	8, 25.6.25	Unity Trust Bank (A	BP	Summer Festival	Nikki's Play Cafe	Z			
107	08/07/2025	1324a	8, 25.6.25	Unity Trust Bank (A	BP	Summer Festival	GWP Medical	S	2.50	0.50	3.00
121	25/07/2025	6435	8, 23.7.25	Unity Trust Bank (A	BP	Supply of bales for summer festival	D & P Warr	Z	315.00		315.00
138	25/07/2025	853C989C01	10, 26.3.25	Unity Trust Bank (A		Nikki's Play Cafe	Nikki's Play Cafe	X	100.00		100.00
							Subtotal for Code: Community Events General		£417.50	£0.50	£418.00
							Subtotal for Cost Centre: Community Support		827.50	82.50	910.00

Cost Centre Council Related

Code Number 143 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
108	10/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	Office Supplies	Lloyds UTB Charge Card	Z	3.00		3.00
136	31/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	UTB Service Charge	UTB Service charge	Z	14.10		14.10
141	22/07/2025	57106	8, 23.7.25	HSBC Current AC	BP	HSBC Bank Charges	HSBC Bank Charges	Z	5.00		5.00
							Subtotal for Code: Bank Charges		£22.10		£22.10
							Subtotal for Cost Centre: Council Related		22.10		22.10

Cost Centre Employee Related

11 August 2025 (2025-2026)

Lytchett Matravers Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-07-2025 and 01-08-2025)

Code Number 101 Employee Salaries

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
127	25/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	Julie Wigg Salary	Julie Wigg Salary	Z	1,640.17		1,640.17
							Subtotal for Code: Employee Salaries		£1,640.17		£1,640.17

Code Number 102 Pension Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
130	25/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	LGPS Pension Contribution	Dorset Council Pension Fund	Z	563.79		563.79
							Subtotal for Code: Pension Contributions		£563.79		£563.79

Code Number 103 National Insurance and Income Tax

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
117	25/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	HMRC Payroll	HMRC	Z	511.85		511.85
							Subtotal for Code: National Insurance and Income		£511.85		£511.85

Code Number 104 Handyman

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
118	25/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	Handyman Duties	T Homer	Z	418.19		418.19
							Subtotal for Code: Handyman		£418.19		£418.19

Code Number 105 Locum Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
126	25/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	A Clothier - Locum Cover	A Clothier	Z	155.61		155.61
							Subtotal for Code: Locum Services		£155.61		£155.61

Code Number 107 Expenses

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
128	25/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	Julie Wigg Mileage	Julie Wigg Mileage	Z	20.50		20.50
							Subtotal for Code: Expenses		£20.50		£20.50
							Subtotal for Cost Centre: Employee Related		3,310.11		3,310.11

Cost Centre Highways

Code Number 211 Consultation - Wareham Road

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
114	25/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	Traffic survey	Nationwide Data Collection	S			
137	25/07/2025	W16582	26.3.25, 6.4	Unity Trust Bank (A	BP	Parking accumulation survey	Nationwide Data Collection	S	1,895.00	379.00	2,274.00
							Subtotal for Code: Consultation - Wareham Road		£1,895.00	£379.00	£2,274.00
							Subtotal for Cost Centre: Highways		1,895.00	379.00	2,274.00

Cost Centre Lytchett Astro

Code Number 343 Lytchett Astro R&M

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
124	25/07/2025	7548	8, 23.7.25	Unity Trust Bank (A	BP	Astro half yearly maintenance	Replay Maintenance Ltd	S	2,295.00	459.00	2,754.00
							Subtotal for Code: Lytchett Astro R&M		£2,295.00	£459.00	£2,754.00

Lytchett Matravers Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-07-2025 and 01-08-2025)

						Subtotal for Cost Centre:	Lytchett Astro		2,295.00	459.00	2,754.00

Cost Centre Open Spaces

Code Number 237 Recreation Ground General R&M

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
119	25/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	Idverde - Rec and Sports club field	Idverde Ltd	S	484.62	96.92	581.54
							Subtotal for Code: Recreation Ground General R&		£484.62	£96.92	£581.54

