

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

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

County Cllr Drane and 4 members of the public were also in attendance.

1. APOLOGIES from Cllrs M Colvey and Munford were received and noted.

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

A resident of Lockyers Way asked if residents of that road had been canvassed during the planning stages of the new play area on the Foxhills open space. In view of the proximity of the play area to Lockyers Way, he felt it would have been courteous to do so. The Chairman explained that there was a long standing obligation on the council to provide the play area – arising from the planning approval for the Foxhills development. The survey of Foxhills residents had sought to evaluate the extent of objections to it by residents of that development.

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 February 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 now photocopied and distributed the notes of the New Cllrs Seminar to Cllrs Bush, Dyball, Taylor, and Wilson.
- b. **Full Council 20th Sept, Minute 14 – condition of Club Hall:** The Parish Clerk reported that the roof has now been repaired and the replacement heaters fitted.
- c. **Full council 22nd November, minute 18: follow-up action to football foundation support meeting. CARRIED OVER**
- d. **Full council 20th December, minute 11b:** This is the subject of a recommendation to full council – see minute 11 (b) below.
- e. **Full Council 21st Feb, minute 13: Fields in Trust Registration.** The Parish Clerk reported that he has had a meeting with Ms Dudley of Dickinson Manser Solicitors and she is examining what is involved in the draft deed forwarded by Fields in Trust and will provide an estimate of the cost of any necessary work.
- f. **Full Council 21st Feb, minute 15: Replacement village name sign.** The Parish Clerk reported that he has written to DCC Highways and a reply is awaited.

- g. **Full Council 21st Feb, minute 17: additional mats for Foxhills play area.** The Parish Clerk reported that Sutcliffe Play have fitted four of the additional six mats, but commented that the ground where the remaining two are to go is barren mud and they have suggested that it is levelled and turf is laid first. The Parish Clerk had already requested Mr Mills to level and seed another adjacent area, so his task could be extended to include this – or to liaise with Sutcliffe to turf it immediately before the mats go down. This was agreed.
- h. **Full Council 21st Feb, minute 18: request to plant memorial tree at the cemetery.** The Parish Clerk has written to the applicant, but is yet to receive a response.
- i. **Full Council 21st Feb, minute 19: 2011/12 meeting dates.** A copy of the schedule has been sent to Mrs Davenport for the purpose of booking the Village Hall.
- j. **Full Council 21st Feb, minute 21: Reports from representatives – PACT** Cllr Gracey commented that a further meeting of the Sub-Committee looking at the problem of school parking and congestion on Wareham Rd is required. Cllr Norris remarked that it had been hoped that the school would have taken ownership of this problem but this seems not to have happened. Cllr Bush agreed to approach the governors informally to see what thoughts they have on the problem. Cllr Gracey also reported that the point made by Mr Hampshire about the weight restrictions on, and speeding along, Huntick Rd had been raised with the police and they are monitoring it.
- k. **Full Council 21st Feb, minute 25: Tree removed form area adjacent to recreation ground.** The Parish Clerk reported that he has not yet spoken to the Land Registry about this. **CARRIED FORWARD**

8. REPORT FROM DISTRICT COUNCILLORS.

Dist Cllr Gracey commented that PDC had approved its budget for 2011/12 and the council tax had been left at a nil increase. He also reported that there is to be a public consultation on the process of public participation at Planning Board meetings.

Cllr Gracey remarked on some correspondence he had received from PDC regarding tree works in Foxhills Crescent. The exact nature and extent of the works was not clear.

9. REPORT FROM COUNTY COUNCILLOR.

County Councillor Fred Drane commented on the two biggest issues of concern locally - the library and the School Crossing Patrol.

He advised that the official period of consultation regarding library proposals started on the 1st March and is due to last until May. A report will then go to the Community Overview Committee on 20th June and a final recommendation goes to the Full Council on 21st July 2011. Cllr Drane's request to extend the consultation time was viewed on the basis of cost. Extending it until October would cost DCC £145,000. This request was not agreed.

The Policy Development Panel on Modernisation Review of Public Libraries, of which Cllr Drane is a member, met on 18th March and a further meeting was planned for 25th March. Further meetings are still to be arranged.

Cllr Drane noted that a meeting has been arranged for 23rd March, for DCC to meet with parties concerned with the 20 Libraries under threat of closure.

The School Crossing Patrol is under consultation to find partners in sharing the cost. DCC are due to withdraw funding in 2012. Cllr Drane commented on a press report of a "U Turn" by DCC on the withdrawal of funding for School Crossing Patrols. This was denied by DCC. Cllr Drane noted that

Annette Brooke MP had spoken in parliament against the DCC withdrawal of funding for SCPs. A copy of the report of this in Hansard has been received for information.

10. REPORTS FROM SUB-COMMITTEES

There were none.

