

# Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE

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

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

One member of the public was in attendance – for Public Participation only.

**PUBLIC PARTICIPATION:**

A resident commented on remarks made on the DC Planning Portal in relation to application P/HOU2022/06647, 4 Wareham Rd by a DC Ward Council member. There remarks concerned how rain water will be collected and reused, and regarding PV panels to improve the sustainability of an increase in footprint.

## 1. Apologies:

Cllrs V Abbott, A Bush and H Khanna.

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

None.

## 3. 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 11th May 2022, Minute 12 - improvement of bunds on recreation ground.** Regarding the bund around the Village Hall at the Vineyard Close / High Street junction, Cllr Bush indicated that he would follow-up with Mr Colvey regarding information on the cost of the required plants. At the meeting on 28th Sept Cllr Huggins reported that he had followed up with Mr Colvey who will approach the resident concerned to find out what the costs are expected to be.
2. **F&GP Cttee 13th July 2022, Minute 7 – Clerk to contact Mr Selby to continue the clearance work of allotment plot 33.** The Clerk spoke to Mr Selby accordingly, and it is understood that some further work has been done. Since it was noted that as at 28th Sept this work was still not yet complete, the Parish Clerk chased Mr Selby about this – who responded by phone in late October to confirm that he has visited and undertaken further work, but that here is still more to do. As well as the buried rubble he has discovered a layer of carpet buried beneath the surface of parts of the plot. He commented that he will visit the allotment again to get this clearance job finished.
3. **F&GP Cttee 13th July 2022, Minute 13 – Youth Club Building, water leak. The clerk spoke to Wessex Water. The contractor appointed by DC Estates reported back only on finding a faulty toilet cistern and has assumed that is this is the sole source of the leak.** Cllr Bush had indicated that he wished to speak to the contractor to explore things further because there was some evidence of continued leakage even when this toilet cistern is isolated. However, it is believed that there has been no further evidence of a leak in recent weeks.
4. **Planning applications:**

**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 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 been refused.

**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.

**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/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 still not yet been determined.

**Planning application P/FUL/2022/00806 Deans House Deans Drove Lytchett Matravers Dorset BH16 6EQ.** Sever land adjacent Dean House and erect new detached dwelling; create new vehicular access. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2022/01066 Land Adj, Clouds Hill Burbidge Close Lytchett Matravers Poole Dorset.** Sever land and erect 3 bed chalet bungalow with associated parking. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2022/01095 Land at Blaneys Corner To the east of Wareham Road and south of Wimborne Road. Lytchett Matravers.** Erect 25 dwellings (C3 use class), new vehicular and pedestrian access onto Wimborne 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/VOC/2022/01291 164 Wareham Road Lytchett Matravers Poole BH16 6DT.** Variation of Condition 2 & 5 of planning approval 6/2020/0314 (sever plot and erect a detached two storey dwelling with associated access, parking, landscaping and amenity space) to agree to the new building location 700mm further forwards towards the highway and the new foul water drainage connection. DC planning portal shows that this application has still not yet been determined.

**Planning application P/CLE/2022/02881 (Cert of Lawfulness) Valley Farm Middle Road Lytchett Matravers Poole BH16 6HJ.** The erection without planning permission of 3 storage/workshop buildings, an agricultural building, a music studio and a toilet block in the positions shown on the attached site plan. DC planning portal shows that this application has still not yet been determined.

**Planning application P/CLE/2022/02911 (Cert of Lawfulness) Valley Farm Middle Road Lytchett Matravers Poole BH16 6HJ.** A mixed use comprising the fabrication and repair of horsedrawn vehicles (caravans, carts and wagons); the display and sale of bric-a-brac and collectables; open storage of assorted items including vehicles and portakabins; hobby farming and music festivals within the areas identified on the attached use plan. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2022/02848 Owls Farm Dolmans Hill Lytchett Matravers BH16 6HP.** Retain a structure used for the storage of agricultural machinery, including a tractor, and an adjacent wood store. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2022/04306 Kiln Cottage Lime Kiln Road Lytchett Matravers Poole BH16 6EL.** Demolish existing garage, erect 1 No 2 bedroom house. DC planning portal shows that this application has now been refused.

