

**Minutes OF LYTCHETT MATRAVERS
PARISH COUNCIL MEETING
Held on Monday April 18th 2011 at 7:30 in the Village Hall**

PRESENT were Cllrs: R Miller (Vice Chairman) A Bush, M Colvey, D Gillard, M Munford, K Norris, P Talbot, J Taylor, E Wilson and the Parish Clerk (T Watton).

County Cllr Drane, PC Jon Stuart, and 1 member of the public were also in attendance.

1. APOLOGIES from Cllrs M Gracey, J Dyball and P Talbot were received and noted. In Cllr Gracey's absence Cllr Miller took the chair.

2. PUBLIC PARTICIPATION SESSION. (Standing Orders suspended).

There was none.

3. DECLARATIONS OF INTEREST.

There were none.

4. REVISED CODE OF CONDUCT FOR COUNCILLORS 2007.

In accordance with paragraph 12(2) of the Revised Code, to hear any representations or answers to member's questions or evidence provided by any members of the Council having a prejudicial interest in any matter to be considered at this meeting. There were none.

5. CHAIRMAN'S ANNOUNCEMENTS.

There were none.

6. THE MINUTES of the Council meeting on 21st March 2011 were approved and signed by the Chairman.

7. MATTERS ARISING & UPDATE ON ACTION POINTS.

- a. **Full council 22nd November, minute 18: follow-up action to football foundation support meeting. CARRIED OVER**
- b. **Full Council 21st Feb, minute 13: Fields in Trust Registration.** The Parish Clerk reported that Ms Dudley of Dickinson Manser Solicitors had contacted him to advise that she has at last had a response to her enquiry to Fields In Trust. A response to the council will be sent shortly giving a recommendation and estimate of the cost of the legal work involved.
- c. **Full Council 21st Feb, minute 15: Replacement village name sign.** The Parish Clerk reported that he has chased DCC Highways in view of no formal response to his letter seeking their approval for installation of the stone sign. Mr Alford, DCC, has apologised for the delay due to internal changes at the Highways Department. He has some concerns from a road safety viewpoint and is consulting a colleague before a response is sent.
- d. **Full Council 21st Feb, minute 17: additional mats for Foxhills play area.** The Parish Clerk reported that he has now spoken to Sutcliffe Play to ask them to complete the installation of the remaining mats, and to Mr Mills who will then top dress this area with seed compost and grass seed.
- e. **Full Council 21st Feb, minute 18: request to plant memorial tree at the cemetery.** This tree has now been planted in the agreed location adjacent to the iron railings.
- f. **Full Council 21st Feb, minute 21: Reports from representatives – PACT / Sub Committee Wareham Rd congestion & parking.** A further meeting of this Sub Committee has not yet taken

place. Cllr Bush reported that he had not yet spoken to the school governors on the matter to ascertain their thoughts.

- g. **Full Council 21st Feb, minute 25: Tree removed from area adjacent to recreation ground.**
The Parish Clerk reported that he has not yet spoken to the Land Registry about this. **CARRIED FORWARD.** It is noted that a new tree has been planted near the stump of the old one and from this it is surmised that whoever planted it believes the land not to be in Parish Council ownership.
- h. **Full Council 21st Mar, minute 12: Housing needs survey.** Mrs McDermott has prepared a draft letter to accompany the survey, to go on Parish Council headed paper and bear Cllr Gracey's signature. This will be progressed on Cllr Gracey's return from holiday. **Action: Parish Clerk to liaise with Cllr Gracey and Mrs McDermott.**
- i. **Full Council 21st Mar, minute 14: School crossing Patrol.** The Parish Clerk has emailed County Cllr Drane accordingly.
- j. **Full Council 21st Mar, minute 21: Complaint about the condition of the Recreation Ground play area.** It was noted that nothing further had been heard from the person who had complained. Consequently the complaint was considered to be closed.
- k. **Full Council 21st Mar, minute 21: Complaint about a tree on the Club Hall land affecting a garden in Turbetts Close.** Cllr Miller reported that he had visited the complainant and viewed the problem. It is not considered to be significant, but the matter will be reviewed at the Environment and Amenities Cttee meeting in May. **Action: Parish Clerk to add this to the E&A agenda.**

8. REPORT FROM DISTRICT COUNCILLORS.

Neither Dist Cllr Colvey nor Dist Cllr Gracey were present. County Cllr Drane briefly commented that the focus at PDC is currently on the elections due on 5th May.

9. REPORT FROM COUNTY COUNCILLOR.

County Councillor Fred Drane remarked that the situation regarding DCC budgets remains serious, with no further changes to report.

10. REPORTS FROM SUB-COMMITTEES

There were none.