11. RECOMMENDATIONS OF COMMITTEES:

a. Environment & Amenities (see minutes of 7th March 2011).

Cllr Miller reported on the following recommendation:

- That a letter requesting an inspection of the capacity of the downstream pipe work from the Recreation Ground Drainage scheme be sent to the Purbeck District Council Planning Committee. **AGREED**

a. Planning Committee (see minutes of 3rd March)

Cllr Munford's reported on the following recommendation:

- That the planning application for the Recreation Ground drainage scheme as examined at the meeting on 3rd March be submitted to PDC Planning – subject to the above recommendation from the Environment & Amenities cttee. **AGREED**

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

12. HOUSING NEEDS SURVEY – PRESENTATION FROM MRS MCDERMOTT – PDC.

The meeting was attended by Mrs Chris McDermott and Mr Alan Davis of Purbeck District Council. Mrs McDermott explained that due to recent changes in the criteria it had become possible for villages of the size of Lytchett Matravers to apply for a “Rural Exception Site” for affordable housing on an area adjacent to the existing settlement boundary. Such sites are the only permitted development outside the settlement boundary – and for which normal greenbelt constraints are therefore waived. Any such site would be for affordable housing only which would be “housing association” controlled and with conditions so that the properties remained as social rented housing and could not be sold into the commercial market. She stressed that people in the parish would get priority on these houses. She also explained that currently there are 198 families on the housing waiting list who have expressed a wish to live in Lytchett Matravers – of which 36 have an existing local family connection with the village. She explained that in order to explore the idea further a Housing Needs Survey should be prepared and distributed to all residents of Lytchett Matravers to ascertain the level of public support for such a development. Mr Davis clarified that such a survey is an essential step in order to demonstrate that such a scheme is needed and therefore justify it. Any such scheme would require a local land owner to come forward offering land solely for this purpose.

Following a number of clarification questions it was **AGREED** to ask Mrs McDermott to go ahead with a Housing Needs Survey for this purpose. She explained that this will be prepared on Parish Council headed paper and bear the Parish Council Chairman's signature. The text of the letter will be prepared by Mrs McDermott and agreed with the council before the letter is distributed. The chairman thanked Mrs McDermott and Mr Davis for their attendance and input to the meeting.

13. LIBRARY CLOSURES: - TO CONSIDER A STRATEGY TO DEAL WITH DORSET COUNTY COUNCIL'S PROPOSED CLOSURES OF SOME LIBRARIES

It was reported that Cllrs Norris and Bush, as well as Mr Lee will be attending the consultation meeting run by DCC on 23rd March. This meeting will consider the Ad Lib argument that it is unnecessary to close the 20 libraries but that instead the effect of the required savings be spread around all libraries through a

general 10% reduction in opening hours and 50% reduction in the book fund. It was noted that County Councillor Hilary Cox has argued for the cuts as proposed on the basis that the 20 named libraries issue only 10% of the books issued by the service as a whole – however this argument ignores the significant contribution that these 20 libraries make to their communities, the services other than book issues, and the lack of any acceptable alternative.

It was also noted that DCC have evidently not yet costed the necessary related changes to the mobile library service. In addition, concern was expressed that DCC have not formally replied to Ad Lib's letter in which questions were asked about the figures and logic used to support their argument to close the 20 libraries.

The Chairman asked if any further input or decision support from the council was required by those representing Lytchett Matravers at the forthcoming meeting. It was confirmed that there was not. The Chairman remarked that those involved were to be commended for their efforts and commitment in undertaking this work on behalf of the community.

14. SCHOOL CROSSING PATROLS:- TO CONSIDER DORSET COUNTY COUNCIL'S PROPOSALS TO SCRAP SCHOOL CROSSING PATROLS

Those present were reminded that a letter had gone to DCC registering the Parish Council's disagreement with the withdrawal of funding of this service. Cllr Bush explained that a meeting had been held with the school and a list of questions had been gathered which contributed to Annette Brooke's questions in parliament to the minister concerned. As remarked above, a copy of the report in Hansard is available. This indicates that the minister was surprised DCC were proposing a total withdrawal of funding for all SCPs. It was also noted that Poole and Bournemouth BCs are not cutting their equivalent services. There was some debate about schools using budget to pay for SCPs but it is understood that regulation from the Department for Education does not currently enable this to happen – although something may be possible within funding available to promote local sustainable transport.

The school and the Parish Council received a letter from Rob Camp, DCC, which advised that funding will be withdrawn with effect from March 2012, and seeking to carry out a consultation process. This letter also sought to clarify three points:

1. Has the School / PTA discussed the funding options?
2. Has the School / PTA discussed volunteer resourcing of the SCP?
3. Does the community wish to have a meeting with officers from DCC on this matter?

