

**Minutes OF LYTCHELT MATRAVERS
PARISH COUNCIL MEETING
Held on Monday February 21st 2011 at 7:30 in the Village Hall**

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

County Cllr Drane and three members of the public were also in attendance.

1. APOLOGIES from Cllrs Colvey, Dyball and Munford were received and noted.

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

Mr Hampshire raised three issues:

- i. He queried the VAT percentage charged on the Foxhills Play area (invoice 917) listed under minute 22 below. It was explained that the VAT shown is the total VAT for the entire project, whereas the net figure is the second of two payment stages.
- ii. He commented on dangers caused to other road users by drivers using Huntick Rd. He particularly drew attention to the fact that Huntick Rd has a 7.5 tonne weight restriction which is largely ignored – most notably by a “Cityliner” coach which journeys in the Upton direction every school-day morning just before 0800 and reappears in the village again around 16:00. In addition this bus is also seen travelling too fast. The Chairman commented that he would draw the matter to the attention of the police so that Huntick Rd is added to the list of monitored speeding hotspots around the village.
- iii. Through the Chairman he expressed thanks to Dorset County Council that part of the A350 had now been resurfaced. However he wondered when the rest of the road, which has a badly damaged surface throughout, would also be resurfaced. Cllr Drane commented that Dorset County Council had a borrowed £17m for repair of potholes, but even this is inadequate to fully deal with the problem. Mr. Hampshire then went on to comment on the evident ineffectiveness of the new technique being employed by Dorset County Council for patching road damage and potholes. It was noted that the potholes which have been reported to Dorset County Council along Wareham Rd and Wimborne Road had been repaired more than once in recent months but the repaired surface has then crumbled again. It is wondered whether the problem lies with the technique itself or with shortcomings in the training given to the staff using this new technique.

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 17th January 2011 were approved and signed by the Chairman.

7. MATTERS ARISING & UPDATE ON ACTION POINTS.

- a. **Full Council 19th July, minute 18 Cllr training:** The Parish Clerk has yet to scan and distribute the notes of the New Cllrs Seminar – **CARRIED OVER.**
- b. **Full Council 20th Sept, Minute 14 – condition of Club Hall:** The Parish Clerk reported that a contractor had visited on Friday 18th Feb to repair the roof leak. A second visit is required this week. Once this is complete the electrical contractor will be asked to replace the four Dimplex heaters as already agreed (Finance & Policy Cttee 7th Feb 2011, Minute 10).
- c. **Full council 22nd November, minute 18: follow-up action to football foundation support meeting. CARRIED OVER**
- d. **Full council 20th December, minute 11b:** Recreation ground drainage scheme planning application. Peter Ashton has again contacted the Parish Clerk to advise that he has spoken to Mr Goater and that Mr Goater has indicated that he will scrutinise the plans regarding the capacity of the downstream pipework once the planning application is submitted to PDC. The application and plans will be examined at the next March Planning Committee meeting to confirm that they are now acceptable to the council “in principle”.
- e. **Full council 20th December, minute 11b:** September Cottage, Deans Drove. The Planning application for September cottage has been withdrawn by the applicant.
- f. **Full council 17th January 2011, Minute 12: Half year accounts.** Cllr Norris explained that this matter had been discussed at the recent Finance and Policy committee meeting and it had been noted that Mr Peacock had been unable to prepare half year accounts due to other unexpected urgent matters. However he had given the Parish Clerk his assurance that he would be able to complete the year end accounts to the required timetable as normal.
- g. **Full council 17th January 2011, Minute 14: DCC Proposal for part night street lighting.** A letter has been sent to Mr Mainstone in accordance with the council’s views.
- h. **Full council 17th January 2011, Minute 15: DCC Proposal – Libraries.** A letter has been sent to DCC in accordance with the council’s views.
- i. **Full council 17th January 2011, Minute 15: DCC Proposal for school crossing patrols.** Cllr Bush prepared the letter, which has been sent.
- j. **Full council 17th January 2011, Minute 22: Play area on public open space at Foxhills – 10 letters from residents.** The Parish Clerk confirmed that he had prepared and sent a letter, with the relevant extract of the council minutes, to each correspondent individually. One resident replied to the Parish Clerk, pointing out that contrary to advice given by County Cllr Drane he had since been advised that “Parish Councils do not fall under the jurisdiction of The Local Authority Ombudsman”.

8. REPORT FROM DISTRICT COUNCILLORS.

There was nothing to formally report.