**Planning application P/HOU/2022/03673 Owls Farm Dolmans Hill Lytchett Matravers Dorset BH16 6HP.** Retain conservatory. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2022/04372 Owls Farm Dolmans Hill Lytchett Matravers Poole BH16 6HP.** Change of use of agricultural land to storage of 2no. shepherd huts, to be used for personal use by the applicant's family. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2022/05152 15 Dillons Gardens Lytchett Matravers Dorset BH16 6DW** Demolish existing dwelling and erect 6no 4-bedroom detached houses with associated parking and access. DC planning portal shows that this application has still not yet been determined.

**Planning application P/HOU/2022/05214 76 Wareham Road Lytchett Matravers Poole BH16 6DT.** Alter existing conservatory and erect single storey extension (revision of previous application 2021/04430) Resite garage (revision of previous application 2021/02735). DC planning portal shows that this application has now been approved.

**Appeal to the Planning Inspectorate re: P/FUL/2021/03207. 113 Wareham Road Lytchett Matravers Poole BH16 6DZ.** Erect detached 3 bedroom bungalow with associated access, parking and amenity space. **[Appeal Reference: APP/D1265/W/22/3298943].** DC planning portal shows that this appeal has still not yet been determined.

**Appeal to the Planning Inspectorate re: 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. **[Appeal Reference: APP/D1265/W/22/3295769]** DC planning portal shows that this appeal has still not yet been determined.

**Appeal to the Planning Inspectorate re: P/PAAC/2021/05701 (Planning appeal) Land off Eddy Green Road Lytchett Matravers BH16 6HL.** Convert existing agricultural building to a dwelling. **[Appeal Reference: APP/D1265/W/22/3295773].** DC planning portal shows that this appeal has still not yet been determined.

**Planning application P/HOU/2022/05257 Eldon House Eldons Drove Lytchett Matravers Poole BH16 6HH.** Retain walls to rear garden. DC planning portal shows that this application has still not yet been determined.

**Planning application P/VOC/2022/05489 Castle Farm House Castle Farm Road Lytchett Matravers, Dorset BH16 6BZ.** Variation of Condition 2 to app: 6/2020/0555 (Provision for renewable energy & alterations & repairs to dwelling). To substitute approved drawings [inc revisions] from original permission with revised drawings. DC planning portal shows that this application has now been approved.

**Planning application P/FUL/2022/05484 27 Huntick Estate Lytchett Matravers Dorset BH16 6EB.** Erect a detached double garage. DC planning portal shows that this application has still not yet been determined.

**Planning application P/HOU/2022/05639 16 Paddock Close Lytchett Matravers Poole BH16 6AZ.** Proposed exterior cladding and rendered panel. DC planning portal shows that this application has not yet been determined.

**Appeal to the Planning Inspectorate re P/FUL/2021/05598 (planning appeal) Owls Farm Dolmans Hill Lytchett Matravers BH16 6HP.**  Temporary retention of one storage container - permission needed until 31st December 2022. **[Appeal reference P/D1265/W/22/3303352**]. DC planning portal shows that this appeal has not yet been determined.

**Planning application P/HOU/2022/02013 Viewfield, Deans Drove Lytchett Matravers Poole BH16 6EQ.** Create accommodation at second floor level within new roof with dormers. DC planning portal shows that this application has not yet been determined.

**Planning application P/HOU/2022/06230 2 Lions Court Wimborne Road Lytchett Matravers Poole BH16 6HQ.** Proposed single storey extension to rear of existing dwelling with some internal alterations to form an annex accessible via the main property. DC planning portal shows that this application has not yet been determined.

## 4. To receive and note the 2022-23 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.

## 5. To receive and consider a report covering 2022-23 year to date 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.