Cllr Bush reported that Lisa Drury will respond on behalf of the community to request a meeting with DCC. This will involve Lisa Drury, the Chairman of the School Governors, and Cllrs Bush and Gracey.

In response to a question it was confirmed that no response had been received to the request to DCC for a survey of the SCP. **Action: Parish Clerk to email County Cllr Drane to ask if he will chase up this point.**

15. PARISH COUNCIL LONG TERM PLAN – CONSIDERATION OF TOP 3 PRIORITIES

Cllr Norris reported on the identified top 3 priorities – to be progressed in parallel:

- a. Club Hall: To commission a structural survey and identify what is required to bring the building up to a more acceptable standard.
- b. Village centre and infrastructure (including the school drop off / pick up zone): To carry out an audit of the facilities and resources the community already has. Environment and Amenities committee to progress this by reviewing the assets and making recommendations to Full Council.

- c. Children's play area on recreation ground: Identify and form volunteer group to raise funds and carry out this as a project with Parish Council support.

A proposal to seek a volunteer to carry out the structural survey of the Club Hall was unanimously **AGREED**.

A proposal for the Environment and Amenities Committee to carry out the audit of village assets was unanimously **AGREED**.

A proposal was unanimously **AGREED** that the Environment & Amenities Committee should develop a brief to give to volunteers. The brief is to be based on the accepted principle of the need for the council to discuss and agree the necessary changes to the play facilities on the recreation ground.

It was noted that in addition to the above three priorities there is a need to monitor and support as necessary the sustainability of the village carnival. Responsibility for this is to rest with the Finance & Policy Committee.

Regarding volunteers generally, Cllrs Norris and Miller reported that they had held a productive meeting and that some volunteers for various tasks have already come forward.

16. CONSIDERATION OF CORPORATE RESPONSE TO DCC CONSULTATION ON SOUTH EAST DORSET GREEN INFRASTRUCTURE STRATEGY (SEE EMAIL TO CLLRS 14TH FEB 2011.

It was **AGREED** that a corporate response was not required.

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

Cllr Bush reported on two DAPTC seminars he had attended:

- a. "Preparing for Audit and Financial Clinic"
- b. "Localism and the big Society"

He had prepared personal written notes and reflections of these two events and provided personal copies for all Councillors.

With regard to points raised in the Finance clinic, some discussion took place with regard to the efficacy of making two changes to the basis of the parish council annual accounts with the aim of making their preparation simpler (i) changing from an Income and Expenditure presentation to Receipts and Payments and (ii) eliminating the practice of including depreciation of council assets in the notes to the accounts.

Concerning item (i) above, the Parish Clerk commented on discussions he had held with Mr Peacock, who prepares the year end accounts. He also drew on the guidance provided in the "Governance and Accountability Guide for Local Councils", which indicates that turnover of £200,000 per year – which the council has reached once in the last 3 years - makes Income and Expenditure presentation mandatory.

Mr Peacock has suggested preparing the accounts on the usual basis for year ending 31 March 2011, but also preparing a second set of accounts incorporating the suggested changes and then reviewing the advantages and disadvantages of each at the Council meeting in June. This was **AGREED**.

Cllrs Dyball and Miller attended a seminar on Community Land Trusts and reported on this. They referred to an email on the subject sent to all council members. Local resident Mr Rob Aspray was present at the seminar and is an expert on the subject in his capacity as Housing Officer at West Dorset District Council. He has volunteered to speak to the Parish Council to explain more about Community

Land Trusts. This kind offer was accepted and Cllr Dyball offered to prepare a doodlepoll to set up a date for this.

18. REPORTS FROM REPRESENTATIVES (by exception)

The following reports were made:

Carnival: It was reported that Mr Rob Aspray has applied for a grant of £500 to support the carnival. The committee were understood to be meeting on 21st March.

DAPTC: the next meeting is in June.

Footpaths: Cllr Dyball reported that she is still waiting to hear from DCC Rights of Way department about a site visit regarding the recent proposal from Mr Peter Dyball to re-route two paths. It was noted that Morden Parish Council are unhappy about the changes so it may be productive for Cllr Dyball to speak to Alex Brenton.

Sports Club: There has been no meeting since the last report. It was noted that the Sports Club has suffered the theft of goalposts.

Youth Organisations: Cllr Gracey reported that he had not yet been able to re-energise the interest of those who had become interested in a youth council. He indicated that he would try this again.