Code Number 243 Other Open Space Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
113	25/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	Installation of drop down bollards by Pa	BCP Council (Poole Business Service	S	350.00	70.00	420.00
125	25/07/2025	7548	8, 23.7.25	Unity Trust Bank (A	BP	Eldons Pond Fencing	Fletchamoore (Poole) Ltd	S	5,405.00	1,081.00	6,486.00
132	25/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	Rockery for Eldons Pond	M B Wilkes	S	368.48	73.70	442.18
133	25/07/2025	190105	8, 23.7.25	Unity Trust Bank (A	BP	Soil for Eldons Pond	M B Wilkes	S	19.72	3.94	23.66
134	25/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	Soil and Shingle for Eldons Pond	M B Wilkes	S	28.32	5.67	33.99
							Subtotal for Code: Other Open Space Maintenanc		£6,171.52	£1,234.31	£7,405.83
							Subtotal for Cost Centre: Open Spaces		6,656.14	1,331.23	7,987.37

Cost Centre Parish Office

Code Number 303 Office Supplies

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
108	10/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	Office Supplies	Lloyds UTB Charge Card	S	22.50	4.50	27.00
							Subtotal for Code: Office Supplies		£22.50	£4.50	£27.00

Code Number 305 Office IT

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
123	25/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	Rejuvinate IT Costs	Rejuvenate	S	29.34	5.87	35.21
							Subtotal for Code: Office IT		£29.34	£5.87	£35.21

Code Number 306 Office Connectivity

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
109	11/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	Mobile phone	Propel Finance PLC	S	7.42	1.48	8.90
110	15/07/2025	790319	8, 23.7.25	Unity Trust Bank (A	BP	Trophy for allotment of the year	TrophiesplusMedals	S	17.79	3.56	21.35
112	25/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	Mobile phone usage contract	O2	S	13.25	2.65	15.90
140	16/07/2025	57106	8, 23.7.25	Unity Trust Bank (A	BP	Wessex Internet	Wessex Internet	S	1.00	0.20	1.20
							Subtotal for Code: Office Connectivity		£39.46	£7.89	£47.35

Code Number 309 Car Park Lighting

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
135	25/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	SSE car park lighting	SSE Energy Solutions	L	23.93	1.20	25.13
							Subtotal for Code: Car Park Lighting		£23.93	£1.20	£25.13
							Subtotal for Cost Centre: Parish Office		115.23	19.46	134.69

11 August 2025 (2025-2026)

Lytchett Matravers Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-07-2025 and 01-08-2025)

Cost Centre Sports Pavilion

Code Number 324 Sports Pavilion Connectivity

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
140	16/07/2025	57106	8, 23.7.25	Unity Trust Bank (A	BP	Wessex Internet	Wessex Internet	S	1.00	0.20	1.20
							Subtotal for Code: Sports Pavilion Connectivity		£1.00	£0.20	£1.20

Code Number 325 Sports Pavilion R&M

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
106	08/07/2025	5028	8, 25.6.25	Unity Trust Bank (A	BP	Fire Safety Assessment	Fire Compliance & Safety Bournemou	S	150.00	30.00	180.00
							Subtotal for Code: Sports Pavilion R&M		£150.00	£30.00	£180.00
							Subtotal for Cost Centre: Sports Pavilion		151.00	30.20	181.20

Cost Centre WG Neighbourhood Plan

Code Number 582 NP Revision

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
116	25/07/2025	9073612472	8, 23.7.25	Unity Trust Bank (A	BP	Royal Mail response - NP	Royal Mail	S	145.35	29.07	174.42
122	25/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	Royal Mail response - NP	Royal Mail	S	99.45	19.89	119.34
							Subtotal for Code: NP Revision		£244.80	£48.96	£293.76
							Subtotal for Cost Centre: WG Neighbourhood Plan		244.80	48.96	293.76

Cost Centre Youth Hall

Code Number 362 Youth Hall Utilities

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
111	16/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	Youth Hall waste collection	Dorset Council Waste Services	Z	6.26		6.26
139	09/07/2025	57106	8, 23.7.25	Unity Trust Bank (A	BP	Electricity - LM Youth Hall	Yu Energy	L	26.63	1.33	27.96
							Subtotal for Code: Youth Hall Utilities		£32.89	£1.33	£34.22

