

# Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE

Meeting held on Wednesday January 11th 2023, at 7.00 p.m. in the Village Hall

**PRESENT:** Cllr M Attridge (Committee Chair), A Bush, B Barker, B Lister, A Huggins, P Webb, R Asprey, K Morgan and Mrs A Clothier (stand-in Parish Clerk).

No members of the public were in attendance.

**PUBLIC PARTICIPATION:**

No comments were made.

## 1. Apologies:

Cllrs K Korenevsky, V Abbott, 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 7th December 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 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. *Covered in agenda item 14 below.*
2. **F&GP Cttee 13th July 2022, Minute 7 – Clerk to contact Mr Selby to continue the clearance work of allotment plot 33.** Following chasers by the Clerk Mr Selby confirmed in late October that he had visited and undertaken further work, but that here was still more to do. As well as the buried rubble he had discovered a layer of carpet buried beneath the surface of parts of the plot. He commented that he would visit the allotment again to get this clearance job finished. Mr Selby advised on 7th Dec that he expected to visit this work on the allotment during the week ending 10th Dec. *Ongoing*
3. **F&GP Cttee 9th Nov 2022, Minute 19 – approach independent arboriculturists for quotes for independent general survey of the health / stability of trees on Council owned land.** Outstanding action. It was agreed to arrange for this to take place in the Spring of 2023, once the trees are in leaf. *Ongoing.*
4. **Planning applications (35 applications listed of which 7 are now shown as approved – therefore 28 remain outstanding awaiting LPA or Inspectorate decisions)**

**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/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/HOU/2022/03673 Owls Farm Dolmans Hill Lytchett Matravers Dorset BH16 6HP.** Retain conservatory. DC planning portal shows that this application has now been **approved.**

**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.

**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 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 now been **approved.**

**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 still 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 now been **approved.**

**P/HOU/2022/06339 Harbour View Middle Road Lytchett Matravers Dorset BH16 6HJ**. Erect front extension & install rear dormers. DC planning portal shows that this application has still not yet been determined.

**P/HOU/2022/06039 18 Scutts Close Lytchett Matravers Poole BH16 6HB. Erect two storey rear extension.** DC planning portal shows that this application has now been **approved.**

**P/HOU/2022/06647 Hill House Jennys Lane Lytchett Matravers Dorset BH16 6BP.** Erect stable block. DC planning portal shows that this application has now been **approved.**

**P/HOU/2022/06650 4 Wareham Road Lytchett Matravers Poole BH16 6DP.** Single storey rear extension, demolish existing conservatory. DC planning portal shows that this application has still not yet been determined.

**P/FUL/2022/06570 Charborough Park Estate Charborough Park Wareham BH16 6BT.** Proposed rooftop telecommunications installation upgrade and associated ancillary works. DC planning portal shows that this application has still not yet been determined.

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

**P/HOU/2022/06908 Achill Castle Farm Road Lytchett Matravers Poole BH16 6BY. Erect a single storey rear extension.** Form a raised terrace and steps. DC planning portal shows that this application has still not yet been determined.

**P/OUT/2022/06101 Bexington Lime Kiln Road Lytchett Matravers Poole BH16 6EL.** Demolish existing buildings and erect 3 dwellings (outline application all matters reserved). DC planning portal shows that this application has still not yet been determined.

**P/HOU/2022/06960 Bay View Middle Road Lytchett Matravers Poole BH16 6HJ.** Retain timber outbuilding which serves as storage and laundry ancillary to the main dwelling. (Retrospective). DC planning portal shows that this application has now been **approved.**

**Planning application** **P/HOU/2022/04571 Oakhurst Huntick Road Lytchett Matravers Poole BH16 6BB.** Erect single storey side extension. Alterations to existing out building and create new link to form annexe. DC planning portal shows that this application has not yet been determined.

**Planning application P/HOU/2022/07620 Deans Leaze Lime Kiln Road Lytchett Matravers Dorset BH16 6EL.** Retain raised ridge height to form loft conversion with two dormer windows to front, one dormer to rear; form pitched roof over existing dining room at rear and replace existing side outbuilding with utility room; enclosed front porch with pitched roof. DC planning portal shows that this application has not yet been determined.

