Minutes of the

FINANCE AND GENERAL PURPOSES COMMITTEE
Meeting held on Wednesday 9th April 2025.
in the Youth Hall, Lytchett Matravers, BH16 6BD

1. **PRESENT:** Cllrs R Aspray (Chair), R Ong (Vice Chair), A Huggins, P Webb, K Morgan and Mrs Julie Wigg (Parish Clerk)

The meeting started at 7pm

PUBLIC PARTICIPATION:
No members of public in attendance.

2. **APOLOGIES:** Cllr V Abbott, A Bush, K Korenevsky, M Rigby

3. **DECLARATIONS OF PECUNIARY INTEREST - AND CONSIDERATION OF REQUESTS FOR SPECIAL DISPENSATIONS UNDER SECTION 33 OF THE LOCALISM ACT 2011.**
   None.

4. **TO RECEIVE AND APPROVE MINUTES OF THE FINANCE & GEN PURPOSES COMMITTEE MEETING HELD ON 12th March 2025**

   These minutes were accepted as a true record of the meeting and were duly signed by the Committee Vice Chair

5. **TO RECEIVE AND CONSIDER REPORTS OF PAST SUBJECT MATTERS. (Clerks Report, including allotments and planning applications).**
   The following matters were included in the Clerk's report of past subject matters. [nb: comments made, or decisions taken at the meeting are shown in italics) **(Appendix 1)**

Minute No	Action Point	Progress
F&GP, 13 December, Minute 19	Resolve light outside Tesco and Pharmacy	Cllr Abbott reported that they are waiting for a refurbishment which has been postponed. Cllr Abbot will monitor. *Ongoing.*
F&GP, 14 February, Minute 11	Review Risk Register within 3 months and link to Internal Controls and Policy Register	*Ongoing*
F & GP 12th June, Minute 11	To confirm and approve signatories against each of the Parish Council's bank accounts. Clerk to contact banks	***STILL** Ongoing*
F&GP 11th December, Minute 8	To consider a proposal for adopting a resilience planning policy and procedure	*Cllr Ong and Cllr Huggins agreed to form a working group, additional volunteers welcome.* ***Ongoing***
F&GP 11th December, Minute 9	Proposal to create and maintain a parish council asset register	*Cllr Ong and Cllr Aspray agreed to form a working group, additional volunteers welcome.* ***Ongoing***
F&GP 11th December, Minute 10	Recommendation to Full Council that the Viking Swing be replaced in accordance with the best quote	*Viking Swing installed*

F&GP 8th January Minute 11	Cllr Abbott asked if we could contact the Tesco manager and ask for the lighting to be improved.	*Cllr Bush has a solar light that could be used. Cllr Abbott will speak to Tesco and ask if we can install it as a temporary measure and eventually investigate lighting as part of the improvements of the island. Cllr Morgan to confirm landlords contact details and Clerk to write and request further lighting. On to do list*
Minute 10, 12th February F&GP	Bin audit	*Continue with audit. Once map finalised Cllr Morgan will update bin locations on to Parish Online*
Minute 14, 12th March F&GP	To remove the hedge outside the entrance to the Astro path	*Cllr Bush to write specification of works and forward it to Clerk to obtain quotes.* ***Action: Clerk to confirm specification of works.***
Minute 15, 12th March F&GP	To install base for pharmacy benches	*Cllr Morgan to purchase materials, guerilla gardeners to carry out work.* ***BENCHES INSTALLED done***
Minute 20, 12th March F&GP	Cllr Morgan is struggling to get a response from Tesco and asked if anyone has a contact.	*Cllr Abbott to forward contact details to Cllr Morgan.* ***Cllrs Bush and Morgan had Teams meeting with a Tesco Rep who was supportive and said he will get things moving.***
Minute 21, 12th March F&GP	To consider next steps for school crossing	*Leaflets and Banners ordered. The DC consultation is now live and the deadline is the 15th April.* ***Done*** ***Action: Clerk to put post on FB saying that Lollipop person will be retained and reviewed annually.***
Minute 24, 12th March F&GP	Recreation wild area plan	*It was agreed that Idverde wouldn't cut the wild area. Cllr Bush to advise Idverde.* ***Done***
Minute 27.2, 12th March F&GP	Complaint from resident about overgrown Leylandi hedge bordering their property on Foxhills Road.	*Cllr Brenton to investigate who the owner is. In the meantime, Zoe from Aster HA has responded confirming that it is a private owner, not Aster.* ***Clerk advised resident. A meeting has been arranged with Zoe from Aster on the 23rd April.***

6. To receive and note the 2025-26 year to date bank reconciliation (for purposes of report only).

A copy of the bank reconciliation was made available to all members ahead of the meeting and is attached at **Appendix 2**.

It was **RESOLVED** to accept and **APPROVE** this reconciliation.

7. TO RECEIVE AND CONSIDER A REPORT COVERING 2025-26 COUNCIL INCOME AND EXPENDITURE (FOR PURPOSES OF REPORT ONLY).

The report was made available to all members by the Parish Clerk. The income and expenditure report is included in **Appendix 2**.

