

# Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE

Meeting held on Wednesday February 9th 2022, at 7.00 p.m. in the Village Hall

**PRESENT:** M Attridge (Committee Chair), B Barker, A Bush, A Huggins, K Korenevsky K Morgan. P Webb, and Mr T Watton (Parish Clerk).

No members of the public were in attendance.

**PUBLIC PARTICIPATION:**

No comments were made.

## 1. Apologies:

Cllrs V Abbott, R Aspray, M Colvey and H Khanna,

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

Cllr Webb declared a non-pecuniary interest in agenda item 7, P/FUL/2021/05598 as the owner of a property neighbouring Owls Farm.

## 3. To receive and approve minutes of the Finance & Policy Committee meeting held on 12th January 2022.

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 9. Possible art project by Lytchett Minster School students to eliminate graffiti on Skate Park.** *It was reported that Cllr Abbott had applied varnish to the skate park art project to prevent any further cracking of the paintwork.*
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 – which was eventually delivered on Friday 8th October 2021. A response was received from Stephen Mepham (DC Highways) confirming he had no objection to the location for the bin proposed by the Chairman and Parish Clerk. Consequently the Village Handyman was asked to arrange for it to be installed. This has not yet been installed due to the Handyman being unwell.
3. **F&GP Cttee 13 Oct 2021 Minute 7, Allotments vacancies and waiting list.** There are currently 4 vacant plots, with a further one due to be released by the plot holder at the end of February 22. One vacant plot has been let since the last F&GP Cttee meeting. There are currently three LM residents’ names on the waiting list – two of which have been unresponsive to contacts regarding available plots. The third resident is currently considering a choice of plots. There have been two further tentative enquiries about allotment rentals prompted by recent advertising.
4. **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.*
5. **F&GP Cttee 8th Dec 2021 Minute 9, proposal to replace and re-site War Memorial flagpole –** *Cllr Huggins has obtained one quote, but is awaiting two more. Some discussion took place regarding the type of anchoring / fixing point the pole would have.*
6. **F&GP Cttee 8th Dec 2021 Minute 10, Clerk to write to bus company to ask if they will replace the bus shelter.** This action was first mentioned some months ago and as a result both the bus company and Dorset Council were approached with a request that they consider this. Neither organisation responded with an offer.

*Some discussion then followed regarding whether to (a) remove the shelter, or (b) to modify it by treating the roof with a sealant and creating access points in each side. It was* ***RESOLVED*** *by a majority vote to explore treating the roof and modifying the shelter. Cllr Morgan agreed to took in to the practicalities of this and report back the next F&GP Cttee meeting.* ***Action: Cllr Morgan to investigate the practicalities accordingly.***

1. **F&GP Cttee 8th Dec 2021 Minute 18, (i) Cllr Huggins to obtain a quote for the tree works on the boundary of Gibbs Green.** This work has now been completed. **(ii) Cllr Abbott to arrange for the Herras fencing to be removed.** *An update**from Cllr Abbott was not received in time for report back at the meeting.*
2. **F&GP Cttee Planning application responses sent to the DC Planning Team:**

**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 now been approved.

**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. The Case officer has confirmed that this application has 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 now been approved.

**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 now been approved.

**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 6/2021/0376 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 now been approved.

**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 still 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 still 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 still 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 still 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 still 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 still not yet been determined.

**Planning application P/HOU/2021/04760 Wellincroft Wimborne Road Lytchett Matravers BH16 6HQ.** Demolish existing workshop and garage and erect replacement garage. DC planning portal shows that this application has still not yet been determined.

**Planning application P/HOU/2021/04614 169 Wareham Road Lytchett Matravers Poole BH16 6EA.** Erect single storey extension to the principle elevation. DC planning portal shows that this application has now been approved.

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

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

**Further amended 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. As amended by plans received on 7th December 2021, from chalet bungalow to a single storey low level bungalow. DC planning portal shows that this application has still not yet been determined.

**Planning application P/PABA/2021/05355 request for a legal determination from DC as to whether or not Prior Approval is required for the proposal. Dyett's Field High Street Lytchett Matravers Wimborne BH16 6BJ.** Erect a new agricultural building measuring approximately 18.29m x 9.14m (60ft x 30ft) giving an area of 167m2. DC planning portal shows that **DC Planning decided that Prior Approval was not required.**

A discussion on this application was held at the F&GP cttee meeting in January 2022. The Parish Council questioned the decision of Dorset Council and whether due diligence had been exercised in assessing the application. It was concluded that the Parish Council would enquire with the neighbouring property owners as to whether they were considering a legal challenge to the decision. A query was also to be sent to Dorset Council regarding what proof of tenancy was presented, detailing what period and security of tenure was outlined and whether this meets the planning regulations. The issue of the necessity of water and electricity connection to the site was also to be questioned. Following the results of these queries the Parish Council would consider whether to raise a Freedom of Information request to see the evidence of the existing holding. The Clerk duly wrote to the Case Officer to question the proof of tenancy and the necessity for utilities connections with Dorset Council. The subsequent reply was forwarded to Cllrs Bush and Morgan for info. The matter of finding out whether a legal challenge would be raised by the neighbours of the site was subsequently decided to be unnecessary as Cllr Morgan had since met with residents.