Code Number 365 Youth Hall Connectivity

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
140	16/07/2025	57106	8, 23.7.25	Unity Trust Bank (A	BP	Wessex Internet	Wessex Internet	S	1.00	0.20	1.20
							Subtotal for Code: Youth Hall Connectivity		£1.00	£0.20	£1.20

Code Number 366 Youth Hall R&M

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
106	08/07/2025	5028	8, 25.6.25	Unity Trust Bank (A	BP	Fire Safety Assessment	Fire Compliance & Safety Bournemou	S	150.00	30.00	180.00
131	25/07/2025	696 & 677	8, 23.7.25	Unity Trust Bank (A	BP	Youth Hall Cleaning	Sally-Anne's Professional Cleaning Se	Z	140.00		140.00
							Subtotal for Code: Youth Hall R&M		£290.00	£30.00	£320.00

Code Number 370 Youth Hall Miscellaneous

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
120	25/07/2025		8, 23.7.25	Unity Trust Bank (A	BP	Scribe Booking System	Starboard Systems Ltd	S	199.00	39.80	238.80
							Subtotal for Code: Youth Hall Miscellaneous		£199.00	£39.80	£238.80

Subtotal for Cost Centre:	Youth Hall	522.89	71.33	594.22
	TOTALS	**£16,851.18**	**£2,501.98**	**£19,353.16**

Appendix 3

Payments August 2025

Agenda Item 8. Payments to be made

To Whom	For What	Net	VAT	Total
T Homer	Handyman duties, July 2025	375.46	0.00	375.46
Julie Wigg	Salary – August	1640.17	0.00	1640.17
Dorset Pension Fund	**Pension – August -** Employers Contribution Employees Contribution	446.16 117.63	0 .00	563.79
HMRC	Income tax and national insurance – June	511.85	0.00	511.85
Idverde	Sports club field and end of playing field – Inv 2 cuts at £161.54 per cut	323.08	65.62	393.70
Idverde	St Marys Row Park Cemetery – Inv 10946011	401.51	80.30	481.81
Rejuvenate	Monthly commitment – June Inv 28396 Device Care Endpoint Detection and response – a recommended security product	12.36 11.99 4.99	 5.87	 35.21
Neighbourhood Plan Royal Mail	 July response	 68.85	 13.77	 82.62
Scribe	Booking system monthly payment	26.00	5.20	31.20
Julie Wigg	Expenses - Postage	3.60	0.00	3.60
Dorset Youth Association	Youth Hall provision Invoice: 2751	2368.00	0.00	2368.00
Parish Online	Mapping Software – Invoice: 19UG013-0003	160.00	32.00	192.00
Dorset Council Planning	Pre-planning advice for Sports area	1482.50	0.00	1482.50
Cllr Bush Expenses	Guerilla Gardeners mileage to the tip. Chains for noticeboard locks. Prize money for allotments.	84.59		84.59

Agenda Item 8. Payments already made.

To whom	For What	Net	VAT	Total
O2	Parish Clerk Mobile Phone – August	13.65	2.73	16.38
Propel Finance Plc	Monthly repayment for LMPC Clerk's mobile phone	7.42	1.48	8.90
SSE	Car park lighting	25.13	1.91	26.01
YuEnergy	Youth Hall	23.16	1.16	24.32
Wessex Internet	Monthly charges – Sports Club, Village Hall, Youth Hall	3.00	0.60	3.60
Screwfix	Barrier Fencing Inv: 2004844353	58.15	11.63	69.78
Dorset Council Waste Services	Empty youth hall bins	29.80	0.00	29.80
Water2Business	Allotment Water	409.80	0.00	409.80
Scribe	Booking system monthly payment	26.00	5.20	31.20

