

# Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE

Meeting held on Wednesday September 8th 2021, at 7.00 p.m. in the Village Hall

**PRESENT:** Cllr M Attridge (Committee Chair), V Abbott, A Bush, R Carswell, M Colvey, A Huggins, K Morgan, K Korenevsky, P Webb and Mr T Watton (Parish Clerk).

No members of the public were in attendance.

**PUBLIC PARTICIPATION:** There was none.

## 1. Apologies:

Cllr B Barker.

## 2. Declarations of Pecuniary Interest - and consideration of requests for Special Dispensations under Section 33 of the Localism Act 2011.

There were none.

## 3. To receive and approve minutes of the Finance & Policy Committee meeting held on 11th August 2021.

The minutes were **ACCEPTED** as a true record and signed by the Committee Chairman.

## 4. 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 14 October 2020, Minute 7. Allotments hedge trimming (inside).** This work has now been completed for a charge of £380 (ex VAT). ***DISCHARGED***
2. **F&GP Cttee 14 October 2020, Minute 9. Possible art project by Lytchett Minster School students to eliminate graffiti on Skate Park.** The artwork was collected by Cllr Morgan in late July and has been installed. *It was reported that the paint used is weathering and cracking and consequently some form of clear finish needs to be applied to preserve it. Cllr Morgan indicated that he would investigate this. Other Council members volunteered to help in applying the protective coat once an appropriate material has been identified.*
3. **F&GP Cttee 11 Aug 2021 Minute 4 – New dog waste bin for Middle Rd.** As agreed at the August meeting the Parish Clerk has ordered a new dog bin.
4. **F&GP Cttee 11 Aug 2021, Minute 16 – New bank account with Unity Trust Bank.** Following the recommendation to Full Council from the F&GP Cttee meeting in August, which was subsequently agreed by Full Council, the Parish Clerk reported that he had completed the online parts of the account application form, which is now ready for the required “wet signatures” from the bank signatories before it is finally submitted to the bank. It is also necessary to formally pass the following resolution as required by Unity Trust Bank PLC:

* We wish to open an account with Unity Trust Bank plc ('Unity') and have read the account opening Terms and Conditions.
* We accept Unity's Terms and Conditions and appoint them as our Bankers.
* We acknowledge that Unity's Terms and Conditions may vary from time to time and we agree to be bound by them.
* We will provide Unity with instructions and changes in line with the mandate.
* Unity should rely on this Mandate until we send future amends.
* We will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company's Rules, our Trust Deeds or our registration documents. We will inform Unity of any changes to these in writing.
* We will also notify Unity in writing of any change in Directors/Trustees/Officers and membership.
* Committee members/Trustees of unincorporated entities acknowledge that they shall be jointly and severally liable for any liabilities incurred by individuals authorised to give instructions.

*Members examined the detail within the above resolution standard wording provided by Unity Trust Bank PLC.*

*With regard to the second bullet point above a query was expressed regarding what “our Bankers” can be taken to mean in relation to the Terms & Conditions.*

*Concerning the fourth bullet above, members felt it prudent to also examine “the mandate” referred to before considering approval of the resolution.*

*The Parish Clerk indicated that he would raise these points with Unity Trust Bank PLC and provide a copy of each of the relevant documents to Cllr Bush for initial inspection, in preparation for formal consideration of the Full Council at a later date.*

1. **F&GP Cttee Planning application responses sent to the DC Planning Team:**

**Planning application 6/2020/0459 Land off Eddy Green Road, Lytchett Matravers, Poole, BH16 6HL.** Demolish existing outbuildings & erect a new dwelling with associated parking and access.DC planning portal shows that this application has still not yet been determined.

**Planning application 6/2021/0031 Hill House, Jennys Lane, Lytchett Matravers, Poole, BH16 6BP.** Demolish existing store. Conversion of existing workshop to habitable dwelling. DC planning portal currently shows that the application has still not yet been determined.

**Planning application 6/2021/0092 204 Wareham Road, Lytchett Matravers, BH16 6DU.** Sever plot and erect a detached dwelling with associated access and parking.

DC planning portal shows that this application has still not yet been determined.

**Planning application 6/2021/0143 7 Keates Meadow, Lytchett Matravers, Poole, BH16 6NF.** Single storey side extension and garage conversion. DC planning portal shows that this application has still not yet been determined.

**Planning application 6/2021/0090 1 Quarr Cottages, Quarr Lane, Halls Road, Lytchett Matravers, Poole, BH16 6EP.** Remove existing staircase, raise floor level of 1st floor cupboard & construct new staircase. DC planning portal shows that this application has now been approved.

