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# Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE

**Meeting held on Wednesday November 11th 2020, at 7.00 p.m. online.**

**PRESENT:** Cllr M Attridge (Chair) B Barker, A Bush, R Carswell, A Cottman, A Huggins, K Morgan, P Webb and Mr T Watton (Parish Clerk). No members of the public were in attendance.

**PUBLIC PARTICIPATION:** There was none.

The Chairman explained that, exceptionally, an additional urgent and important item had been proposed for inclusion in this meeting. There being no objections this was added at #15 below.

## Apologies. M Colvey and I Kelly.

## Declarations of Pecuniary Interest - and consideration of requests for Special Dispensations under Section 33 of the Localism Act 2011. There were none.

## To receive and approve minutes of the Finance & Policy Committee meeting held on 14th October 2020.

The minutes were **ACCEPTED** as a true record and were forwarded to the meeting chair to sign and return.

## To receive and consider reports of past subject matters.

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]*

1. **F&GP Cttee 11 Mar 2020, Minute 9. Maintenance of Jubilee Walk and Church Walk to a width of 2 metres. (See F&GP Minutes for draft spec)** this was covered by a report at Appendix 2 to the F&GP Cttee minutes of 14th October 2020. ***DISCHARGED***
2. **F&GP** **Cttee 14 October 2020, Minute 5. Uncashed cheque - contribution to Dorset County Pension Fund May 2020.** This has now been checked with the team at the DCPF and confirmed that they have been unable to trace the cheque. A letter has been prepared to the Council’s bank and a replacement cheque payment has been prepared for authorisation at the November Full Council meeting. ***DISCHARGED.***
3. **F&GP Cttee 14 October 2020, Minute 7. Allotments Working Group.** An initial meeting has been set up for Tuesday 10th November. ***DISCHARGED.***
4. **F&GP Cttee 14 October 2020, Minute 7. Allotments hedge trimming (inside).** A local contractor has been approached to quote for this task.
5. **F&GP Cttee 14 October 2020, Minute 8. Parish Clerk to speak to the Gardening Contactor about undertaking 2 days pavement clearing with weed brush machine.** The Parish Clerk has spoken to the contractor. He has agreed to undertake this, subject to favourable weather and a list of locations to attend to.
6. **F&GP Cttee 14 October 2020, Minute 9. Possible art project by Lytchett Minster School students to eliminate graffiti on Skate Park.** Cllr Attridge reported that a positive response had been received from the Head of Performance and Creative Art but that this had not been able to be progressed due to the November Covid-19 lockdown. The project is therefore shelved awaiting a more favourable time.
7. **F&GP Cttee 14 October 2020, Minute 11. Development of draft agreement for Defibrillator “hosts”.** This is subject to a dedicated item (item 9) on the November F&GP agenda.
8. **F&GP Cttee Planning application responses sent to the DC Planning Team:**

 **Planning application 6/2019/0455 Treetops, Flowers Drove, Lytchett Matravers, Poole, BH16 6BX. Single storey side extensions. Erect detached carport with office above**. DC planning portal shows that this application has still not yet been determined.

 **Planning application 6/2019/0530 Lewis Wyatt (Construction) Limited. Land off Flowers Drove, Lytchett Matravers. Change of use of land to Suitable Alternative Natural Greenspace (SANG) & associated car park.** DC planning portal shows that this application has still not yet been determined. Mr Collins (planning Officer) has advised that the Section 106 legal agreement is being drawn up. When this agreement has been signed the application can be issued.

 **Planning application 6/2020/0213 Selbys Yard, Huntick Road, Lytchett Matravers, Poole, BH16 6BB.** Change of use of site to light industrial (use class B1), general industrial (use class B2) and storage and distribution (use class B8). Erect 15 industrial and storage units and a 'welfare unit' to serve the site. DC planning portal shows that this application has still not yet been determined.

 **Planning application 6/2020/0159 The Cottage, Loop Farm Road, Lytchett Matravers, BH16 6B.** Erect a first floor extension with an increased roof height & new rooflights & internal alterations. Form 2 new parking spaces with stepped access to dwelling**.** DC planning portal shows that this application has still not yet been determined.

 **Planning application 6/2020/0292. Land at New Park Farm, Dolmans Hill, Lytchett Matravers, BH16 6HP.** Erect temporary agricultural workers dwelling. DC planning portal shows that this application has still not yet been determined.

 **Planning application 6/2020/0291 Fair View, Eldons Drove, Lytchett Matravers, Poole, BH16 6HH.** Raise part of roof, proposed rear extension at upper ground floor level, rear terrace and external remodelling. New brick & timber boundary walls & new front electric gates. DC planning portal shows that this application has still not yet been determined.

