Lytchett Matravers Parish Council

Dear Councillor,

You are summoned to attend the Annual Meeting of the Parish Council to be held on Wednesday 27th May 2026 at 7pm in the Blanchard Room, Lytchett Matravers Village Hall.

Julie Wigg, Parish Clerk
Council Office, Vineyard Close, Lytchett Matravers BH16 6DD.
clerk@lytchettmatraversparishcouncil.gov.uk
or call 07596 885667.

Copies of related reports for the items below are available on request to the Parish Clerk by 7pm on Tuesday 26th May 2026

AGENDA

All Council decisions must give due consideration to their impact on the community's carbon footprint.

Public Participation - (standing orders suspended).

Report by Dorset Councillors (Standing Orders Suspended)

1. Election of Council Chair and receive declaration of acceptance of office.
2. Election of Council Vice Chair and receive declaration of acceptance of office.
3. Election of Chair for the Finance & General Purposes Committee and receive declaration of acceptance of office.
4. Election of Vice Chair for the Finance & General Purposes Committee and receive declaration of acceptance of office.
5. To receive and consider apologies for absence.
6. To receive any declarations of interest, and consider any requests for Special Dispensations under Section 33 of the Localism Act 2011.
7. To receive and approve the minutes of the Annual Meeting of the Parish Council held on the 28th May 2025.
8. To receive and approve minutes of the Full Council meeting held on 22nd April 2026.
9. To receive and consider reports of past subject matters on the minutes of the Full Council, 22nd April 2026 – see Clerks Report.

10. To receive and note the content of the minutes of the Finance & General Purposes Committee Meeting held on the 13th May 2026.

11. To consider the following recommendations from the Finance & General Purposes Committee meeting of the 13th May 2026.

    11.1 To consider the recommendation from F&GP that the tender documentation for the Rocket Park refurbishment project is approved and that the tender process commence.

12. To confirm the Parish Councils eligibility to exercise the General Power of Competence.

13. To consider and approve representatives of the DAPTC Area and Larger Councils Committees.

14. To consider and approve representatives to the following working groups:-

    14.1 Highways Working Group (DCHWG)
    14.2 Neighbourhood Plan Working Group (NP2WG)
    14.3 Youth Hall Working Group (YHWG).
    14.4 Village Environment Working Group (VEWG).
    14.5 Sports Facilities Working Group (SFWG).

15. Chair's announcements.

16. To approve the schedule of payments, including those made and pending.

17. To receive and note the AGAR 31/03/2026 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.

18. To consider and approve the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2026.

19. To consider and approve the accounting statements in Section 2 of the Annual Governance and Accountability Return (AGAR) for the year ending 31st Mar 2026.

20. To approve the dates for the Exercise of Public Rights.

21. To consider and approve the insurance quotations received and appoint an insurer for the forthcoming policy period.

22. To consider and approve a quote for cancellation insurance for the Summer Festival at a cost of £159.00.

23. To consider and approve the closure of the Lytchett Matravers Astro after 6:00pm in response to recent incidents of vandalism.

24. To consider the provision of a fully accessible public lavatory in the village centre, initially through adaptation of the Pavilion Referee's Changing Room and subsequently as part of any redevelopment of Parish Council-owned land fronting the High Street, with inclusion in the revised Neighbourhood Plan.

25. To consider and approve the new Dorset Youth Contract to deliver Youth Club services from 01/04/2026 to 31/03/2028. 2026/27 cost £13,640; 2027/28 Estimated £14,340.

26. To consider permitting payments within approved Full Council and F&GP limits to be authorised at each meeting rather than once monthly.

27. **P/HOU/2026/02666** Woodside Flowers Drove Lytchett Matravers BH16 6BX. Erection of carport and store.

28. **P/CLE/2026/02594** Certificate of Lawfulness. Land lying to the South of Huntick Road Lytchett Matravers - Cabin building

29. To receive a report from the Highways Working Group. (DCHWG).

30. To receive a report from the Neighbourhood Plan 2 Working Group (NP2WG).

31. To receive a report from the Lytchett Matravers Youth Hall Working Group (YHWG).

32. To receive a report from the Village Environment Working Group. (VEWG)

33. To receive a report from the Sports Facilities Working Group (SFWG).

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

35. 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).

36. To note correspondence received.

Members are reminded that the Parish Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime & Disorder; Health & Safety; and Human Rights.

Signed: *Julie Wigg* **Date:** 20th May 2026
Parish Clerk

Dates of next meetings:
F&GP 10th June 2026
Full Council 24th June 2026