**Planning application 6/2021/0190 10 Cecil Place, Lytchett Matravers, Poole, BH16 6FG.** Conversion of garage into living accommodation. DC planning portal shows that this application has still not yet been determined.

**Planning application P/HOU/2021/02735 76 Wareham Road Lytchett Matravers Dorset BH16 6DT.** Erect a replacement garage. DC planning portal shows that this application has not yet been determined.

**Planning application 6/2021/0186 Holly Farmhouse, Bartoms Lane, Lytchett Matravers, Poole. BH16 6HN.** Erect an oak framed garage with a room above. DC planning portal shows that this application has not yet been determined.

**Planning application P/HOU/2021/02709 Eldon House Eldons Drove Lytchett Matravers Dorset BH16 6HH.** Erect a two storey porch on the front elevation. DC planning portal shows that this application has not yet been determined.

**Planning application P/PALH/2021/02736 76 Wareham Road Lytchett Matravers Dorset BH16 6DT.** Extend and alter existing to form a single storey rear extension. DC planning portal shows that this application has not yet been determined.

**Planning application 6/2021/0189 Dew Pond Farm Castle Farm Road Lytchett Matravers Dorset BH16 6DA.** Barn modification (retrospective), solar control cabin and solar panels. DC planning portal shows that this application has not yet been determined.

**Planning application 6/2021/0250 Goresmead Cottage Foxhills Road Lytchett Matravers Dorset BH16 6BD.** Proposed single storey extension & alterations to form living Room. DC planning portal shows that this application has not yet been determined.

**Planning application 6/2021/0278 17 Frys Close Lytchett Matravers Dorset BH16 6DL.** Two storey front and single storey rear extensions. DC planning portal shows that this application has not yet been determined.

**Planning application 6/2021/0289 5 Hyde Cottages Prospect Road Lytchett Matravers Dorset BH16 6EE.** Single storey rear extension. DC planning portal shows that this application has not yet been determined.

**Planning application 6/2021/0259 Land at Tower Farm Colehill Road Lytchett Matravers BH16 6BS.** Erect an agricultural building. DC planning portal shows that this application has not yet been determined.

**Planning application 6/2021/ 0306 15 Ballard Close Lytchett Matravers Dorset BH16 6EW.** Single Storey Side (Front) Extension. DC planning portal shows that this application has not yet been determined.

**Planning application 6/2021/0266 Abbots Court Huntick Estate, Lytchett Matravers, BH16 6LH.** Installation of bin storage units and a scooter storage unit. DC planning portal shows that this application has not yet been determined.

**Planning application 6/2021/0269 Plough Point Farm Dolmans Hill Lytchett Matravers BH16 6HP.** Change of use of Barn One (6/2016/0144) and its curtilage from agricultural use to a mixed use for agriculture and small plant machinery for hire. DC planning portal shows that this application has not yet been determined.

**Planning application 6/2021/0260 Kiln Cottage Lime Kiln Road Lytchett Matravers Dorset BH16 6EL.** Demolish existing garage, erect 1 No 4 bedroom chalet bungalow with garage. Erect new double garage for Kiln Cottage. DC planning portal shows that this application has not yet been determined.

## 5. To receive and note the 2021-22 year to date bank reconciliation (for purposes of report only).

A copy of the bank reconciliation is attached at Appendix 1 to these minutes. It was **RESOLVED** to accept and approve this reconciliation.

Explanation was requested of the three listed uncashed payments. It was noted that the Parish Clerk has written to HMRC regarding the uncashed PAYE/ ENI payment sent to them in July, but has not had a response yet. He also confirmed that the £564.30 payment described as “half yearly maintenance contract visit” is for the Astro pitch maintenance. The “office phone and broadband” payment is shown as outstanding because BT’s monthly invoice is received and approved towards the end of each month but the DD is taken around the second week of the following month.

## 6. To receive and consider a report covering 2021-22 year to date 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.

## 7. To receive and consider a report on the current uptake, waiting list and upkeep of the allotments (for purposes of report only).

The Parish Clerk referred to a report which he had made available to all members ahead of this meeting. The contents of this report were noted.

The Parish Clerk also commented on three points raised in an email from Cllr Bush related to plots 62, 31 and 12. In each case the Parish Clerk has written to the plot holders to address the points concerned. Cllr Bush had also raised a point about the notice reminding plot holders to close the gate at all times. The existing notice is to be re-located onto the gate; and an email reminder also sent to all plot holders.