11. RECOMMENDATIONS OF COMMITTEES:

a. Finance & Policy (see minutes of 4th April 2011).

Cllr Norris reported on the following recommendation:

- The acceptance of the year end Bank Reconciliation and budget performance update. Unanimously **AGREED**
- It was also noted that it had been **AGREED** that the Parish Clerk should contact the specialist contractor who installed the lighting for the MUGA to undertake the repair work. The matter of the most recent vandalised low level bollard and floodlight are the subject of an insurance claim (crime number 14955 Swanage police).

a. Planning Committee (see minutes of 7th April)

Cllr Munford advised that there were no recommendations to bring forward:

It was **AGREED** to receive the minutes of both of the above meetings.

12. LIBRARY CLOSURES – UPDATE

County Cllr Drane reminded those present that DCC's original intention was to offer the 20 libraries over to community control with no support. He remarked that on 23rd March DCC Officers and Cllrs met representatives of the 20 libraries under threat – at which separate proposals were put forward by Ad Lib, Tim Coates (a libraries consultant) and Colin Gibb. The DCC Policy Development Panel for the Libraries met on 15th April and has asked the DCC Officers to review and consider all three proposals. A way forward was identified at the Policy Development Panel meeting, which will be made public on 27th April.

Cllr Drane also reported that he had on 18th April emailed the Chairman of the Policy Development Panel to urge support of the Ad Lib proposal because he considers that this provides a chance for the libraries to continue to operate whilst additional and more practical ways are sought to transfer them to community control. He noted that communities need time to consider where and how they might raise the necessary ongoing funding, as well as exploring other practical issues related to the upkeep of the building, insurance, security, grass cutting and administration, etc.

Cllrs Bush and Norris sought clarification from County Cllr Drane that his suggestion is that the Ad Lib proposal is a “holding” action only. They noted that if the community wished to take over the running and administration of the library and its premises the necessary activity to draw up and agree a lease and establish trustees could not be achieved within the timescales DCC have allocated. Cllr Bush reported that he had been advised by a DCC officer that communities could express an interest in June at the latest. There is a need to hold a further meeting to explore what would happen if the community were not to express an interest in running the library.

Cllr Bush also pointed out that the DCC consultation meeting on 23rd March had only involved the 20 libraries under threat, so it is evident from this that any options involving a more general review and redistribution of the targeting of savings across the whole library estate – as the Ad Lib proposal suggests - seem not to figure in DCC thinking.

Discussion then turned to the letter received from DCC on 18th April in which DCC are seeking the views of the community. It was felt that the Parish Council should respond with a request for a meeting with DCC. This was unanimously **AGREED**. **Action: Parish Clerk to seek a mutually suitable date in May which the following community delegates could make: Cllrs Norris, Bush, Colvey, Gracey, and Wilson; Mr Gibb, Mr Lee, Mr Newman and County Cllr Drane. Parish Clerk then to reply to DCC to set up the meeting date with them.** It was suggested that the meeting ought to be held in the library.

13. SCHOOL CROSSING PATROL: UPDATE

Cllr Bush commented that the local working group has not met since the last Parish Council meeting. He noted that a letter had been sent to Alan Proctor of DCC Road Safety team in February asking for a site survey. As no response had been received a chaser letter was sent on the day of this meeting. Cllr Drane also agreed to chase Mr Proctor for a response. It is hoped that the survey will provide data to back up the argument to keep the school crossing patrol.

14. RECEIPT OF YEAR END INTERNAL AUDIT

The Parish Clerk reported that as planned he had delivered the council's records to Mrs White on 11th April (i.e. as soon as the hard copy of the bank statements was received). However she had some unplanned critical work to undertake that week followed by a hospital admission and as a result the internal audit will be delayed until Easter week. The outcome of the audit will be reported to all Cllrs by email ready for formal acceptance at the May full Council meeting.

15. LENGTHSMAN SCHEME: – CONSIDERATION OF A DRAFT “PARTNERSHIP AGREEMENT” WITH LYTCHETT MINSTER & UPTON TOWN COUNCIL.

Cllr Miller and the Parish Clerk explained that following a meeting with the Clerk of Lytchett Minster and Upton Town Council to clarify some points on this, and the need to seek further advice from DCC, there is now considerably more detail to look into. The Chairman asked the Environment & Amenities Committee to handle this at their May meeting and make a recommendation back to Full Council in due course. This was unanimously **AGREED**. *Action: Parish Clerk to add this matter to the agenda of the E&A Cttee.*

16. FOXHILLS PLAY AREA: ISSUES RAISED BY RESIDENTS.

The Parish Clerk referred to the email he had forwarded to Cllrs on 13th April covering two issues raised by residents with PCSO Cheryl Bellfield. The matter of a time restriction to reduce the noise of children playing in the area during the evenings was explored with the relevant officer at PDC Environmental Services. Whilst there is recourse for residents to submit complaints about environmental noise nuisance to PDC, it has been established that the introduction of a time restriction on usage of the play area is impractical because such a restriction is unenforceable.