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

**Waiting list** There have been no further joiners to the waiting list since the last report in October.

**Vacancies.** No further plots have become vacant since the last report in October.

The only un-let plot remains number 33. As previously reported, there is still rubble and other rubbish to be cleared from this plot, which Mr Selby had agreed to tackle.

## 7. To consider planning application P/HOU/2022/06339 Harbour View Middle Road Lytchett Matravers Dorset BH16 6HJ. Erect front extension & install rear dormers.

**NO OBJECTION.** However, the Parish Council members noted that this is a retrospective application to regularise a number of deviations from the design approved by the LPA under application 6/2020/0422. Despite this, the DC Planning Portal does not include under that earlier record the representation (an objection) made by the Parish Council to the original application. The Parish Council requests that the omission of their original response under ref 6/2020/0422 is now included – for completeness of the planning history for this property.

## 9. To consider planning application P/HOU/2022/06039 18 Scutts Close Lytchett Matravers Poole BH16 6HB. Erect two storey rear extension.

**NO OBJECTION.**

## 10. To consider planning application P/HOU/2022/06647 Hill House Jennys Lane Lytchett Matravers Dorset BH16 6BP. Erect stable block.

**COMMENT** – if this proposal is for the erection of the stables within the original curtilage of Hill House, the Parish Council members wonder why Planning Permission is required, since it is understood that it would be covered within Permitted Development rights. If the proposed stables are to be erected outside of that original curtilage then this is considered to be inappropriate development because it would be on designated Green Belt land.

## 11. To consider planning application P/HOU/2022/06650 4 Wareham Road Lytchett Matravers Poole BH16 6DP. Single storey rear extension, demolish existing conservatory.

**NO OBJECTION**.

## 12. To consider planning application P/FUL/2022/06570 Charborough Park Estate Charborough Park Wareham BH16 6BT. Proposed rooftop telecommunications installation upgrade and associated ancillary works.

**SUPPORT.**

**13. To consider planning application P/FUL/2022/06690 8A High Street Lytchett Matravers Poole BH16 6BQ. Change of use of the offices to a hot food takeaway outlet (use class A5) and the installation of an external flue on the side elevation.**

The Parish Council wished to register an **OBJECTION** to this proposal at this stage due to the lack of adequate detail in the application documents.

In particular, the Parish Council would expect to see clarification on the following points for proposed premises of this type:

1. A noise and odour impact assessment – noting that there are residential and business premises in very close proximity, both surrounding and above the proposed.
2. Confirmation of the arrangements for commercial waste storage and disposal. The submitted plans show no allocated space for commercial bins, etc, and the space on this site is noted to be very limited.
3. Arrangements for the collection and disposal of customers’ litter – i.e. the inclusion of litter bin(s) serving the premises, and arrangements for clearance of it/them.
4. Detail of the proposed hours of operation.

The Parish Council also noted with some dismay that it appears that no planning site notice is on display, and that the neighbouring residents and businesses may be unaware of this proposal.

## 14. To consider a request from a resident for additional road safety signage in Deans Drove (warning of children crossing).

The correspondence in late October on this matter between this resident and Mr Rob Camp, Road Safety Officer at Dorset Council, had been circulated to all Council members. For convenience it was summarised by the Parish Clerk as a reminder that Mr Camp had evidently suggested the need for the Council to formally support a request for new signage / road markings / etc on Deans Drove – including a “SLOW” marking on the road and a permanent “School Crossing” sign, as well as possible traffic restrictions on that road. Members noted this and indicated that they would be prepared to support the introduction of such signage and road markings, ect as Dorset Council Highways road safety experts would deem appropriate in the prevailing circumstances. It was therefore agreed to write to Mr Camp to request that DC Highways carry out a professional road safety assessment on Deans Drove and its junction with Wareham Rd in order to determine (a) the adequacy of the existing signage and road markings, and (b) the most effective additional measures, including their precise locations. It was noted that this assessment would need to take into account the wider context and ongoing discussions concerning Wareham Rd, the school and the work on the proposed school crossing. ***Action: Parish Clerk to write to Mr Camp with a request for this safety assessment accordingly.***

**15. To note and consider the LGA / NALC communication on National Salary Award for Parish & Town Council employees, WEF 1st April 2022; plus 1 extra day holiday entitlement from 1st April 2023.**

Members noted the details of the 2022/23 pay agreement (WEF 1 April 2022) which had been made available to them ahead of this meeting. It was resolved to **RECOMMEND** acceptance of this pay increase for the Parish Clerk (SPC 17, £1 per hour), with backdating to 1st April 2022.