***Action: Parish Clerk to arrange for the notice to be relocated, and to email all plot holders accordingly.***

## 8. To consider planning application 6/2021/0282 Land east of Wareham Road Lytchett Matravers. Phased residential development of site for 95 dwellings, new vehicular and pedestrian access onto Wareham Road and other associated works including landscaping and open space.

The members began by considering matters related to the timing and other practicalities of the consultation process itself. They noted that a consultation response was required within the standard allocated 21 days, which expires on Friday 10th September 2021. However it was also observed that not only are there a vast number of documents related to this application published on the Dorset Council online planning portal and therefore lots of detail to understand and consider, but at this stage there is also a significant lack of detail in some of those documents. One example pointed out was that although the proposal includes 38 social affordable homes there appears to be no indication of the number of bedrooms these will provide.

Members understood that the view of the developers is that this is just the opening stage of a process which is likely to take several months; and it is also considered certain that given the scale, impact and complexity of the proposal, it will inevitably go to the DC Planning Committee for decision in due course. It was noted that some indication has been made by Dorset Council Planning Dept that whilst an initial response is required from the Parish Council by 10th September, it is highly likely that the Parish Council will have further opportunities to respond during the process.

Regarding the proposals themselves, it was observed that the land in question is currently designated Green Belt and outside of the settlement boundary – and so this application is reliant on an anticipated re-designation as set out in the draft Purbeck Local Plan (PLP), the content of which is then expected to be then incorporated into the Dorset Local Plan. However, since the appointed Inspector has not yet ruled on the PLP any such change of status remains speculative only.

In the light of the above, the Parish Council resolved to **OBJECT** to the proposals on the grounds that it is inappropriate development in the Green Belt.

The Parish Council also wishes to reserve the right to respond in detail at later stages during the process once they have had time to review all the documents and as and when additional documents are added to the application.

In anticipation of further detail being provided on the proposals, as well as a likely eventual change the status of the land, the Parish Council agreed to set up a Working Group of around 5 members to begin the process of examining the detail of the proposed development and the supporting infrastructure - as well as working towards a review of the Lytchett Matravers Neighbourhood Plan, which it is hoped can then be used to influence the design brief and finer details of the proposals.

## 9. To consider planning application 6/2021/0402 25 Lime Kiln Road Lytchett Matravers Dorset BH16 6EL. Conversion of garage into kitchen.

**NO OBJECTION.**

**10. To consider a proposed amendment to the Parish Council’s Tree Policy; to add the following after the second set of bullet points in part 1 of the policy: *"Notwithstanding the above, the Parish Council reserves the right to manage trees on Parish Council land as it deems necessary or appropriate."***

After some debate, the following amendments to the Council’s Tree Policy were **AGREED:**

Add the following two points to the first bulleted list in section 1

• trees or limbs which pose a safety risk

• trees or limbs which pose a risk to property

Add “Notwithstanding the above…” at the beginning of the following sentence, which prefaces the second bulleted list in section 1.

Add a new section 2 as follows:

**“Scheduling of tree works**

Unless unavoidable circumstances, tree and hedge works will be performed outside of the bird nesting season as advised on the RSPB website.

<https://www.rspb.org.uk/birds-and-wildlife/advice/gardening-for-wildlife/plants-for-wildlife/garden-hedges/hedge-law/> “

A copy of the revised policy is attached at appendix 2 to these minutes.

## 11. To consider items for the next Parish Magazine

The following matters were identified:

* Completion of the BMX area on the Recreation Ground.
* Details of the public defibrillator network in the village.

Regarding the defibrillator publicity, it was also suggested to explore the possibility of having the Defib locations marked on the village map which appears on the front cover of the Village Magazine. Cllr Bush indicated that he would investigate who to speak to about this.

## 12. To note correspondence received.

* Cllr Carswell reported on comment he had received from a resident about the possible need for an additional litter bin near the BMX area of the recreation ground.
* Cllr Abbott referred to the continued safety issues arising from heavy lorries using Wareham Rd, especially at the beginning and end of the school day.
* The Parish Clerk reported that he had received a letter from PKF Littlejohn LLP (the appointed external auditors) advising of formal sign-off of the Annual Return form the year ending 31st March 2021.

The meeting closed at 20:38

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

## Appendix 1

Bank reconciliation and 2021/22 year to date report covering income and expenditure.

See separate report.

## Appendix 2

**Amended Tree Policy.**

**MANAGEMENT OF TREES**

February 2021, amended September 2021

The content of this policy may be revised as necessary at the discretion of Lytchett Matravers Parish Council (LMPC).

