

# Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE

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

**PRESENT:** Cllr M Attridge (Committee Chair), V Abbott, A Bush, M Colvey, A Huggins, P Webb, K Korenevsky, K Morgan and Mrs A Clothier (stand-in Parish Clerk).

Two members of the public were in attendance.

**PUBLIC PARTICIPATION:**

No comments were made.

## 1. Apologies:

Cllrs B Barker, H Khanna.

## 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 consider any nominations for the vacant post of Vice Chair of Finance & General Purposes Committee; and to appoint accordingly.

Cllr Korenevsky was proposed and seconded and was duly elected to the post of Vice Chair of Finance & General Purposes Committee.

## 4. To receive and approve minutes of the Finance & Policy Committee meeting held on 10th November 2021.

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

## 5. 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 9. Possible art project by Lytchett Minster School students to eliminate graffiti on Skate Park.** 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 and reported that he had written to the school Art Department about it. Other Council members volunteered to help in applying the protective coat once an appropriate material has been identified. *Cllr Abbott to apply varnish to the skate park art project.*
2. **F&GP Cttee 11 Aug 2021 Minute 4 – New dog waste bin for Middle Rd.** As agreed at the August meeting the Parish Clerk had ordered a new dog bin. Due to supplier delays this was not delivered until Friday 8th October 2021. It is now surmised that the original bin in Middle Road was removed when the new junction between Old Pound Close and Middle Road was formed. This also means that the new bin may not be able to be located in the original location as this may now be too close to the road junction. The Chairman and Clerk have identified a proposed location and Stephen Mepham, DC Highways, has been sought for his support for this. As no reply has yet been received a reminder has been sent to Mr Mepham. *No update.*
3. **F&GP Cttee 13 Oct 2021 Minute 7, Allotments vacancies and waiting list.** No changes since the report in November – i.e. currently no vacant plots although two tenants have so far indicated that they will not be renewing their tenancies for 2022. There are three names on the waiting list. These people, will be contacted about the upcoming available plots. Renewal notices will be going out to all tenants in the next few days.
4. **F&GP Cttee 13 Oct 2021 Minute 20 – Relocation of dog waste bin in Purbeck Rd.** As agreed at the October meeting the Parish Clerk contacted the representative of Drew Smith Ltd to confirm the proposed new site for the dog bin on the other side of the access to the new development is acceptable. ***DISCHARGED***
5. **F&GP Cttee 13 Oct 2021 Minute 20 – Residents’ concerns over contractor parking on Purbeck Rd, Purbeck Close and Ballard Close** The Parish Clerk contacted Drew Smith Ltd and received assurances that contactors will be provided with parking on the development site itself, and should not need to park on-street. ***DISCHARGED***
6. **F&GP Cttee 10th Nov 2021 Minute 13 Rocket Park play area surface.** The Parish Clerk ordered a further quantity of “play bark” which was delivered on Thursday 25th Nov and distributed over the playing area by Council members and community volunteers that weekend. *It was noted that the work carried by Mr Gould in moving the play bark was very helpful and he was thanked for his time.* ***DISCHARGED.***
7. **F&GP Cttee 10th Nov 2021 Minute 13 Review of play equipment in Rocket Park play area.** Cllr Abbott agreed to visit other play areas and report back with suggestions for alternative items of play equipment to replace the Record Roundabout**.** *Ongoing.*
8. **F&GP Cttee Planning application responses sent to the DC Planning Team:**

 **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 now been **approved.**

**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 still 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 now been **approved.**

**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 now been **approved.**

**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 still 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 still 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 now been **withdrawn**.

**Planning application P/HOU/2021/02917 The Oaks Middle Road Lytchett Matravers Dorset BH16 6HJ.** Proposed outbuilding. DC planning portal shows that this application has still not yet been determined.

**Planning application P/HOU/2021/03324 High Ash Burbidge Close Lytchett Matravers Dorset BH16 6EG.** Conversion of existing garage into family room and the erection of a new attached garage. DC planning portal shows that this application has still not yet been determined.

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

**Planning application P/HOU/2021/03345 20 Glebe Road Lytchett Matravers Dorset BH16 6EH.** Single storey rear extension and formation of utility room. DC planning portal shows that this application has still not yet been determined.