It was **RESOLVED** to accept and **APPROVE** this report.

8. **TO RECEIVE A REPORT ON THE ANNUAL REVIEW OF BURIAL RECORDS.**
   The report was made available to all members by the Parish Clerk. The burial report is included in **Appendix 3**.
   The report was noted.

9. **TO RECEIVE A REPORT ON THE ANNUAL REVIEW OF INSURANCE COVER.**

   The Clerk reported she is still awaiting quotes for renewal, so it was **AGREED** to defer to Full Council.

10. **TO CONSIDER DESIGNS FOR PARISH SIGNAGE.**
    Cllr Bush's Excel design was well received by councillors, who felt it should include the parish logo. The various design options will be uploaded to Dropbox for review, with a final decision to be deferred to the next Full Council meeting.

11. **TO CONSIDER AND APPROVE A QUOTE FOR THE REPLACEMENT OF PLY TO THE SKATE RAMP.**
    Cllr Morgan explained that the plywood panel had been installed solely to provide a surface for the mural and is therefore no longer required. Councillors agreed that the panel should be removed and not replaced.

    It was **RESOLVED** and **AGREED** to remove and dispose of the ply and not replace.

    Action: Clerk to instruct Jeff Coakes to remove and dispose of the ply.

12. **TO CONSIDER AND APPROVE A QUOTE FOR INSTALLATION OF BOLLARDS AT THE SPORTS PAVILLION.**
    The Clerk reported that she is still awaiting quotes so the item will be deferred to Full Council.

13. **TO CONSIDER AND APPROVE A 5% RISE IN COSTS FOR SID DEPLOYMENT.**

    It was **RESOLVED** and **AGREED** to make a recommendation to Full Council that the 5% rise in costs is **ACCEPTED**

14. **TO CONSIDER AND APPROVE A QUOTE FOR LIGHTING OUTSIDE THE YOUTH HALL.**
    Cllr Ong reported that he is still waiting for quotes, so it was agreed to defer to Full Council.

15. **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.**

16. **TO CONSIDER AND APPROVE A QUOTE FOR THE REMOVAL OF THE HEDGE BY THE ASTRO PATH.**
    The Clerk reported that she is waiting for the specification of works from Cllr Bush before obtaining quotes, so it was agreed to defer to Full Council. However, Cllr Aspray pointed out that we might be in nesting season now so it may need to wait until September.

17. **TO RECEIVE AN UPDATE ON VE DAY CELEBRATIONS.**
    Cllr Aspray confirmed that the displays are in hand and the Fish and Chip van will be on site. Councillors discussed providing refreshments and/or a bar.
    Action: Cllr Aspray to speak to the Rose and Crown reference the bar, and to a local group to provide tea/coffee. Cllr Aspray will also get in touch with a local choir to ask if they can sing the hymn.

18. **TO RECEIVE AN UPDATE FROM THE NEIGHBOURHOOD PLAN WORKING GROUP.**
The group is currently working on a community survey and consultation. Although initially planned for early May, this will be delayed to allow further work, particularly in relation to site selection. Cllr Webb reported that the Neighbourhood Plan group is concerned about the proposed increase in housing numbers, the potential locations for development, and the criteria used for site selection. The group wishes to take the necessary time to gather robust evidence in preparation for Dorset Council's consultation in August.

19. 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.

    It was **RESOLVED** that the Parish Council **OBJECTS** to the application for the erection of a permanent rural worker's dwelling. Councillors noted that the agricultural lease is time-limited, and the proposed design is not considered suitable for a permanent residence.

20. P/HOU/2025/01329 6 Wareham Road Lytchett Matravers BH16 6DP
Erect single storey rear extension

    It was **RESOLVED** that the Parish Council has **NO OBJECTION in principle** to the application. However, councillors raised concerns regarding the potential impact on neighbouring amenity.

21. P/VOC/2025/01770 The Cottage Foxhills Road Lytchett Matravers Dorset BH16 6BD
Severance of curtilage, erection of 1 x 4 bedroom detached house.

    It was **RESOLVED** that the Parish Council has **NO OBJECTION** to the planning application.

22. P/NMA/2025/01902 76 Wareham Road Lytchett Matravers BH16 6DT
Non-material amendment to allow the south-west wall of the existing conservatory.
The application was noted.

23. **TO CONSIDER ITEMS FOR AN ARTICLE IN THE NEXT PARISH MAGAZINE.**
23.1 Pond is being excavated.
23.2 VE Day
23.3 Improvements to Rec.

24. **TO NOTE CORRESPONDENCE RECEIVED.**
24.1 The Clerk obtained a quote for cancellation insurance for the summer festival and Cllr Ong proposed that it's included on the Full Council agenda for approval.

The meeting closed at 8.30pm

Annotated by Julie Wigg (Parish Clerk)

and approved by Cllr R Aspray Chair of committee _____