19. 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> |
|------------|----------------|--|------------|------------|--------------|
| 927 | GK Electrics | Supply and fit 3 x diplex heaters in Club Hall | 201.50 | 0.00 | 201.50 |

This was unanimously **AGREED**

20. 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> |
|------------|---------------------------|---|------------|------------|--------------|
| 928 | T Watton | Clerk's salary – February | 650.87 | 0.00 | 650.87 |
| 929 | T Watton | Expenses incurred – postage, mileage, photocopying, phone calls and purchase of fixings for play area sign. | 40.06 | 2.69 | 42.75 |
| 930 | T Homer | Handyman duties – February | 229.50 | 0.00 | 229.50 |
| 931 | Poole Signs and Engraving | Replacement sign for play area on Foxhills open space | 58.00 | 11.60 | 69.60 |
| 932 | Novatech Ltd | Printer toner cartridge plus carriage | 50.08 | 10.02 | 60.10 |
| 933 | Trade UK (B&Q) | Concrete and fixings for play area dog bin | 15.79 | 3.15 | 18.94 |
| 934 | Paul Fay home maintenance | Install litter bin at play area on Foxhills open space | 110.00 | 0.00 | 110.00 |
| 935 | BT Payment Services Ltd | Parish Office Telephone line rental Dec 10 –March 2011 | 38.54 | 7.72 | 46.26 |
| 936 | L. Matravers Village Hall | Parish Office Electricity 23/03/2010 – 08/03/2011 | 254.87 | 0.00 | 254.87 |

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|-----|-----------------------------------|--------------------------------|--------|-------|--------|
| 937 | Centre for Alternative Technology | Membership Invoice | 51.00 | 0.00 | 51.00 |
| 938 | KLK Roofing | Repair to Club Hall roof | 65.00 | 0.00 | 65.00 |
| 939 | Banyards Ltd | Cemetery maintenance 1/3/11 | 303.49 | 60.70 | 364.19 |

These were unanimously **AGREED**, with the exception of Inv 937. It was decided that membership is not to be renewed.

21. CORRESPONDENCE.

The Parish Clerk reported on the following items of correspondence:

An email from a resident of Lockyers Way who felt he should have been consulted on the provision of the play area adjacent to Fosters Spring – which he considered may cause a nuisance and have a detrimental effect on the value of his property. The Parish Clerk reported on the response he had already sent to this letter.

Correspondence with a resident living in Hannams Close, expressing concern about the condition of the play equipment on the recreation ground. A response has been sent and it was established that councillors would visit the resident to discuss his concerns. **Action: Councillors to arrange a visit to the correspondent.**

A copy of a letter a resident sent to PDC Planning in objection to the proposed “change of use” to a polo club of land under application number 6/2011/0127. The views expressed were noted. It is also noted that this letter will be published in full on the PDC “Planning Applications Online” website.

Receipt was noted of the Spring 2011 edition of “Open Space” – to be circulated to all councillors.

Correspondence from residents of Turbetts Close whose property backs onto the Club hall site. They are concerned about a tree on the club hall site which they wish to have reduced in size to reduce the amount of leaves dropping onto their property. **Action: Cllrs to arrange a site visit and discuss the matter with the resident.**

Notification from HMRC that the council’s claim for refund of VAT from March 2010-Feb 2011 has been completed.

Correspondence with HMRC concerning overdue PAYE payment. In fact this payment had been made on time and the problem was internal to HMRC. This has subsequently been resolved without penalty to the council.

A letter from Alan Muncaster, Highways Department, DCC; confirming that bus routes around the village have been added to DCC’s road gritting routes for winter service.

A letter from PDC Planning advising that application number 6/2011/0127, proposed “change of use” to a polo club, will be considered at the Planning Board on 31st March – and inviting the council to send a delegate to speak if it wishes.

In addition the following correspondence was reported by councillors:

A complaint about the play area on the Foxhills development. Cllr Gracey indicated that he would reply to this.

A letter from a member of the community group which worked on the project to develop and deliver the play area at Foxhills open space – thanking the council for its support in this project.

A letter from Jane Pilley reminding that it may be beneficial to submit an advertisement in the Parish Magazine for the Annual Parish Meeting. The letter also asks whether the council would wish to submit regular articles.

Two emails from residents asking for explanations of the reasoning for increasing the precept. Cllr Gracey indicated that he would respond.

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.

22. MATTERS OF INTEREST AND INFORMATION.

Cllr Taylor remarked on the distractions to the council meeting caused by users of other parts of the village hall. Some discussion of potential alternative meeting venues took place.

Cllr Gillard wondered if the letter to family members to attend the dedication of the tree in recognition of Mr MacDonald’s contribution to the community had yet been sent. Cllr Gracey indicated that this was in hand.

Cllr Gillard also reported some vandalism to daffodils planted on the verge at the junction of Foxhills Rd and Huntick Rd.

Cllr Gracey reported on the PDC “Volunteer of the Year” ceremony. No one had been nominated for Lytchett Matravers despite the council discussing this matter. Cllr Gracey wanted to understand what had gone wrong so that a similar occurrence could be avoided in future.

The meeting closed at 10:05pm

Annotated by/on

Signed by/on