

# Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE

Meeting held on Wednesday October 13th 2021, at 7.00 p.m. in the Sports Pavilion

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

Once member of the public was in attendance.

**PUBLIC PARTICIPATION:**

## A resident of Jennys Lane commented on planning application 6/2021/0352 Whytewood Lodge, Jennys Lane – expressing a number of concerns and seeking the support of the council in objecting to the proposal. The resident referred to the following matters:

* The plot has been severed with the front half set up for the development whilst the back half remains in green belt. The resident feels that there are some deficiencies in the reports associated with the application in that they omit trees within the proposed building footprint and they do not refer to possible badger setts on the site.
* The resident remarked that the documentation with the application refers to planning policies but does not seek to specifically address those policies.
* The resident also drew attention to some inconsistencies regarding highways access to and from the site.
* In addition, the resident expressed some concerns about the effect of this proposed development on possible noise and light pollution, which he felt could be a significant detrimental effect, given the quiet and low housing density character of Jennys Lane.
* He also drew attention to the Case Officer’s report from a previous application for this site in which the amenity value of the adjacent copse was commented on.

In summary, he felt that if this proposal were to go ahead it would result in a significant detrimental change of character to Jennys Lane and the surrounding environment. He encouraged the Parish Council members to consider an objection to this proposal on those grounds.

##

## 1. Apologies:

Cllrs B Barker, A Bush, 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 receive and approve minutes of the Finance & Policy Committee meeting held on 8th September 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 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.
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 the support of Stephen Mepham, DC Highways, will be sought for this***. Action: Parish Clerk to contact Mr Mepham accordingly.***
3. **F&GP Cttee 11 Aug 2021, Minute 16 – New bank account with Unity Trust Bank.** Followin g the discussion and approval of the resolution at the last meeting final approval was given by Full Council in September. The Parish Clerk has subsequently collected the necessary signature to support the application – which has now been submitted.
4. **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 now been approved.

**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 6/2021/0190 10 Cecil Place, Lytchett Matravers, Poole, BH16 6FG.** Conversion of garage into living accommodation. DC planning portal shows that this application has still now been approved.

**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 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 still 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 still 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 still 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 still 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 now been approved.

**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 now been approved.

**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 now been refused.

**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 now been approved.

**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 now been withdrawn.

**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 still not yet been determined.

**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 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 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 not yet been determined.

**To consider planning application 6/2021/0402 25 Lime Kiln Road Lytchett Matravers Dorset BH16 6EL.** Conversion of garage into kitchen. 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 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 the response from the holder of plot 31 regarding the concrete panels which appeared adjacent to that plot.

## 8. To consider planning application P/HOU/2021/03345 20 Glebe Road Lytchett Matravers Dorset BH16 6EH. Single storey rear extension and formation of utility room.

**NO OBJECTION**

## 9. To consider planning application 6/2021/0352 Whytewood Lodge Jennys Lane Lytchett Matravers Dorset BH16 6BP. Demolish existing dwelling and erect three detached dwellings.

The Parish Council wished to **OBJECT** to this proposal on the grounds that the resulting housing density on the site would be out of character with the existing surrounding dwellings and damage the special nature of this lower density part of the village.

The members went on to comment that if however the proposals were to be approved by the Local Planning Authority the Parish Council would, in line with the declarations by the Dorset Council and Lytchett Matravers Parish Council of a Climate Emergency, expect the development proposals to indicate the anticipated net carbon contribution - and to include emphasis on use of high efficiency insulation, and the installation of heat pumps and solar panels.

## 10. To consider 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.

The Parish Council wished to **OBJECT** to this proposal on the grounds of excessive density on the site and inadequate provision of parking provision per proposed dwelling in line with the 2 off road spaces per property as detailed in the Lytchett Matravers Neighbourhood plan. Of particular concern is the proposed parking provision for the two dwellings fronting Lime Kiln Rd which only have three parking spaces between them and that these are located at the rear of the properties - thus making on street parking very likely. This is particularly undesirable on an awkward bend.

In addition, in line with the declarations by the Dorset Council and Lytchett Matravers Parish Council of a Climate Emergency the Parish Council would expect all proposals to indicate the anticipated net carbon contribution; and to include emphasis on use of high efficiency insulation, and the installation of heat pumps and solar panels.

## 11. To consider 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.

The Parish Council wished to **OBJECT** to this proposal on the grounds of the adverse effect on the amenity of neighbouring properties caused by this proposal. It is noted that the tall blank north elevation will be adjacent to 2 Lions Court. The proposed property will also be very close to the future Wyatts development.

## 12. To consider planning application 6/2021/0376 27 Huntick Estate Lytchett Matravers Dorset BH16 6EB. Sever land and erect a detached dwelling with parking.

The Parish Council wished to **OBJECT** to this proposal on the following grounds:

* The proposal is unworkable in terms of its provision of off road parking – in that it is similar to that which had been included with the previous refused application. The spaces in front of the proposed dwelling are too short and would result in vehicle protrusion over the already narrow pavement.
* It is detrimental to the surrounding street scene and spacious green character of Huntick Estate.

It should also be noted that there has also been recent flooding resulting from run off from the site – which is likely to be worsened by this proposal.

In addition, in line with the declarations by the Dorset Council and Lytchett Matravers Parish Council of a Climate Emergency the Parish Council would expect all proposals to indicate the anticipated net carbon contribution; and to include emphasis on use of high efficiency insulation, and the installation of heat pumps and solar panels.

## 13. To consider 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

The Parish Council **SUPPORTS** this application, subject to the proposalindicating the anticipated net carbon contribution; and the requirement to include the use of high efficiency insulation, and the installation of heat pumps and solar panels.