**Planning application 6/2021/0352 Whytewood Lodge Jennys Lane Lytchett Matravers Dorset BH16 6BP.** Demolish existing dwelling and erect three detached dwellings. DC planning portal shows that this application has still not yet been determined.

**Planning application 6/2021/0361 Bexington Lime Kiln Road Lytchett Matravers Dorset BH16 6EL.** Demolition of existing bungalow and outbuildings to enable the construction of five new dwellings with access and parking. DC planning portal shows that this application has still not yet been determined.

**Planning application 6/2021/0372 Land at 2 Lions Court Wimborne Road Lytchett Matravers Dorset BH16 6HQ.** Sever land from 2 Lions Court and erect new dwelling. DC planning portal shows that this application has still not yet been determined.

**Planning application 6/2021/0376 27 Huntick Estate Lytchett Matravers Dorset BH16 6EB.** Sever land and erect a detached dwelling with parking. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2021/02612 The Cottage Foxhills Road Lytchett Matravers Dorset BH16 6BD.** Proposed severance of curtilege, erection of 1no: 4 bedroom detached house, with associated parking, access, landscaping & amenity space. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2021/02674 Cuckoo Hill Deans Drove Lytchett Matravers Dorset BH16 6EQ.**  New dwelling with associated access and parking.

Planning application P/FUL/2021/02738 Land Adjacent 68 The Spinney Lytchett Matravers Dorset BH16 6AS. Erect 1 No 2 bed house with parking. DC planning portal shows that this application has still not yet been determined.

**Amended planning application P/HOU/2021/03324 High Ash Burbidge Close Lytchett Matravers Dorset BH16 6EGP.** Amended proposal for conversion of existing garage into family room and the erection of a new attached garage. DC planning portal shows that this application has still not yet been determined.

**Planning application P/HOU/2021/03704 September Cottage Deans Drove Lytchett Matravers BH16 6EQ.** Addition of two storey extension and extended dormer window to the rear. Glazing to existing garage opening to front. DC planning portal shows that this application has still not yet been determined.

**Planning application P/LBC/2021/04172 Castle Farm House Castle Farm Road Lytchett Matravers BH16 6BZ.** Internal and external alterations to facilitate replacement of twin-wall polycarbonate panels on roof of conservatory with grey reconstituted/artificial slate. DC planning portal shows that this application has not yet been determined.

**Planning application P/HOU/2021/03170 1 Eldons Drove Lytchett Matravers BH16 6HH.** Erection of extensions to existing attached garage. DC planning portal shows that this application has not yet been determined.

**Planning application 6/2021/0372 Land at 2 Lions Court Wimborne Road Lytchett Matravers Dorset BH16 6HQ – Revised.** Sever land from 2 Lions Court and erect new dwelling. DC planning portal shows that this application has not yet been determined.

**Planning application 6/2021/0365 Caroline Cottage Prospect Road Lytchett Matravers Poole BH16 6ED - Revised.** Alteration to listed building to install a new wood burner and new chimney pot. DC planning portal shows that this application has not yet been determined.

**Planning application P/FUL/2021/02595 Land Rear of 40 Wareham Road Lytchett Matravers Dorset.** Erect two detached dwellings. DC planning portal shows that this application has not yet been determined.

**Planning application P/MPO/2021/03684 Land adjacent to Wessex Water Reservoir Purbeck Road Lytchett Matravers Poole Dorset.** (1) to specify which units are to be affordable dwellings, (2) to amend the mortgagee exemption clause, (3) to clarify that commencement of development only relates to commencement of any works undertaken pursuant to the planning permission, and (4) to confirm that the release provisions apply to any person who has staircased to own 100% of the equity in a shared ownership unit and not just tenants. DC planning portal shows that this application has not yet been determined.

**Planning application P/HOU/2021/04430 76 Wareham Road Lytchett Matravers Poole BH16 6DT.** Alterations to existing conservatory and single storey rear extension to form kitchen and dining room. DC planning portal shows that this application has not yet been determined.

**Planning application P/HOU/2021/04380 5 The Spinney Lytchett Matravers BH16 6AU.** Erect 2 storey side extension, (demolish conservatory). DC planning portal shows that this application has not yet been determined.