Appendix 4

Agenda Item 9. Clerks Report August 2025

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: As still no reply can anyone recommend another contractor?*
Minute 10, Full Council 27.3.24 and Minute 11, Full Council 23.4.25	Cllr Khanna to circulate suggestions for Parish Council sign. Passed on to Cllr Huggins.	*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. Any update?*
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. *Ongoing* *FB post June 2025, July 2025*
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. Update?*
Minute 7.2, Full council 23.4.25	Clerk to invite Vikki Slade MP to PC meeting	Confirmed for September meeting
Minute 17, Full Council 23.4.25	Rocket Park refurbishment	Cllr Aspray suggested forming a working group to consider options. 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. *Ongoing Awaiting update from Cllr Ong.*
Minute 21 Full Council 23.4.25	Eldons Pond	Insurers advised. Awaiting further instructions. May 2025 *Invoice received from SSE forwarded to insurers, no response as of 8.8.25*
Minute 7, F&GP 9th July	Road signage, white lines and SID points	*Cllr Bush, Aspray and the Parish Clerk met with Stephen who has since confirmed works are underway.*
Minute 11 F&PG 9th July	Astro floodlight activation system	*Cllr Huggins to prepare a report with other options*
Minute 14.1 F&GP 9th July	Request from resident at 10 Fosters Spring to cut back trees/hedge	*Aerial tree services recommended removing the tree as its too close to the garage and will cause issues in the future. Quote for £500 plus VAT to clear the area.*
Minute 14.2 F&GP 9th July	Cllr Abbott asked if the hedge can be cut back along the pavement by the astro	*Waiting for Rich to carry out the work.*
Minute 13, Full Council 23rd July	Request to install double bin by Scout hut	*Clerk to obtain a quote (see agenda item 16)*

Allotments Update - No plots available. Allotment of the year award presented at the Garden show on the 2nd August 2025

Cemetery Update - Nothing to report

Planning Application No	Location	Proposal	PC Decision	Notes	Status
6/2021/0282	**Land east of Wareham Rd Lytchett Matravers.**	Phased residential development of site for 95 dwellings, new vehicular and pedestrian access onto Wareham Road and other associated works including landscaping and open space.		Re-opened. Deadline extended to the 15th May 2025. The Parish Council **OBJECT** to the planning application and reiterate the 2024 comments with the following additional points: - • No design feature to influence traffic speed • Safer way for the children to access the play area • Only 5 marked visitor spaces for 25 houses. • The development should make pedestrian provision for footpath links to Rozalea Meadows and Jubilee walk. • The affordable houses with their garage block courtyard highlights their status, is ugly and essentially bad planning. We know they are unpopular in the village and often not well used.	DC has confirmed that the application has been reassigned to a new case officer, who will review it this week. It is currently delayed due to nutrient neutrality issues. Revised plans are being assessed, and if they address the previous officer's concerns, they will be made public. The PC will be reconsulted if the plans are deemed acceptable.
6/2021/0282	Land East of Wareham Rd Lytchett Matravers	Phased residential development of site for 95 dwellings, new vehicular and pedestrian access onto Wareham road and other associated works including landscaping and open space.	**Objection**	The Parish Council consider the proposed development of 95 dwellings on the Wareham Road site contradicts the sustainable planning principles outlined in both the 2017 Neighbourhood Plan and the Purbeck Local Plan. Unlike Flowers Drove and Blaneys Corner, this site is well outside a 10-minute walk from village amenities, making car dependency inevitable. This fails to support local facilities and undermines sustainable transport objectives. The layout as submitted is a disconnected cul-de-sac with a single road access onto Wareham Road, posing significant traffic congestion and safety risks, particularly during peak hours. This	DC confirmed that as they haven't consulted with the parish council at this time they can't provide an extension but if any amended comments are provided by email they will be added to