## 14. To consider planning application P/FUL/2021/02674 Cuckoo Hill Deans Drove Lytchett Matravers Dorset BH16 6EQ. New dwelling with associated access and parking.

The Parish Council wished to **OBJECT** to this proposal on the grounds of the adverse effect of the adverse effect on the amenity of neighbouring properties caused by this proposal. It is noted that due to the presence of a specimen tree to be preserved, the proposed dwelling is positioned at the eastern extremity of this plot – which results in bulky blind elevations close to the boundary on 3 sides.

In addition, in line with the declarations by the Dorset Council and Lytchett Matravers Parish Council of a Climate Emergency the Parish Council would expect all proposals to indicate the anticipated net carbon contribution; and to include emphasis on use of high efficiency insulation, and the installation of heat pumps and solar panels.

## 15. To consider planning application P/FUL/2021/02738 Land Adjacent 68 The Spinney Lytchett Matravers Dorset BH16 6AS. Erect 1 No 2 bed house with parking.

The Parish Council wished to **OBJECT** to this proposal on the grounds that the proposed parking provision of one space is inadequate for a two bedroom dwelling, and thus also not in line with the requirements of the Lytchett Matravers Neighbourhood plan. The council members also believe that the total amount of living space is too small to accommodate two bedrooms.

In addition, in line with the declarations by the Dorset Council and Lytchett Matravers Parish Council of a Climate Emergency the Parish Council would expect all proposals to indicate the anticipated net carbon contribution; and to include emphasis on use of high efficiency insulation, and the installation of heat pumps and solar panels.

## 16. To consider recommended actions and quotes for work on Ash trees in Hannams close.

Cllr Huggins reported on the feedback and quotes from the three tree surgeons consulted on this matter and also on the proposed works at the Foxhills Open Space. Regarding the Ash trees, the tree surgeons’ reports had identified one dead branch which should be removed and some low branches overhanging adjacent property which would benefit from trimming.

Since the quotes for work included both this and the proposed work at the Foxhills Open Space (see minute 17 below) it was agreed to consider the two matters together in terms of appointment of a contractor. After some discussion it was resolved to appoint Poole Arbor Tree Services at a fee of £500 (+ VAT) for this work.

## 17. To consider a paper and recommendations for selection of tree surgeon to complete works around Foxhills open space.

Cllr Huggins referred to the paper which had been made available to all members ahead of this meeting. After some discussion it was resolved to appoint Poole Arbor Tree Services at a fee of £2800 (+ VAT) for this work.

## 18. Review HSBC online payments interim protocol.

The Parish Clerk referred to the revised temporary protocol document which had been made available to all members ahead of this meeting. A copy is associated at Appendix 2 to these minutes. After brief discussion it was **RESOLVED to ACCEPT** this.

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

The following matters were identified:

* Litter pick on 7th November.
* The proposed development on land off Wareham Rd at the southern end of the village.

## 20. To note correspondence received.

* Cllr Morgan referred to an email from a resident of Ballard Close expressing concern about the potential for damage to roadside verges in the roads surrounding the Wessex Water reservoir site development. The resident asked whether a supply of roadside cones could be provided to place on verges. It was noted that cones / parking control is the preserve of DC Highways. However the Parish Clerk has contact details for the Technical Co-ordinator for the development at Drew Smith Ltd. He will be contacted regarding this matter. ***Action: Parish Clerk to contact Drew Smith Ltd accordingly.***
* The Parish Clerk referred to correspondence from Drew Smith Ltd regarding the need to relocate the dog bin in Purbeck Rd to enable the formation of the vehicle access to the development site. Members viewed the plan of the proposed relocation, within a few metres of the existing location, and **approved** this. ***Action: Parish Clerk to respond to Mr McCarthy about this.***

The meeting closed at 21:00

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

**HSBC Bank online banking protocol - Payments made by online banking**

|  |  |  |  |
| --- | --- | --- | --- |
| **Step** | **Item** | **Action by** | **Comment** |
| 1 | Payments list created from supplier invoices or payroll  | Clerk/RFO | List of payments for approval to be agreed by full council or by following financial regulations where payments are needed to be made in between meetings. |
| 2 | Payments approved by Parish Council | PC | At monthly meetings  |
| 3 | Log in to online business banking | Clerk / RFO  | Using banking ID and security device  |
| 4 | Choose payments option | Clerk / RFO |  |
| 5 | Set up new payees as required  | Clerk / RFO  | All bank account details checked with suppliers – security device required for set up |
| 6 | Send list of payees, bank details, payment amounts and payment references to authorised signatories | Clerk / RFO | This must match the payment details approved at monthly meeting |
| 7 | Access online bank account and set up payments to suppliers either in a batch or as a single payment depending on payment date of invoice | Nominated signatory #1 | Security device required. |
| 8 | Check payments are set up  | Clerk/RFO | Security device required.  |
| 9 | Access online bank account and approve payments as necessary – checking that the details match the list referred to at item 6 above.  | Authorised signatories  | Security device required. Authorised signatories to access the bank account – check and email confirm to Clerk / RFO payments agree with list approved at Council meeting. This needs to be carried out within 48 hours of the meeting. |
| 10 | Audit trail of signatories approval for payments to go ahead.  | Clerk / RFO |  |
| 11 | Clerk to log back in to bank and check authorised payments agree with the approved list  | Clerk / RFO |  |
| 12 | Print off updated online bank statement account showing payments made.  | Clerk/RFO | Retain as part of audit trail.  |
| 13 | Report at the next PC meeting payments made | Clerk/RFO | To be minuted  |
| 14 | Spot checks | Authorised signatory | On at least a quarterly basis or any other agreed timescale an authorised signatory should log into the bank and check the bank balances and transactions made agree with list of payments authorised at previous meeting, and with the bank rec and reports supplied by the Clerk. Report findings to the full Council |