The matter of the installation of a fence around the play area is something which was already due to be reviewed in the coming year, and so this matter has been referred to the Environment & Amenities Committee to consider. *Action: Parish Clerk to add this to the agenda of the next E&A cttee meeting.*

17. REPORTS OF ANY TRAINING ACTIVITY UNDERTAKEN IN THE PAST MONTH

There were no reports.

18. REPORTS FROM REPRESENTATIVES (by exception)

The following reports were made:

Carnival: Parish Council to consider putting on a stand at the carnival.

Village Hall: It was noted that there is to be a fashion show on 6th May.

PTAG: Cllr Munford reported that the next meeting is on 28th April.

Footpaths: The matter of an update on the awaited response from DCC Rights of Way department about a site visit regarding the recent proposal from Mr Peter Dyball to re-route two paths is **DEFERRED** until the May Full Council meeting.

19. COUNCIL TO APPROVE THE FOLLOWING PAYMENTS ALREADY MADE:-

Iny	To Whom	For What	Net	VAT	Total
940	Purbeck District Council	Planning application fee for Rec Drainage scheme (see minute 11, 21/03/11)	845.00	0.00	845.00
941	HMRC	PAYE and ENI – final quarter 2010/11	799.58	0.00	799.58

These were unanimously **AGREED**

19. COUNCIL TO APPROVE THE FOLLOWING PAYMENTS DUE :-

Iny	To Whom	For What	Net	VAT	Total
942	T Watton	Clerk's salary – March	650.87	0.00	650.87

943	T Homer	Handyman duties – February	254.25	0.00	254.25
944	DAPTC	Fees for seminars – Big Society and Finance	50.00	0.00	50.00
945	Claire Gamble	Coverage of clerk’s holiday – checking post & phone calls .	29.30	0.00	29.30
946	Southern Electric	Car park lighting – quarter 4, 2010 / 11	16.70	0.83	17.53
947	Brighstone Landscaping Ltd	Grounds maintenance – Foxhills open space Jan-Mar 2011	510.72	102.14	612.86
948	Banyards Ltd	Cemetery maintenance - April	303.49	60.70	364.19
949	D Warr	Checking for water leak at allotments	50.00	10.00	60.00
950	Open Spaces Society	Annual membership renewal	40.00	0.00	40.00
951	Dorset County Council	Annual land rental – club hall	15.00	0.00	15.00

These were unanimously **AGREED**.

21. CORRESPONDENCE.

The Parish Clerk reported on the following items of correspondence:

A letter from PDC Planning department notifying of a site meeting on Thursday 21st April at 09:45 in respect of application 6/2011/0127 Lytchett Heath Farm change of use to a polo club.

An email from DCC Grounds Services department of Dorset Works Organisation announcing changes to their “vegetation management programme”. It was **AGREED** to refer this to the Environment and Amenities committee to consider in more detail; making a recommendation back to Full Council if necessary.

Email correspondence with a resident of Ballard Close complaining about the standard of urban grass cutting roadside verges there by Dorset Works organisation. A response has been sent which includes urging the resident to complain direct to DCC Highways and Dorset Works Organisation.

An inquiry from a resident of the Foxhills development asking if and when fencing will be erected around the play area – due to health concerns in keeping dogs / faeces away from the play area. Concern was also expressed about the play equipment getting muddy in prolonged wet weather. It was **AGREED** to refer these matters to the Environment and Amenities Committee to consider, for recommendation back to Full Council. The same correspondent also expressed concerns about the use of the planned connecting path to Deans Drove as an “escape route” for individuals carrying out “antisocial behaviour”. This point was noted.

Cllr Wilson referred to the letter from a resident to Cllr Gracey asking about street parties to celebrate the Royal Wedding. As it was unclear if a response had been sent, Cllr Wilson agreed to do so.

22. MATTERS OF INTEREST AND INFORMATION.

Cllr Gillard reported that a “no parking, residents only” sign has been put up by Synergy Housing at the end of Foxhills Crescent.

Cllr Gillard also noted that Lytchett Minster and Upton Town council has been successful with a large grant application. Cllr Drane commented that this project had its origins in the Town Plan four years ago and that Dorset Community Action had helped in obtaining the grant.

Cllr Miller thanked Cllr Taylor for his efforts in producing another edition of Lytchett Link.

The meeting closed at 8:50pm

Annotated by/on

Signed by/on