				design disregards connectivity opportunities to the north and northeast, areas also controlled by Wyatts and likely to be included in the Dorset Local Plan. A more integrated layout is essential for safe pedestrian routes, reduced traffic impact, and improved community cohesion. We also raise concerns over child safety due to narrow front gardens directly facing busy roads, insufficient play area connectivity, and inadequate traffic calming measures. A Home Zone approach with pedestrian-priority clusters and green corridors should be considered to enhance safety and community interaction. This development, as currently designed, does not contribute positively to the village fabric nor provide a safe, sustainable living environment. Significant layout revisions are necessary to meet planning policies and community expectations.	the file and taken into consideration'. They are anticipating carrying out a formal re-consultation with the parish at an appropriate time if and when amendments are made by the applicant to the scheme.
P/VOC/2024/03870	**Huntick Farm Caravan Park. Huntick Farm Lytchett Matravers BH16 6BB**	Access To Use land to extend existing caravan/tent camping site (with removal of conditions 2,3 & 7 of planning permission 6/84/0743 to remove restriction to 30 caravans, remove restriction to building on site and remove restriction for the stationing of caravans/tents between 1 Nov and 15 March each year)	**No objection**		Not determined
P/CLE/2024/05068	**Beaconfield Middle Road Lytchett Matravers**	Five dwellinghouses	**Uphold Objection made in January 2024**		Not determined

P/FUL/2025/00148	Valley View Farm Castle Farm Road Lytchett Matravers BH16 6DA	Erection of a permanent rural workers dwelling, reception building, barn, a building to be used as a learning zone.	**Objection**		Not determined
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.	**No Objection**		Withdrawn.
P/FUL/2025/03014	Boar Hill Barn Charborough Park Wareham BH20 7EL	Change of use of agricultural buildings and land to sawmill (class B2). Retain office and convert store to a workshop and welfare building.	**No Objection**		Not determined.
P/HOU/2025/03037	6 Old Pound Close Lytchett Matravers BH16 6BW	Erect side and rear extensions and new front porch, demolish existing garage and outbuilding	**NO OBJECTION**	However, the Parish Council note that it would be preferable to reconstruct the existing screen wall slightly higher with a tiled coping, returning along the side boundary, this being preferable to exposing the ugly end of the proposed pseudo tiled roof edging.	Granted 4.8.25
P/FUL/2025/02798	Land and Barn West of Eddy Green Road Lytchett Matravers	Proposed foul water treatment plant and drainage field, and surface water drainage soakaway, in respect to Prior Approval - Agricultural to dwelling Approval P/PAAC/2023/04617	**NO OBJECTION**		Awaiting sign off

P/CLE/2025/03853	Moonacre Campsite Dorchester Road Sturminster Marshall BH21 4EU	Change of use of land from agriculture to wedding and event venue and erection/construction of associated structures including Marquee, Field Parking Area, Woodland Teepee, Woodland Ceremony Platform, Shower Block, Toilet Block and Treehouse	**OBJECTION**	While the Council acknowledges that it cannot dispute the Certificate of Lawfulness (CLU) application, it notes that there appears to be a significant amount of accommodation and development on the site that has not received planning permission and is not covered by this application for a CLU. The Council reaffirms its consistent position of opposing development within the Green Belt.	
P/FUL/2025/03026	Poole House Jennys Lane Lytchett Matravers BH16 6BP	Demolish existing building and store, remove tennis court and erect 3no dwellings with associated parking and landscaping	**OBJECTION**	The site lies outside the defined settlement boundary of Lytchett Matravers within the Green Belt. The application does not meet the criteria for "limited infilling in villages" as set out in paragraph 154 of the National Planning Policy Framework (NPPF). The Parish Council does not consider this to be an infill site, as it is not within the built-up area of the village. The proposed development would result in a significant and harmful visual impact on the surrounding landscape and open countryside. The site currently contains low-rise buildings and replacing these with three, two-storey dwellings would substantially make the development more intrusive. This change would detract from the rural character of the area and harm the openness of the Green Belt. The proposed dwellings feature a two-storey, geometric design which is not in keeping with the rural character of the area. The Parish Council believes that, given the site's location within the Green Belt, any redevelopment should be limited to a single dwelling, as previously approved.	Not determined
P/FUL/2025/03733	Land at Flowers Drove	Residential development including the erection of 29no dwellings with garages and	**OBJECTION**	Cllr Morgan raised concerns regarding the lack of affordable housing provision and the design of the development, specifically highlighting the use of non-functional or "fake"	Out to consultation