## 6. 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.

## 7. 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.

## 8. To further review the budget proposal and precept requirement for 2022/23 - for recommendation to Full Council.

A spreadsheet was circulated to all members by the Parish Clerk, a copy of which is included at Appendix 2 to these minutes. Suggested budget allocations for Business as Usual items were noted without change.

A list of projects was discussed including High Street crossing, Eldons Drove pavements, library path, gym equipment, ball court, pharmacy steps planting, cycle path, tree works, Astro car park, Eldons Drove pond and top of Hannams Close. It was noted that quotes were needed for several of the projects and that some would be funded from grants and other sources. It was concluded that a level of priority needed to be placed against these projects to aid the budget planning process. It was noted that the budget for Foxhills has reduced due to money spent on the paths. A discussion on the Tesco’s island took place and it was emphasised that Tescos should be encouraged to contribute towards this. The Parish Council highlighted that the shop are currently closing the road when deliveries arrive which is not a long term solution to the issue. The issue of CIL was raised and it was highlighted that the contribution from this source is uncertain moving forwards. The CIL contribution from 2021/22 is £66,000 as this has included Huntick Road. It was agreed that the Business as Usual income and expenditure items were appropriate.

***Actions: (i) Clerk to produce a CIL report and establish the new Local Plan CIL calculation***

***(ii) All Councillors to look at the list of projects and send Cllr Bush top five priorities.***

## 9. To consider a proposal to replace and re-site War Memorial flagpole.

Cllr Bush introduced this and highlighted that the flagpole is now in the wrong location due to the trees. A quote had been looked at for the new flagpole and it was around £160 for a 7m pole. This would need to be mounted on a support. The best place for the new pole was agreed to be adjacent to the corner of the hedge where the path opens out. The old flagpole would not be taken down until the new pole was ready to be installed.

***Action: Cllr Huggins to obtain quotes for a new flagpole and casing.***

## 10. To consider a proposal to remove or replace the bus shelter in Lime Kiln Road adjacent to the War Memorial.

Cllr Bush outlined that the current bus shelter has an asbestos roof which is deteriorating. If the bus shelter is removed then the slab would also need to be removed as this would cause a hazard. It was suggested that the best way forward would be to contact the bus company to see if they would replace the bus shelter. It was noted that if the shelter was removed then this might result in people parking on this piece of grass.

***Action: Clerk to write to bus company to see if they will replace the bus shelter.***

## 11. To consider planning application P/HOU/2021/04760 Wellincroft Wimborne Road Lytchett Matravers BH16 6HQ. Demolish existing workshop and garage and erect replacement garage

**NO OBJECTION**

## 12. To consider planning application P/HOU/2021/04614 169 Wareham Road Lytchett Matravers Poole BH16 6EA. Erect single storey extension to the principle elevation.

**NO OBJECTION**

## 13. To consider planning application P/HOU/2021/04251 Owls Farm Dolmans Hill Lytchett Matravers Poole BH16 6HP. Erect side extension and retrospective permission for a conservatory erected on the front elevation and a detached garage

The Council wished to **OBJECT** to this application on the grounds that it is inappropriate development in the green belt and would be detrimental to the openness of the Green Belt due to the volume of the proposal.

The original construction of this building damaged the openness of the Green Belt, later exacerbated by its conversion to a dwelling with its associated domestic paraphernalia, then the harm further compounded by unauthorised extensions, and now the proposal to virtually double the original volume together with further ancillary structures. The Parish Council strongly objects to this ongoing process.

The Council members also noted that permitted development rights had originally been granted solely on the condition that the original footprint did not expand. The members noted that the Parish Council had not been invited to comment at the time of the original Permitted Development referral. It was further noted that some expansion has however already taken place and this application now proposes further expansion of that footprint. This is evidently a direct contravention of the PD rights previously approved.

## 14. To consider planning application P/FUL/2021/03167 Bokers Farm Poole Road Lytchett Matravers Poole BH16 6AG. Erect an agricultural building with hardstanding area/concrete skirt/ramps and rainwater harvesting tanks. Create new track to building.