## 16. Presentation of first draft of Village Environment Working Group Project / Cost / Priority Schedule.

Cllr Morgan presented this, referring to the paper he had prepared in advance of the meeting. This was made available to all members. He explained that the paper listed each of the foreseen / planned initiatives and estimated the related likely cost of each. It was noted that in order to establish activity schedules and budgets for the coming financial year 2023/24 it is necessary to consider and agree prioritisation of the list of identified initiatives. In order to move this forward it was agreed to:

1. Invite all Council members to consider the list of initiatives, and each member to email their personal prioritisation of the identified initiatives**. *Action: all members to review the list and respond by email direct to the Parish Clerk and Cllr Morgan accordingly.***
2. Extend an invitation to any / all Parish Council members to attend the next monthly meeting of the Village Environment Working Group. ***Action; All Council members to review their availability to attend the next VEWG meeting.***

In relation to a discussion on the sources of funding for the identified initiatives, members noted a paper distributed by Cllr Barker which identified a number of sources of grant funding. Cllr Barker shared her thoughts so far on matching some possible sources of funding to current LMPC initiatives, such as the Youth Hall refurbishment. She made the point that the application process for some of the sources of grant funding call for research, as well as developed knowledge and experience in preparing successful grant applications. She therefore suggested the formation of a group of members willing and able to dedicate time and efforts to preparing such applications. ***Action: all members to consider their availability and willingness to undertake such a role, and to respond direct to Cllr Barker (cc to Parish Clerk).***

## 17. To further develop the work so far on the budget proposal for 2023/24.

The Parish Clerk referred to the updated budget 2023/34 worksheet which he had made available to all members. He reminded all present of the approach to its construction – including the recording of actual spends YTD per individual cost code (budget line), and forecast expenditures for the remaining months of the year (continually reviewed and updated as the year progresses). The totals of these are then used, when combined with other knowledge such as inflation and info from suppliers on known price increases, as the basis for suggested budgets in column R (shaded blue).

Members were generally happy with the suggested budget figures for the BAU (Business As Usual) lines - subject to ongoing adjustments as necessary over the next 2-3 months. Members were encouraged to examine and consider the suggested figures and to contact the Clerk if they feel adjustments to any of next year’s budgeted BAU figures are required.

Members noted that no suggestions had been made for project / initiative expenditure figures for 2023/24. The Parish Clerk stressed that this is the key area for members to focus their attention on between now and the end of January. It was noted that an important input to this process will be the VEWG initiative prioritisation process covered in minute 16 immediately above.

**Actions: (i) Parish Council members to review the suggested BAU budget figures and feed back any comments to the Parish Clerk (ii) Working Groups to consider project plans for 2023/24 and quantify these ready for discussion at the next meeting for inclusion in budget list (column R) of the Budget Working Paper.**

## 18. To consider a paper covering the ROSPA play area inspection reports 2022.

Cllr Huggins referred to the paper which had been made available to all members ahead of the meeting. A copy is associated at Appendix 2 to these minutes. It was noted that the two items identified as medium risk (requiring action) were already in hand, i.e.

* Zip Line (mainly chain, seat and flooring) – reported to Sutcliffe play South West for action. Replacement parts are on order.
* Skate Ramps (missing fittings, worn surfaces) – subject to a major refurbishment initiative which was agreed by the Council some months ago and is currently under way.

The following more minor points were noted, all of which are in hand:

* Replacement of some proprietary worn or missing small parts such as bolts & bushes on equipment at the Foxhills Play Area. The Manufacturer and installer of this equipment, Miracle Design and Play, has been asked to quote for a service / maintenance visit.
* Contractors have been asked to cut back overgrowth and also the handyman to remove superfluous cable ties and fixings at the Lytchett Astro. Also, Poole Business Services have been asked to attend and report/quote for repairs to the pitch fence.