		parking, formation of vehicular access from Wimborne Road, sustainable drainage infrastructure, new open space, landscaping and associated infrastructure		chimneys. He felt that these design elements require further discussion and suggested that he would like the planning authority to defer determination of the application to allow further consideration of key issues, particularly the. • The lack of affordable housing and the design of the site entrance • The layout and arrangement of the south-west corner of the development • The inclusion of appropriate architectural features, specifically the use of flint and dummy chimneys • The potential implementation of traffic calming measures within the scheme It was agreed to contact the planning authority to defer determination of the application to ask for further consideration of key issues, particularly the design of the development and the lack of affordable housing provision.	
P/FUL/2025/03686	38 Wareham Road Lytchett Matravers BH16 6DR	Retain change of use of agricultural land to residential curtilage, and erection of a detached barn now converted to be used as ancillary accommodation to the dwelling known at no. 38 Wareham Road, Lytchett Matravers	**OBJECTION**	The Parish Council objects to this application on the grounds that it represents inappropriate development within the Southeast Dorset Green Belt. The change of use from agricultural land to residential curtilage, along with the construction and conversion of a detached barn for ancillary accommodation, conflicts with both national and local Green Belt policy. The proposal does not demonstrate the 'very special circumstances' required to justify development in the Green Belt as set out in the National Planning Policy Framework (NPPF). The development appears to cause encroachment into the countryside, contrary to one of the core purposes of the Green Belt—namely, to safeguard the countryside from urban sprawl. The Parish Council is also concerned about the precedent this may set for further residential expansion into protected Green Belt land within the parish.	Out to consultation

P/HOU/2025/03797	The Walled Garden Colehill Road Lytchett Matravers BH16 6BS	Extend and convert existing garage to form residential annexe to The Walled Garden	**OBJECTION**	The Parish Council **OBJECT** to this planning application due to its scale being inappropriate and harmful to the setting of the adjoining listed wall and nearby grade 1 listed church	Out to consultation
P/FUL/2025/03720	36 Glebe Road Lytchett Matravers BH16 6EH	Erect a detached house with associated garage, parking and landscaping	**NO OBJECTION**		Out to consultation
P/CLP/2025/04084	21 Prospect Road Lytchett Matravers BH16 6ED	Loft conversion with a rear facing dormer.		The Parish Council **OBJECTS** to this planning application on the grounds that the proposed dormer is disproportionately large and not in keeping with the character and appearance of the neighbouring properties. The scale and design of the dormer would have a detrimental impact on the street scene and does not reflect the established pattern of development in the area.	Out to consulation

Appendix 5

Lytchett Matravers Parish Council

Strategic Planning and Management of Parish Assets

June 2025

Proposal:

The PC to be become centrally responsible for the direct management of all PC owned assets including all management, regulatory, safety and financial aspects.

Background:

The impact of the successive local plans are bringing major changes to the size and character of the village. We know that the Purbeck Local Plan 2 (PLP2) approved approximately 150 new houses and the 2021 draft Dorset Local Plan (DLP) had identified a further 200 houses. Since then the housing target for Dorset Council has increased by 80%. Given its location close to BCP, the areas around our village are a prime target for developers.

The other change that will have an impact is the reclassification of Green Belt to Grey Belt. While we have not yet bit hit with such a change, it will be part of the revised DLP. It is also already having an impact elsewhere in the country. Developers have been successful in getting permission on what was Green Belt by demonstrating it is now Grey Belt. Planning examiners are approving some of those applications.

The village is about to be consulted on the next version of the Neighbourhood Plan (NP2). This is unlikely to materially affect the number of houses to be built, but it can try and affect their design, character and integration. A revised Neighbourhood Plan can also set out planned improvements to infrastructure that will benefit the village and are commensurate with a growing population.

The NP2WG have identified 3 large project areas to target funding from developers, be it CIL or section 106.

1. Village sports and recreation facilities
2. Revision/expansion of the Village Hall/Pavilion area
3. The pathway to Lytchett Minster along Huntick Road (cyclists and pedestrians)

The consultation on June 28/29 will highlight these plans and help to assess support as well as to build a picture of residents wishes in respect of any other improvements.