9. REPORT FROM COUNTY COUNCILLOR.

County Councillor Fred Drane commented on DCC activity regarding its budget for 2011/12. He referred to a DCC meeting which had taken place on the 17th February concerning future of the library service at which proposals had been put forward by the portfolio cabinet member to look at the situation of the 20 libraries under threat. An additional proposal had been put forward by another DCC member to consider all libraries and other areas in which to find a means of financially supporting the 20 libraries under threat. Ideas were considered which had been put forward by the “Ad Lib” community group fighting for the 20 libraries. These included reviewing the opening hours of libraries across the county, forming a working party to take into account potential savings on administration across Poole, Bournemouth and Dorset libraries jointly, and reductions to the bookfund. Reflecting on the impact of the meeting on 17th February, Councillor Drane felt that some County Councillors may have left the meeting still in some doubt and confusion about the detail of the proposals and the outcomes of the meeting. Cllr Drane

explained that his contribution to the debate had emphasized and that Lytchett Matravers has very poor public transport links which means that most users of Lytchett Matravers library don't have access to other libraries. The next key dates are 24th February when there is a meeting of the friends of Lytchett Matravers Library, and 1st March when two members of the "Ad Lib" group will attend the Dorset County Council Policy Development Panel.

Cllr Norris asked if the council would receive a formal response from the DCC Audit and Scrutiny Committee to the questions which it had raised about the criteria and process for selecting libraries for closure. Cllr Gracey sought to confirm the status of the forthcoming consultation. Cllr Drane confirmed that there will be a 3 month period of public consultation - ending on 31st May.

The chairman thanked Cllr Drane for his efforts in support of Lytchett Matravers library.

Discussion then turned to the matter of school crossing patrols. Cllr Drane commented that no further proposition had been put forward by Dorset County Council. DCC has already indicated that it will withdraw funding for all school crossing patrols in 2012, but until then would continue to consult with communities. Cllr Taylor questioned this consultation. Cllrs Norris and Bush referred to the documents DCC have already issued regarding its reasoning behind the withdrawal of funding for school crossing patrols - pointing to the fact that this expenditure is discretionary and that there is no legal imperative to provide school crossing patrols at all. Thus the focus of the consultation with communities is evidently intended to be on alternative ways by which they might be able to resource school crossing patrols themselves.

10. REPORTS FROM SUB-COMMITTEES

There were none.

11. RECOMMENDATIONS OF COMMITTEES:

a. Finance & Policy (see minutes of 7th February 2011).

Cllr Norris reported on the following recommendation:

- The council's acceptance of the Bank Reconciliation and update on the accounts.
AGREED

a. Planning Committee (see minutes of 6th January)

In Cllr Munford's absence Cllr Miller reported that there were no recommendations to bring forward.

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

12. DCC'S BUDGET PROPOSALS FOR 2011/12 – update on issues

(a) Libraries

The Chairman invited Cllr Norris to comment on activity by David Newman on behalf of the Friends of the Lytchett Matravers library. Cllr Norris explained that Mr Newman has done further analysis and continues to write to DCC with statistics and questioning their decision-making process. Cllr Norris also drew attention to a very eloquent letter from Colin Gibb to the Secretary of State. He also expressed some concern that Mike Lovell had not formally replied in writing to the letter sent on behalf of the Parish Council Chairman, but instead seemed to wish to keep the discussion verbal and therefore informal.

It is understood that DCC's criteria for library closures or retention is based on projected footfall – using assumptions about proximity of libraries to major population centres and shopping areas, etc. An

argument has been put forward by DCC that communities such as Lytchett Matravers will not lose a library service as it will be visited by the Mobile Library.

In response to the Chairman's question about how the council should take this forward, Cllr Norris felt that Mr Lovell should be pressed for formal responses to correspondence from the Parish Council and Ad Lib, because this gives a formal audit trail. Cllr Norris will continue to monitor and report on the activity and progress of Ad Lib.

(b) School crossing patrols

The Chairman explained that wearing his District Cllr hat he had instigated a meeting at the school involving County Cllr Drane, Cllr Bush, the Head Teacher, the Chairman of the Board of Governors and two parents. This had been a useful information exchange to develop a clearer joint understanding. The two parent members had been empowered to form an action group to take the matter forward, and it was noted that the Parish Council need to work in parallel with this as there is some expectation that ultimately the Parish Council will meet the cost of the School Crossing Patrol – although it has been indicated to all concerned that this is unlikely to be feasible.