## 19. To consider proposal to contract tree surgeons to remove the tree which is leaning over pond walk, as a matter of safety concern; and also consider fresh guidance received in respect of Ash die back and need to fell.

The work to remove two leaning trees in this area urgently as a matter of public safety was **APPROVED. *Action: Parish Clerk to urgently arrange for the work to be carried out.***

It was agreed that the Parish Clerk should contact an Arboricultural Consultant to seek quotes for an independent general survey of the health / stability of trees on Council owned land. ***Action: Parish Clerk to approach such consultants to obtain comparative quotes for such a survey.***

## 20. To consider a proposal to send a letter of thanks to the Rockley Charitable Trust for the grant to pay for the outdoor gym equipment.

**RESOLVED. *Action: Cllr Huggins to draft the letter. Parish Clerk to print it on headed paper and send it.***

## 21. To consider a proposal for a general waste bin to replace existing damaged Dog Waste bin for Dog Exercise area.

It was resolved to **RECOMMEND** to full council the purchase of this replacement general waste bin.

## 22. To consider proposal to refresh bark mulch at Rocket Park for winter 22-23, pending consideration of future upgrading to rubber surface.

It was noted that the quote obtained by Cllr Morgan from Sherborne Turf for supply & delivery of 6 x bags of play bark (ex VAT) is below the de-minimus. It was resolved to **APPROV**E this purchase of this for delivery ASAP. *Action: Parish Clerk to place the order accordingly.*

## 23. Consideration of the need to ask the Army Cadets to arrange for crown lift of the oak tree on their premises adjacent to the Youth Club building.

It was noted that the Parish Clerk had already, some time ago, made this request to the ACF Official identified by the OIC of the Lytchett Matravers Army Cadets. However no response had yet been received. The Clerk reported that he had now sent a reminder requesting a response.

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

The following items were identified:

* Skate ramp re-surfacing
* Library Walk works
* Review of activity in the year.

## 25. To note correspondence received.

There was none in addition to the items already circulated to the members by email.

The meeting closed at 20:20

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

## Appendix 1

Bank reconciliation and 2022/23 year to date report covering income and expenditure.

See separate report.

## Appendix 2

**Review of Annual Play Equipment Inspection**

**Date: November 2022**

**Report Subject:**

Each year the Parish Council is required to get a independent safety inspection completed on the Play equipment we are responsible for. These are The Rocket Park including Ball Court and Skate Ramps; Foxhills Play Area; Lytchett Astro (MUGA).

This inspection was completed August 2022 by “The Play Inspection Company”.

**Reported by:**

Cllr Andrew Huggins

**Subject Status:**

Overall the findings are Very Low (22) or Low (17). There are two areas which are Medium Risk: Zip Line (mainly chain, seat and flooring) and Skate Ramps (missing fittings, worn surfaces)

**Recommendations/Proposals:**

Rocket Park

Request Sutcliffe Play to address identified issues with Zipline and quote for repair/replacement parts. These are “Medium Disk” but not currently “Dangerous”.

Gates automatic closers are not cotrolling speed of closure properly – have requested Poole Business Services to attend and adjust or advise.

Ball Court

No Action Required

Skate Park

Work currently underway as previously agreed by LMPC, for major replacement of surfaces.

Foxhills Play Area

Request a quote for a service visit from the Manufacturer, Miracle Design and Play, to replace some proprietary worn or missing small parts such as bolts, bushes.

Astro

The clerk has already asked contractors to cut back overgrowth and also the handyman to remove superfluous cable ties and fixings. Also he has requested Poole Business Services to attend and report/quote for repairs to fence.

**Overall comments:**

There are many instances of signs of wear. But at this stage, other than those areas identified, none require further attention and the handyman can monitor through his routine checks.

**Financial Impact:**

Awaiting quotes.