Current Parish Assets:

These are assets we manage on behalf of the village. Currently, they include

- Parish Office
- Allotments
- Public Cemetery and closed churchyards
- Recreation Ground and all the areas within (Car parks, Rocket Park, Skate Park, Gym Equipment, dog exercise area and so on)
- Sports Pavilion, garages and storeroom
- Youth Hall
- Lytchett Astro
- Foxhills Green Space and all the areas within (Play Park, Willow Walk and so on)

The above are managed in a variety of ways, some directly and some indirectly.

Current Issues:

First, we have already started to manage these more centrally. The PC now insure all assets under one policy. We have recently updated all fire safety equipment across all sites and have had independent fire risk assessment reports. The Youth Hall project was originally intended to be stand-alone similar to the Sports Club, but we have determined that is not the beat approach and moved it back into the PC responsibility. The Lytchett Astro, although managed day-to-day by LMSC, is a PC responsibility.

The LMSC team looked to restore that back to a stand-alone basis, but has also concluded that this is not the future. LMSC in essence only manages the facilities; it does not manage any of the activities.

Second, an issue we are all facing from time to time is that these facilities do not run smoothly by relying on volunteers. Volunteers can certainly help, especially at the activity level, but a facility will need a more core level of support and management going forward. The regulatory environment is regularly updated and we have to be sure that is properly factored in.

Third, the PC is generally called on today to fund any significant improvement or repairs. Raising funds for redeveloping sites is a major task and, while many specific projects do manage this, the long-term development of the village facilities across multiple sites is better handled centrally. Ultimately, the PC has the opportunity to call for funding through the precept for specific projects.

Strategic Direction:

- Plan to bring all assets under direct PC management through the formal set-up of either sub-committees or WGs.
- Institute standard policies and procedures across all assets
- Centralise all record keeping and financial transactions
- Establish parish caretaker function for the ongoing management of the various assets. This may be through employees and /or through contracts, but the PC management will better ensure compliance.
- Establish a PC funding unit to target grant and donation opportunities. This is a function in itself because there are multiple and varied ways to attract funds. This will be crucial in being able to deliver the strategy above.

Appendix 6

Lytchett Matravers Parish Council

Summary Report – Proposed Adjustments from Audit

August 2025

Background:
Following discussions with our internal auditor it is recommended we make the following amendments to our financial controls:

1. Allocate a bank account to act as the outstanding CIL.
2. Allocate the Prudential Reserves to Earmarked Reserves in full and the Sinking Funds to a 'cash' account.

CIL (Community Infrastructure Levy)

Incoming CIL (if applicable) is paid in arrears to the PC by DC following the end of each half of the financial year. So for the period April to September we receive CIL in October, for the period October to March we receive CIL in April. At the end of each financial year, we submit a report to DC of CIL received, CIL used and CIL outstanding.

March 31, 2025 - Outstanding CIL		£ 113,548
Pond Landscaping (Vision Landscapes-5 invoices)	£ 11,239	
Pond Fencing	£ 5,405	
Youth Hall Path	£ 13,572	
Total		£ 30,216
July 31, 2025 - Outstanding CIL		£ 83,332

Action – transfer funds to designated HSBC account to agree outstanding above.

Earmarked Reserves

According to the current regulations, the funds in Prudential International are classified as investments and not as a bank account. The PC budget/cashflow forecast assumes these funds do have a cash value and have been classified as cash and set against earmarked reserves. This causes an imbalance from the audit perspective.

Proposal is to use the Prudential funds as longer-term reserves and 'remove' them from the standard budget/cashflow forecast. The current Prudential value is £332,156.

Election Fund	3,124
Foxhills Maintenance Fund	162,928
LMYH (Youth Hall) Stage 2 - 26/27	80,000
LMVH (Village Hall) -26/27	80,000
Total	326,052

This leaves the 3 sinking funds to be allocated to another designated 'cash' bank account – e.g. Lloyds

Skate Park SF	4,200
Rocket Park SF	77,000
Lytchett Astro SF	45,000
Total	126,200