**NO OBJECTION**

## 15. To consider additional Parish Council response to 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 letter to Dorset Council was circulated to Councillors in advance of the meeting. This matter was introduced by Cllr Bush and he outlined that the Parish Council are objecting to the traffic survey, which was carried out when the school was not operating at full capacity as well as matters including environmental impact, drainage and privacy. The Parish Council reserved the right to send more information when it came to light so it was expected that Dorset Council would accept the comments. It was noted that Dorset Council will not be reconsulting on the allocation of the site.

***Action: Cllrs to look at the letters for items 15,16 and 21 and feedback to Cllr Bush by 14th December.***

## 16. To consider additional Parish Council request for information to Lewis Wyatts re: dwellings, new vehicular and pedestrian access onto Wareham Road and other associated works including landscaping and open space.

Action as item 15

## 17. To consider a draft Parish Councillor Vacancy Policy and Procedure for LMPC – for recommendation to Full Council.

A discussion was held around the matter of a personal appearance and whether this should be a requirement of the policy. It was concluded that candidates should be encouraged to speak but this would not be done in front of other potential candidates. The vote would be private and carried out in rounds if more than two applicants were present.

***Action: Cllr Bush to amend draft policy to include the point about personal appearances.***

## 18. To receive an update on the Foxhills Open Space and Hannams Close tree works. Also to consider further works – for recommendation to Full Council.

Cllr Huggins outlined the tree work that had already taken place. There have been some complaints but many residents are happy with the works. The Willow tree at the back of the Spinney was cut down due to it being dangerous. If the Parish Council would like this to be shredded then it will be £300. A complaint was received from a resident regarding trees not being cut down at the boundary with Gibbs Green. It was concluded that the Parish Council should obtain quotes to cut these trees and then make a decision about whether to carry out this work once the quotes were received. It was also highlighted that a single panel of herras fencing has been left at the top of the play area field.

Suggestions have been asked for a new tree, to be located 3-4m from the boundary of the top of the play area field.

***Actions: (i) Cllr Huggins to obtain a quote for the tree works on the boundary of Gibbs Green (ii) Cllr Abbott to arrange for the Herras fencing to be removed.***

## 19. To review the request from the Speed Watch Group for funding to purchase a speed gun – for recommendation to Full Council.

The cost of the speed gun is £390 plus ongoing maintenance. It was thought this would be good value for money and this **recommended** for approval at Full Council.

## 20. To consider progress towards obtaining 3 quotations for Adult Exercise Equipment – for recommendation to Full Council.

Cllr Korenevsky outlined that three quotes had been obtained for 7-8 pieces of equipment to be located around the Recreation Ground. The best value was considered to be Caloo, at £12,000, who have equipment installed in Blandford. Blandford Town Council consider that the equipment has lasted well and they also paid for ongoing maintenance package. Grant applications need to be sought and it was noted the Dorset Council have a current Community Grant of up to £5,000. The application will need to be submitted by 7th January 2022.

***Action: Cllr Korenevsky to look at grant funding.***

## 21. To consider a draft letter to Dorset Council Head of Planning on a range of topics of concern to the Parish Council and residents

Action as item 15

## 22. Review of Planning Consultant Quotations and approval of recommended next steps.

The details and quote from all the Planning Consultants were circulated before the meeting. Although the prices were all very similar, it was considered that one had more relevant experience. The Parish Council would like to engage with the candidate and obtain a more in depth quotation. The grant application needs to be submitted as soon as possible as the grant cannot be used retrospectively. It was **resolved** that Dorset Planning Consultant be contacted to take this further.

## 23. To consider items for an article in the next Parish Magazine.

## The Parish Magazine article will focus on a review of the year.

## 24. To note correspondence received.

* Cllr Korenevsky reported on an incident that had taken place on the walk to school, where a child had been hit by a car. An update was requested on the Sustrans work and also on the progress to an entrance to the school from Eldons Drove. ***Action: Cllr Bush to request an update from Sustrans and contact the Headteacher of LMPS for an update on the entrance from Eldons Drove.***
* Cllr Webb had an enquiry about a potential SID location on the High Street but it was recognised that this would not meet the requirements.
* Cllr Webb also had a comment that some of the Parish Council minutes were not on the website. ***Action: Clerk to check all minutes are on the website.***

The meeting closed at 20:55

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

Budget preparation spreadsheet for 2022/23.

See separate report.