**1. Trees on Parish Council land**

If necessary, we will arrange for the removal of:

* dead, dying, and dangerous trees
* limbs which are obscuring highway signs or lamps
* limbs which are interfering with telephone lines, subject to confirmation from service provider
* trees or limbs which pose a safety risk
* trees or limbs which pose a risk to property

Notwithstanding the above we do not normally remove healthy branches or trees:

* that overhang private property.
* that affect views or interfere with TV reception.
* that affect solar collection arrays.
* that are dropping seasonal debris.
* that are nearly touching buildings, walls, and roofs.
* that block light.
* that are high in relation to nearby property.
* next to or that interfere with electricity cables (contact SSE on 0800 404090).

Residents may be permitted to carry out tree works on trees on council land or engage a contractor to do so at their own expense provided that:

* advance permission is obtained from the Parish Council and you notify us of the commencement date.
* the tree is not protected by a tree preservation order (TPO).
* the work done is not detrimental to tree health or stability (please obtain advice from a qualified tree surgeon).
* the work is carried out to an acceptable standard (British Standard Recommendations for Tree Work BS 3398:2010).
* vegetation or branches are cut back within your boundary if the tree is less than 25 centimetres (10 inches) in diameter.
* the tree has not been deliberately planted and is not a significant feature of the environment or contribution to the amenity.

**Parish Council owned or leased land includes:**

* Allotments site at Castle Farm Road
* Foxhills Open Space
* Lytchett Astro site
* Old School Green
* Recreation Ground
* Row Park Cemetery
* Row Park Paddock
* Turbetts Green

Removal of branches larger than 25cm (10 inches) in diameter may not be desirable because:

* the tree will be damaged or unbalanced and made dangerous by the removal of a large branch
* the remainder will be unsightly and lead to a request to later fell the tree
* there is a risk to residents’ safety if a major work is attempted

If a tree surgeon is employed to undertake tree surgery, they may need access to council land to climb the tree. In this case proposed works need to be agreed, and the parish council will need to have sight of the tree surgeon's public liability insurance and qualifications to undertake the work.

If you have concerns about a tree on Parish Council land, please contact the Parish Clerk using the contact details given at the end of this document.

**2. Scheduling of tree works**

Unless unavoidable circumstances, tree and hedge works will be performed outside of the bird nesting season as advised on the RSPB website.

https://www.rspb.org.uk/birds-and-wildlife/advice/gardening-for-wildlife/plants-for-wildlife/garden-hedges/hedge-law/

**3. Tree damage to property**

If you believe a tree on Parish Council land is causing damage to your property, please contact the Parish Clerk using the telephone number or email address given at the end of this document. Please provide as much information as possible.

**4. Privately owned trees with preservation order**

A tree preservation order (TPO) is an order made by Dorset Council to protect trees that are privately owned and make a significant contribution to the amenity of an area. Find out more about TPOs here: https://www.dorsetcouncil.gov.uk/countryside-coast-parks/countryside-management/tree-management/tree-preservation-orders/tree-preservation-orders.aspx

**5. Overhanging vegetation**

Dorset Council has a duty to ensure that all users of the highway have safe unobstructed passage. This includes all publicly maintained roads and pavements together with public rights of way (footpaths and bridleways). If there is a conflict between a leafy street and the safety of highway users, safety will prevail.

**6. How you can help**

* Keep vegetation cut back to the boundary of your property.
* Take green waste to the local household Recycling Centre or register for the Dorset Council (payable) garden waste collection service.
* Inform Dorset Council if you know about vegetation growing from a private property obstructing the highway. Use the form at this website: <https://dorset-self.achieveservice.com/service/report-a-hedge--tree-or-verge-issue>

**7. Commemorative & Dedication Trees**

Lytchett Matravers Parish Council (LMPC) recognises the wish of residents for Commemorative & Dedication Trees and will consider applications for planting trees on land owned by the Parish Council for this purpose, subject to the terms set out in the “**COMMEMORATIVE & DEDICATION TREES + DONATED TREES”** policy document.

**8.** **Donated Trees**

Lytchett Matravers Parish Council (LMPC), in line with our declaration of a climate emergency, recognises that trees can provide an important function in sequestering CO2. Planting trees can help offset atmospheric CO2 levels and should form part of the council’s future thinking. Futher information can be found in our “**COMMEMORATIVE & DEDICATION TREES + DONATED TREES”** policy document.

**9. Parish Council Contact details**

Parish Clerk, Parish office, Vineyard Close, Lytchett Matravers BH16 6DD

Telephone: 07824 829491

Email: lytchettmatravers@dorset-aptc.gov.uk