 **Planning application 6/2020/0263 St Marys Church, Colehill Road, Lytchett Matravers, Poole, BH16 6BS.** Erect three lamp posts in church car park. DC planning portal shows that this application has still not yet been determined.

 **Planning application 6/2020/0314 164 Wareham Road, Lytchett Matravers, Poole, BH16 6DT.** Sever plot and erect a detached two storey dwelling with associated access, parking, landscaping and amenity space. DC planning portal shows that this application has still not yet been determined.

 **Planning application 6/2020/0255 Lord Rockley, Lytchett Heath Polo Club, Lytchett Heath Farm, Huntick Road, Lytchett Matravers, Poole, BH16 6AE. Erect a single storey pavilion adjacent to an all weather polo arena.** DC planning portal shows that this application has been refused.

 **Planning application 6/2020/0037 27 Landers Reach, Lytchett Matravers, Poole, BH16 6NB. Erect a single storey rear extension & a 2 storey side extension.** DC planning portal shows that this application has still not yet been determined.

 **Planning application 6/2020/0274 (revised plans) 27 Huntick Estate, Lytchett Matravers BH16 6EB. Sever land and erect pair of semi-detached houses with access, parking and new dropped kerb.** DC planning portal shows that this application has been refused.

 **Planning application 6/2020/6/2020/0297 (REVISED PROPOSAL) 86 Wareham Road, Lytchett Matravers BH16 6DT. Alterations to existing building to form additional ground floor 1 bedroom flat and reduce size of shop unit.** DC planning portal shows that this application has not yet been determined.

## To receive and note the latest 2020-21 bank reconciliation (for purposes of report only).

A copy of the bank reconciliation is attached at Appendix 1 to these minutes. Members had also been sent copies of the relevant bank statements. It was **RESOLVED** to accept and approve this reconciliation.

## To receive and consider a report covering latest 2020-21 council income and EXPENDITURE (FOR PURPOSES OF REPORT ONLY).

The report was circulated to all members by the Parish Clerk. It was **RESOLVED** to accept and approve this***.*** The income and expenditure report is included in Appendix 1 to these minutes.

## To receive and consider a report on the current uptake, waiting list and upkeep of the allotments.

The report was circulated to members ahead of the meeting and its content was discussed. It was noted that a first meeting of a working group took place to begin the process of examining various aspects of management of the allotments - including how to deal with the problem of persistent failure to comply with the terms of the tenancy agreement (specifically concerning keeping plots in cultivation and free of weeds). The work of this group will also include a review of the rental charge and level of deposit payable, etc – for recommendation back to full Council to feed into the budget setting process for 2021/22.

## To consider the work so far in developing the budget proposal and precept requirement for 2021/22.

The Parish Clerk introduced this topic by drawing attention to the worksheet he had circulated to all members in advance of this meeting. He explained that this had been constructed in a similar way to previous years – showing YTD actual expenditure and income for each budget line, together with forecasts for ROY to arrive at forecast full year figures. This data, together with any known alterations to suppliers’ charges had been used as the basis for a set of suggested budget figures for “business as usual” (BAU) budget lines.

In response, the following points were raised for further thought in the December and January meetings:

**Business as usual items (BAU)**

**Line 19 (Lytchett Link).** It was noted that the most recent edition of Lytchett Link had been issued in December 2019. All members to consider how they feel about the publication of Lytchett Links going forward.

**Line 45 (Benches).** It was noted that 6 further benches are to be ordered as part of the Village Centre project within 2020/21. Nothing further to add for 2021/22 budget.

**Line 46 (Rec dolly posts).** It was noted that the recently approved work to install the three posts on the north eastern corner of the Village Hall adjacent to the car park completes this initiative.Nothing further to add for 2021/22 budget.

**Line 49 (Defibrillators).** Work is currently underway to fully identify the ongoing running, performance monitoring, maintenance and administrative costs. It was noted that there is a need to budget for such costs – to be added in before the budgets are finalised for 20201/22.

**Line 51 (Highways “Working Together” – i.e. SID).** It was clarified that the expenditure shown in October 2020 is made up of the half year charge from Dorset Council Highways for relocations of the SID every 4 weeks between the 3 village locations, plus a small (£10) charge from the Council’s ground maintenance contractor to trim the hedge which had been obscuring the unit when in its Huntick Rd location. Both of these are BAU oncosts and will need to be budgeted for.

**Projects / Working Group Initiatives**

Members were reminded that all Working Groups have been asked to provide a 1 page report covering progress update plus expenditure forecast for the remainder of 2020/21 and anticipated expenditures for 2021/22 and 2022/23. ***Action; all Working Group / project leads to urgently prepare these reports to enable the budget requirements to be included in this process.***

**Cash flow ROY 2020/21 and Precept requirement for 2021/22**

It was noted that the recent significant expenditures on the car park and path elements of the Village Centre project has reduced the bank balances. Consequently the Chairman and the Parish Clerk are examining the cash requirements for the rest of the year (i.e. until the next precept payment is due in April). In relation to this, the Chairman indicated that he would produce a paper for the November Full Council meeting giving a view of the cash flow situation for the remainder of 2020/21 - taking into account the state of the sinking funds and considering the most recent statement for the Prudential Investment.