The Chairman has also spoken to Alan Proctor at DCC. In this conversation he pointed out the weaknesses of reliance on community volunteers - such as the lack of any contractual / employment relationship with volunteers likely to lead to unreliability issues and intermittent service. Referring to a letter written by Mr Proctor to the Parish Council on 18th February in which he has made an offer to visit to speak to the interested parties, the Chairman noted that following his initial meeting at the school there is now an identifiable community group for Mr Proctor to meet. The Chairman will therefore respond to the letter accordingly.

It was noted that a response is awaited to Cllr Bush's letter requesting a road safety crossing survey.

13. FIELDS IN TRUST REGISTRATION FOR RECREATION GROUND – CONSIDERATION AND APPROVAL OF NEXT STEPS.

Further to the details reported in Full council Minute 22, 22nd November 2010 and Full Council minute 7, 21st January 2011, Cllr Norris reported that Fields in Trust have received the required documentation to record the council's interest in registering the Recreation Field. What is now required is the completion of a "Charitable Deed". It is considered that as this is a legal document professional advice is required. It was therefore **AGREED** that the Parish Clerk should approach Dickinson Manser solicitors for an estimate of the cost of the work involved. ***Action: Parish Clerk to discuss this with Dickinson Manser solicitors accordingly.***

14. PDC HOUSING NEEDS SURVEY- POSSIBILITY OF RURAL EXCEPTION SITE FOR LYTCHETT MATRAVERS (SEE EMAIL TO CLLRS, 3RD FEB 2011)

It was noted that in an email circulated to Cllrs of 16th February, Chris McDermott of PDC has offered to attend a council meeting to advise on rural exception sites and how this might be applicable to Lytchett Matravers. Cllr Colvey had suggested that the purpose of this agenda item ought to be to consider that offer and, if appropriate, to formulate any broad areas requiring clarification which the council would like her to address.

After a brief discussion it was agreed that the council's knowledge of the subject is insufficient to formulate meaningful questions at this stage and therefore a valuable first step would be to invite Mrs McDermott along to the next Full Council meeting to give a general presentation and explanation.

Action: Parish Clerk to invite Mrs McDermott to the March Full Council meeting and add this to the agenda accordingly.

15. PROPOSED NEW VILLAGE NAME SIGN – HUNTICK RD

The Parish Clerk reported that he had obtained an estimate from a reliable Dorset stonemason to supply, inscribe and install a suitable stone for £1200 + VAT. It was noted that a further issue still to be explored is the permission of DCC Highways for the installation of the sign. It is likely that there will be a charge payable to DCC for a survey of the proposed site and eventual approval; consequently the Parish Clerk was asked to contact DCC Highways department to ascertain what is involved. **Action: Parish Clerk to contact DCC Highways Department accordingly.**

16. INTEGRATED OFFENDER MANAGEMENT SCHEME.

The Chairman referred to the emails from Cllrs Norris and Dyball in response to a message from Rachelle Smith of DCA on a research project she is undertaking on behalf of the Home Office. Cllr Norris explained that he had spoken to Rachelle Smith who did not yet know much about the scheme. He indicated that he would ask Ms Smith to keep him informed so that he could update the council in due course.

17. NEW PLAY AREA FOXHILLS OPEN SPACE – update

The Parish Clerk reported that the dog bin and litter bin have now been received and PDC have given their approval for the siting of the dog bin. Mr Homer will install it as a priority. He is currently undertaking litter picks three times per week, but has been finding very little to pick up after the initial clear up of litter which had evidently been there for a considerable time.

A date for re-installation of the play panels is awaited from Miracle Design and Play Ltd.

A replacement for the play area sign is on order and should be available this week. It will be “security-bolted” to the railings.