**Planning application P/FUL/2022/06986 Chartley Jennys Lane Lytchett Matravers Poole BH16 6BP.** Sever plot, extend existing Pool House to form detached dwelling. DC planning portal shows that this application has not yet been determined.

**Planning application P/HOU/2022/07711, 11 Landers Reach Lytchett Matravers BH16 6NB.** Replace existing conservatory with new single storey extension. DC planning portal shows that this application has not yet been determined.

**Planning application P/HOU/2022/06559 3 Vineyard Close Lytchett Matravers Poole BH16 6DD.** Single storey flat roof open sided extension. DC planning portal shows that this application has not yet been determined.

## 5. To receive and note the 2022-23 year to date bank reconciliation (for purposes of report only).

Cllr Bush outlined that it was important to recognise that the Parish Council’s accountancy package, Scribe, automatically carries out the bank reconciliation. This is a positive feature of the package. 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 2022-23 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 and waiting list of the allotments.

A report was circulated to all members by the Parish Clerk, a copy of which is included at Appendix 2 to these minutes. Cllrs noted that more plots may become vacant following the renewal period.

## 8. To review and approve 23-24 Earmarked Reserves forecast – for recommendation to Full Council.

A spreadsheet was circulated to all members, a copy of which is included at Appendix 3a to these minutes. Cllr Bush introduced this item and explained that, for convenience, the PC uses the Prudential investment fund as its Earmarked Reserve Fund. The allocation of the fund to various sinking funds was entirely up to the Council’s wish. However, from a Scribe perspective this as an investment rather than cash. The investment accounts are not suitable for quick withdrawals and deposits. Cllrs noted that each time a project was undertaken it was important to document where the money is coming from so that this is transparent.

The individual areas were looked at and it was noted that the Skate Park would need more funding as the project costs exceed the sinking fund. The Foxhills Fund was discussed and it was outlined that the ongoing maintenance costs for this area do not come out of these reserves. It was felt that this £152,000 was too much for this pot and it was proposed to merge the Foxhills Play Area and Foxhills Fund and to reallocate the proposed £43,200 from Foxhills Play Area to unallocated funds. This was **Approved** for recommendation to Full Council.

## 9. To review and approve 23-24 Project forecast – for recommendation to Full Council.

A spreadsheet was circulated to all members, a copy of which is included at Appendix 3b to these minutes. Cllr Bush introduced this item and outlined that an amendment needed to be made to the Tescos Forecourt/Island figures. It was also noted that the Youth Hall Stage 1 will be £40,000. Some of the projects will need to be moved back to make them viable. Project funding can come from precept rises, allocation of CIL, grants or from loans. However, Prudential funds should also be used to fund current projects. This was **Approved** for recommendation to Full Council.

## 10. To review and approve 23-24 CIL forecast receipts/expenses – for recommendation to Full Council.

A spreadsheet was circulated to all members, a copy of which is included at Appendix 3c to these minutes. It was noted that the majority of the receipts have been from the Huntick Road development. Without any other significant development, CIL receipts will significantly reduce for 23-24. Following discussion with DC, the CIL reports will be revised in order that the car park project was fully included. This was **Approved** for recommendation to Full Council.

## 11. To review and approve 23-24 expenditure planning – for recommendation to Full Council.

A spreadsheet was circulated to all members, a copy of which is included at Appendix 3d to these minutes. Cllrs considered that a review of all the expenditure lines needed to be completed to avoid duplication and to make the process clearer and more transparent. ***Action: Clerk to conduct review of expenditure lines.***

The following changes to the proposed 2023/24 figures were recommended:

* Youth Hall Maintenance increased to £500
* Youth Hall Utilities increased to £1000
* Pavilion energy income to be set at £500

Cllrs commented that the income from Burial Charges looked high compared with the income to date for 2022/23. The income from the car park licence was also questioned and it was concluded that the Parish Council needed to have a conversation with Gables Garage about the upcoming work to the Youth Hall and the impact that would have. ***Action: Clerk to contact Gables Garage to inform them of upcoming work to Youth Hall.***  It was asked that income was put before expenditure in the table.