**Planning application P/PAAC/2021/04126 request for a legal determination from DC as to whether or not Prior Approval is required for the proposal. Five Fields Dolmans Hill Lytchett Matravers Poole BH16 6HP.** Conversion of existing agricultural building to a 1 bedroom residential dwelling. DC planning portal shows that prior approval has been refused.

**Planning application P/CLE/2021/05532 (Cert of Lawfulness) Redbridge Farm Dolmans Hill Lytchett Matravers BH16 6HP.** Construction and use of a building as an independent residential unit of accommodation (The Forge) and the use of an existing building as a permanent residential unit (The Grainstore). DC planning portal shows that this application has still not yet been determined.

**Planning application P/HOU/2021/05490 9 Hann Gardens Lytchett Matravers Poole BH16 6FD.** Erect single storey rear extension and conversion of part of garage. DC planning portal shows that this application has still not yet been determined.

**Planning application P/HOU/2021/05597 Long View Burbidge Close Lytchett Matravers Poole BH16 6EG.** Erect first floor extension and internal remodelling. DC planning portal shows that this application has not yet been determined.

**Planning application P/PAAC/2021/05701 Land off Eddy Green Road Lytchett Matravers BH16 6HL.** Convert existing agricultural building to a dwelling. DC planning portal shows that this application has not yet been determined.

**Planning application P/HABR/2021/00066 The Barn Sandy Lane Lytchett Matravers Poole BH16 6DB.** Change of use from agricultural to dwelling house. DC planning portal shows that this application has not yet been determined.

**Planning application P/HOU/2022/00201 7 Landers Reach Lytchett Matravers Poole BH16 6NB.** Demolish existing conservatory and erect a single storey rear

extension to replace. 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.

## 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 consider planning application P/FUL/2021/05598. Owls Farm Dolmans Hill Lytchett Matravers BH16 6HP. Temporary retention of 2no. storage containers. Permission needed until 31st December 2022.

The Parish Council noted that this dwelling was erected under Class Q Permitted Development Rights - which specifically states that the building shall not be enlarged. Despite this, it was observed that unauthorised extensions have been erected together with unauthorised ancillary structures. The Parish Council consider that the original structure was harmful to the Green Belt. These further unauthorised extensions and ancillary structures exacerbate that harm. The Parish Council therefore **OBJECTS** to the Application.

## 8. To consider planning application P/FUL/2022/00454. Abbots Court Huntick Estate Lytchett Matravers BH16 6LH. Relocation of a bin store and installation of a scooter store.

**NO OBJECTION**

## 9. To consider planning application P/HOU/2021/04771 Hawthorns Deans Drove Lytchett Matravers Poole BH16 6EQ. Proposed First Floor Extension to form Dressing Room & EnSuite bathroom.

**NO OBJECTION**

## 10. To undertake an annual review of Council’s Risk Register.

The draft Risk Register was made available to all members ahead of this meeting. After brief discussion it was **RESOLVED** to **RECOMMEND** to Full Council the acceptance of this.A copy is associated at Appendix 2to these minutes.

## 11. To undertake an annual review of the schedule of Governance / Internal Control responsibilities.

The draft Schedule of Governance / Internal Controls responsibilities was made available to all members ahead of this meeting. After brief discussion it was **RESOLVED** to **RECOMMEND** to Full Council the acceptance of this.A copy is associated at Appendix 3to these minutes.

## 12. Annual review of burial records - nomination of reviewers.

Cllr Attridge indicated that he was willing to undertake this review. It was **RESOLVED** to accept this offer to undertake the review.

## 13. Annual review of insurance cover – nomination of reviewers.

Cllrs Huggins and Webb indicated that they were willing to undertake this review. It was **RESOLVED** to accept this offer to undertake the review.

## 14. To consider a proposal to link the hourly rate for handyman work to the National Living Wage rate on an ongoing basis.

It was noted that this item had been determined at a previous Full Council meeting.

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

The following items were identified:

* Recognition for the service of the Librarian, on her retirement.
* Donation of tree
* Forthcoming litter pick
* Promotion of allotments

## 16. To note correspondence received.

Cllr Bush reported on an issue raised by a resident of Purbeck Rd concerning ownership / the developer’s authority to remove trees on the verge adjacent to the housing development on the former Wessex water reservoir site. This has been referred to Dorset Council.

Cllr Morgan referred to an email from Dorset Cllr Brenton concerning an article 14 restriction on the Dyetts Field site in the High street.

Cllr Morgan also commented on an email from Andrew Bradley of DC Highways regarding the proposed High Street crossing.

The Parish Clerk reported on correspondence from two residents:

* A resident of Eldons Drove suggested that one end of the road is blocked off to create a cul-de-sac, in the interests of road safety. A copy of this letter was also forwarded to the DC Ward members for Lytchett Matravers for information and comment.
* A resident of Dillons Gardens reiterated a previous request for parking restrictions to be introduced at the junction of that road with Wareham Rd. It was agreed that the Parish Clerk would respond to this person to explain that this matter is tied in with the wider issue of the school crossing, parking, congestion and traffic control in Wareham Rd -which continues to be discussed with Dorset Council.

The meeting closed at 20:27

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

Risk Register 2022.

See separate document.

## Appendix 3

schedule of Governance / Internal Control responsibilities.

See separate document.