## To consider the progress towards establishing (i) a formal agreement with the premises owner for the defibrillator at the Chequers and (ii) the support & maintenance plan for all defibrillators owned or controlled by the Parish Council.

Cllr Huggins reported that he had sought information from other Parish & Town Councils which had defibrillators on premises not owned by them. Despite several requests via the DAPTC newsletters, no responses had been received. He had however gained some information from the Community Heartbeat Trust (CHT). Their website shows that they offer a service to organisations purchasing defibrillators for general public use. This includes helping them establish contracts with premises owners. Cllr Huggins was able to extract from the CHT published material the points covered within such contracts; which he then used to produce a first draft of a proposed contract for LMPC use. However, further information is still required – particularly around what needs to happen after any use of a defib unit. Once this additional information is obtained it will be built into the draft document – which will then be circulated to the Chairman and Cllr Cottman for initial review.

## To consider planning application 6/2020/0422 Harbour View, Middle Road, Lytchett Matravers, Poole, BH16 6HJ. Erect 2 storey front extension with first floor terrace. Construct rear dormers & new chimneys.

It was noted that the houses in this part of Middle road are quite elevated; and this property is some 2m above the adjacent road level. Consequently, when viewed when travelling up Middle Road in a northerly direction this proposal would make this property very prominent indeed. By jutting forward it would also obliquely shut off the valuable views from the immediate neighbouring properties and thus create and uncomfortable precedent. For these reasons the Council wishes to **OBJECT** to the proposal on the grounds that it is too imposing in relation to the surrounding properties. Concerns were also expressed about the likely adverse effects on the privacy of adjacent dwellings presented by the proposed four rear facing dormer windows.

## To consider tree works application TPO/2020/103 Land to rear of 19 and 21 Charborough Close, Lytchett Matravers, BH16 6DJ. T1) Oak - Crown reduce by 1.5m; Remove dead branches.

**NO OBJECTION.**

## To consider tree works application TPO/2020/126 Rear of 13 Anncott Close, Lytchett Matravers, BH16 6BN. See details of proposed works on the Dorset Council Planning Portal.

**NO OBJECTION.**

## To consider tree works application TPO/2020/124 Abbotts Meadow, Lytchett Matravers, BH16 6BF. Rear of 13 Anncott Close, Lytchett Matravers, BH16 6BN. Multi-stemmed oak – see details of proposed works online.

**NO OBJECTION.**

##  To consider items for the next Parish Magazine

Discussion took place concerning the next Parish Magazine. It was noted that the copy deadline is 15th November 2020. The following matters were identified for consideration for the Parish Council article:

* Electric charging points in car park.
* Tree planting in car park and adjacent High St verge.
* Resume of Council activity in 2020.
* Availability of Parish Council grant money for local community organisations benefitting the residents of Lytchett Matravers.

## Receipt and consideration of Tender responses for works to “school walk” (for recommendation to Full Council for approval)

Cllr Morgan referred to an email providing the detail of the tenders received; which he had circulated to all members in advance of this meeting. He summarised by advising that four contractors had been approached and three tenders received. One contractor had declined to do so. Considering both the prices quoted and the timing / availability of each to undertake the work, it was **RESOLVED** to **RECOMMEND** to Full Council the acceptance of the tender from Poole Business Services at a price of £4100 + VAT for the new surface and £1100 + VAT to adjust and install the former car park height barrier as a gate.

## To note correspondence received.

Receipt of the following items of correspondence were reported.

1. Cllr Cottman referred to correspondence from a resident suggesting a road safety bollard. The resident was referred on to DC Highways.
2. Cllr Barker reported on activity on the community Facebook site regarding the appearance of shards of multi-coloured plastic on the Recreation Ground and elsewhere in the village. It is thought these may be debris from fireworks. Concern was expressed that this may harm people or animals using the Recreation Ground. Cllr Bush indicated that he would visit the Recreation Ground to check on the extent of this and whether a clear-up operation is needed. The Parish Clerk responded by saying that he would also ask the Village Handyman to check, and to remove any he finds.
3. It was noted that Cllr Colvey had approached the Parish Clerk regarding a resident who was concerned about bonfires. It was confirmed that matters such as this are dealt with as an environmental nuisance by the enforcement team at Dorset Council.

The meeting closed at 20:19

**Annotated by/on ………………………….Approved by/on ………………………**