This was **Approved** for recommendation to Full Council.

## 12. To review and approve 2023-24 summary forecast - for recommendation to Full Council.

A spreadsheet was circulated to all members, a copy of which is included at Appendix 3e. The advice from the DAPTC on the precept for 2023/24 is to ensure that it covers inflation, which is estimated at 5.5% for 23-34 (source: Bank of England guidance)

This was **Approved** for recommendation to Full Council.

## 13. To consider the level of precept for 2023/24 - for recommendation to Full Council.

As above, Cllrs considered that a 5.5% increase on a Band D property would be the most appropriate level of precept evidenced fully by the expenditure planning and forecasts which would total a requirement of £108,009.

This was **Approved** for recommendation to Full Council.

## 14. To consider a proposal to allocated up to £150 for the Guerrilla Gardeners for soil and plants to improve the Village Hall bunds – for recommendation to Full Council.

This was **Approved** for recommendation to Full Council. An article will be written for the Parish Council website.

## 15. To receive an update report on the Skate Ramp refurbishment (for purposes of the report only).

The refurbishment is behind schedule due to the weather and will be completed the week commencing 23rd January.

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

Allotments

King’s Coronation

Update on Local Plan

## 17. To note correspondence received.

* Cllr Barker was approached by the PCC regarding the cemetery wall which is falling down. It is thought that the Parish Council own part of the wall. PCC to approach Clerk to request assistance with funding. Flooding had also been raised and whether the Parish Council receive flood warnings – ***Action: Clerk to sign up for EA Flood Warnings.*** The Parish Council subscription to the Parish Magazine is due totalling £5.
* Cllr Morgan commented that he could not attend the Purbeck Transport Action Group. No other Cllrs were able to attend.
* Cllr Bush had been requested to comment that the verge is churned up on Eldons Drove before the entrance to the Recreation Ground. Cllr Bush to investigate hedging for this area and for Huntick Road.
* Rev Partridge had contacted the Parish Council to say that the pedestrian access sign at the top of Church Walk is missing – ***Action: Clerk to contact Rights of Way.***

The meeting closed at 20:52

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

## Appendix 1

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

See separate associated .pdf file

## Appendix 2

**Report to January Finance & General Purposes Committee meeting, agenda item 7 – current uptake and waiting list for allotments.**

**Report subject:**

Report for agenda item 7 – current uptake, and waiting list for allotments.

**Reported by:**

Parish Clerk

**Waiting list** There has been one further joiner to the waiting list since the last report in December. This person is a member of the armed services and will only be stationed in the area for a maximum of two years – possibly less.

Three plots which became vacant on 31st Dec have now been re-let. As a result there are now a total of four people actively seeking a plot for immediate use.

The further three people reported in Dec who had previously indicated an interest for the future have now been reduced to one. This person still wishes to stay on the list.

Finally, one other person on the list is an existing tenant who wishes to be considered for a specific second plot (next to his existing one), if it ever becomes vacant.

**Vacancies.** There is currently one vacant plotin addition to plot 33. This has been offered to the next person on the waiting list on Tuesday 10th Jan. He has responded to say that he will visit the site to view the plots within the next 3 days.

**Allotment rental renewal fees.** So far rental renewal fees have been received for 58 of the 72 occupied allotments. The remaining continuing tenants have received reminders that their fees were due on 1st January.

## Appendix 3a

Ear Marked Reserves – see “23-24 Earmarked Reserves forecast” tab on associated excel file

## Appendix 3b

Project Forecast – see “23-24 Project forecast” tab on associated excel file

## Appendix 3c

CIL forecast receipts/expenses – see “23-24 CIL forecast receipts” and “23-34 CIL forecast expenses” tabs on associated excel file

## Appendix 3d

Expenditure Planning – see “23-34 expenditure planning” tab on associated excel file

## Appendix 3e

Summary Forecast – see “23-24 summary forecast” tab on associated excel file