A quotation has been obtained from Sutcliffe Play for supply and installation of additional rubber mats (same product as supplied by Miracle). As this is significantly less than Miracle’s best price it was **AGREED** to accept this. **Action: Parish Clerk to respond to Sutcliffe Play with a request for them to go ahead with installation of the 6 additional mats.**

The Chairman then provided a general update on various reported incidents of nuisance behaviour in and around the play area since it was completed three weeks ago. The police reported that they had a week or so of frequent calls, mostly about large numbers of rowdy teenagers seen or heard around the play area. Despite frequent visits the police advised that they have found little evidence of what had been reported. Oil was however found to have been spread on the slides, swing seats and the stepping stones – which was subsequently cleaned off by the Handyman. The play area sign was broken off and removed by someone, and PC Stuart expressed a view that due to the size and thickness of the pole on which it was mounted it may have been removed with tools unlikely to be carried casually by teenagers. The Chairman had hosted a street corner meeting near Tesco’s with PC Stuart and PCSO Bellfield. Despite some indications by nearby residents that they would attend to express their concerns about youth behaviour, none of these people attended. However some comments were gathered from casual passers by – one of whom expressed a wish that a connecting path is not made from the play area to the road edge as this may encourage users to access / egress the play area via that route. The police are continuing to monitor the play area closely.

18. REQUEST TO PLANT A MEMORIAL TREE AT ROW PARK CEMETERY

The Parish Clerk drew attention to the email he had circulated to all Cllrs with a request from a resident for the council's permission to purchase and have planted a tree as a memorial. It was noted that the precise location is left to the discretion of the council. It was **AGREED** that the Parish Clerk should liaise with the donor to agree the location. *Action: Parish Clerk to arrange this accordingly.*

19. PROPOSED CALENDAR OF COUNCIL MEETING DATES 2011/12

The Parish Clerk referred to the draft schedule of meeting dates which he had circulated as part of the pre-reading for this meeting. After some discussion, including the adjustment to the date for the 2011 Annual Parish Meeting the schedule attached at appendix A to these minutes was agreed unanimously **AGREED**. *Action: Parish Clerk to send a copy to Mrs Davenport for purposes of Village Hall Room bookings.*

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

There were none reported.

21. REPORTS FROM REPRESENTATIVES (by exception)

The following reports were made:

PACT: Cllr Gracey explained that PACT had met last week. It was reported that speed checks had been carried out in Wareham Rd, Lime Kiln Rd and the High Street and a number of motorists had been stopped. The matter of the Foxhills play area was discussed – which the police will continue to monitor closely. The priority for the forthcoming period will be parking around the school. Cllr Gracey indicated that the Sub Committee needs to meet to consider how it will take this issue forward. *Action: Sub-Committee members to consider this.*

School Liaison: Cllr Bush reported that he had spoken to the Chairman of the board of Governors, who wishes to discuss the matter again with Cllr Colvey as he is unsure whether Cllr Colvey merely wishes to take a leave of absence.

Footpaths: In Cllr Dyball's absence Cllr Taylor reminded the council that a number of members had walked the proposed route of footpath diversions proposed by Peter Dyball. A letter has been sent to John Williamson of DCC Rights of Way department seeking his advice.

Carnival: In Cllr Talbot's absence, Cllr Wilson commented that she had heard from two sources that the carnival committee had resigned en masse – calling into question the future of the carnival. She feels strongly that it should survive and is willing to play a part. Cllr Norris reminded everyone that when this was previously discussed an intention was expressed to see if the village organisations who normally take part are willing to form a committee of representatives to plan and organise it. Cllr Norris indicated that he would make some further enquiries and see who is involved to speak to.

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

<u>Inv</u>	<u>To Whom</u>	<u>For What</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
915	BWBSL	Water Supply to allotments 11/06/10-23/12/10	636.75	0.00	636.75
916	Broker Network Ltd	Additional insurance premium for play area on Foxhills Open Space	81.55	0.00	81.55

917	Miracle Design and Play Ltd	Balance of payment for supply and installation of children's play area on Foxhills Open Space	35,188.00	10,312.79	45,500.79
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These were unanimously **AGREED**

23. COUNCIL TO APPROVE THE FOLLOWING PAYMENTS DUE :-

<u>Inv</u>	<u>To Whom</u>	<u>For What</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
918	T Watton	Clerk's salary – January	650.67	0.00	650.67
919	T Watton	Expenses incurred by Parish Clerk	93.97	5.89	99.86
920	Glasdon UK Ltd	Dog bin and litter bin for Play area at Foxhills	180.02	36.00	216.02
921	K Bradbury	Cover for Parish Clerk's annual leave 2010	394.20	0.00	394.20
922	T Homer	Handyman Duties - January	180.00	0.00	180.00
923	Banyards Ltd	Cemetery Maintenance 01/02/11	303.49	60.70	364.19
924	Talk Talk Business	Office broadband and calls (quarter 3)	43.67	8.73	52.40
925	Shaw & Sons Ltd	Receipt book for cemetery fees	19.85	3.97	23.82
926	Lees & Co (Woodlands Nurseries)	Supply and planting of a London Plane Tree.	64.00	12.80	76.80

These were unanimously **AGREED**.

24. CORRESPONDENCE.

The Parish Clerk reported on the following items of correspondence:

A letter from Mark Green, Engineer, Dorset Engineering Consultancy, to advise that the request from Mr O'Sullivan for additional street lighting in Ballard Close could not be met due to the removal by DCC of the small budget available for such work. It is understood that Mr O'Sullivan had also been in correspondence with Mr Green and has therefore been advised of this.

A letter from Brighstone Landscaping Ltd advising of an annual price increase for maintenance of the Foxhills Open space of £98.06 (4.8% - in line with r.p.i.).

An email from a person visiting a relative in the village – complaining of (i) the parking behaviour on Wareham Rd and adjacent roads at beginning and end of the school day, and (ii) the amount of dog mess in the village. The Parish Clerk has already sent a reply, which was received very well.

A letter from Wessex Water drawing attention to the high volume of water supplied for the Allotments Castle Farm Rd and suggesting the council investigates. The Parish Clerk explained that he had already noted this on receipt of the bill for the 6 months to December 2010 – which was unusually high especially as the water had been turned off for the winter in October 2010. Mr Warr has been asked to investigate in case there is a fault with the new pipe installation in Dyetts Field, and also to provide an estimate for renewal of pipework throughout the original allotment field.

The Chairman reported on a message from Jo Puttick posted on Cllr Gracey’s blog, asking if the council would consider asking DCC for an extension of the 40mph speed limit at the southern end of Middle Rd to cover the whole of Halls Rd. It was noted that DCC invite Parish and Town councils to review speed limits on local roads from time to time, so this matter will be retained for consideration then. Cllr Norris commented that residents can approach DCC Highways about such concerns at any time.

25. MATTERS OF INTEREST AND INFORMATION.

The Parish Clerk advised the council of the cover arrangements during his forthcoming holiday - post and phone calls, as well as any burial arrangements will be covered by Claire Gamble, Assistant Clerk, Corfe Mullen Parish Council, whilst minuting the meetings and liaison with the council Chairman over any urgent issues will be undertaken by Krystyna Bradbury – both as last year.

Cllr Taylor reported that a mature tree on the edge of the recreation ground behind the garages in Hanhams Close has been cut down, sawn up and taken away. ***Action: Parish Clerk to make enquiries with the Land Registry to ascertain whether this piece of ground is council property.***

Cllr Gillard had found a copy of the 2004 Village Directory which had been prepared by Cllr Munford. He passed it to Cllr Taylor.

Cllr Miller expressed concerns about the level of noise from the main hall during the early parts of the meeting. He also drew attention to the British Legion’s 90 year celebration and wondered if anything was being planned locally. He will be attending a seminar on Affordable Housing.

The meeting closed at 9:40pm

Annotated by/on

Signed by/on

Lytchett Matravers Parish Council

TIMETABLE OF MEETINGS 2011/2012

	Finance/Policy Committee (1st Monday)*	Environment/ Amenities Committee (1st Monday)	Planning Committee (1st Thursday)	FULL COUNCIL (3rd Monday)*
April 2011	Mon 4th		Thurs 7th (in library)	Mon 18th
May		Mon 9th	Thurs 5th (in library)	Mon 16th (Annual meeting)
June	Mon 6th		Thurs 2nd	Mon 20th
July		Mon 4th	Thurs 7th	Mon 18th
August	Mon 1st		Thurs 4th	Mon 15th
September		Mon 5th	Thurs 1st	Mon 19th
October	Mon 3rd		Thurs 6th	Mon 17th
November		Mon 7th t	Thurs 3rd	Mon 21st
December	Mon 5th		Thurs 1st	Mon 19th
January 2012		Mon 9th	Thurs 5th	Mon 16th
February	Mon 6th		Thurs 2nd (in library)	Mon 20th
March		Mon 5th	Thurs 1st	Mon 19th
April	Mon 2nd		Thurs 5th	Mon 16th
May		Mon 14th	Thurs 3rd	Mon 21st (Annual meeting)

ANNUAL PARISH MEETINGS: Saturday 7th May 2011 at 10:00am
Saturday 28th April 2012 at 10:00am

Members of the public and the press are welcome at the above meetings, which are normally held in the Village Hall at 7.30 p.m.

(Agreed by Full Council, February 2011)