

Meeting of Full Council - Weds 22nd February 2023 at 7.00 p.m. in the Blanchard Room, Village Hall.

 Tim Watton, Parish Clerk. Council Office, Vineyard Close, Lytchett Matravers BH16 6DD.

Email: lytchettmatravers@dorset-aptc.gov.uk or call 07824 829491.

# A G E N D A

All Council decisions must give due consideration to their impact on the community’s carbon footprint.

**Report by Dorset Councillors (Standing Orders Suspended)**

**Public Participation - (standing orders suspended).**

## **1. To receive and consider apologies for absence.**

## **2. To receive any declarations of interest, and consider any requests for Special Dispensations under Section 33 of the Localism Act 2011**

## **3. To receive and resolve to approve minutes of Council meeting held on 25th January 2023.**

## **4. To receive and consider reports of past subject matters on the minutes of the Full Council meetings (for purposes of report only).**

## **5. Chair’s announcements**

## **6. To receive and note the content of the minutes of the Finance & General Purposes Committee Meeting on 8th February 2023 (for purposes of report only)**

## **7. To consider the following recommendations from the Finance & General Purposes Committee meeting of 8th February 2023: -**

## **7.1 Approval of updated / amended Risk Register for 2023-24 as set out in minute 11 and appendix 2 of the F&GP minutes 8th February 2023.**

## **7.2 Approval of updated / amended Schedule of Governance / Internal Controls responsibilities for 2023-24 as set out in minute 12 and appendix 3 of the F&GP minutes 8th February 2023.**

## **8. To consider planning application P/HOU/2023/00459 64 Wareham Road Lytchett Matravers Dorset BH16 6DS. Erect two storey side extension, rebuild front entrance porch, demolish garage and erect fencing.**

## **9. To consider planning application P/HOU/2023/00678 3 Hannams Close Lytchett Matravers Dorset BH16 6DN. Erect single storey front extension**

## **10. To consider planning application P/HOU/2023/00446 (amended plans or additional information) 2 Penrose Close Lytchett Matravers BH16 6EF. Erect first floor front extension, two storey rear extension, single storey rear and side extension, front porch and detached garden room.**

## **11. To receive a report from the Huntick Road Cycleway Working Group (for purposes of report only).**

## **12. To receive a report from the Village Environment Working Group (for purposes of report only).**

## **13. To receive a report from the Neighbourhood Plan 2 Working Group (for purposes of report only).**

## **14. To receive a report from the Lytchett Matravers Youth Hall Working Group (for purposes of report only).**

## **15. To receive a report on activity in support of local celebrations to mark the Coronation (for purposes of report only).**

## **16. To consider a proposal to put forward to Dorset Council, at the appropriate time, a suggestion that a new road in Lytchett Matravers is named after Mr Edward Tong.**

## **17. To receive and consider a background report concerning the status, purpose and ownership of the Parish Council office.**

## **18. To consider a proposal to request the Village Hall Management Committee to arrange for the replacement of the windows and frames in the Parish Council office.**

## **19. To consider a proposal to arrange for the redecoration of the interior of the Parish Council office.**

## **20. To consider the following grant requests:**

## **20.1 From St Marys PCC for contribution towards the repair of a wall in the closed cemetery / churchyard**

## **20.2 From Lytchett Matravers Scout Group for building improvement works to the access to the Scout hut**

## **20.3 From Life Education Wessex for a contribution towards their ongoing work in local schools, including Lytchett Matravers and Lytchett Minster.**

## **21. To consider for approval a recommended quote for replacement windows for Lytchett Matravers Youth Hall.**

## **22. To consider for approval designs for revised Lytchett Matravers Parish Council signage/logo for use on Council buildings, noticeboards, letterheads, etc.**

## **23. To consider for approval the following signatory changes on the bank mandate for the Council’s previously inactive Santander accounts i.e. Remove Maureen Munford and Julie Dyball; add Alf Bush, Andrew Huggins, Micki Attridge and Peter Webb**

## **24. To receive an update from DC Highways regarding Wareham Road crossing by the school (for purposes of report only).**

## **25. To consider an offer from a mobile catering company to operate from the High St Car Park on Saturday mornings**

## **26. To note the date of the next Paediatric First Aid session, to take place in the Village Hall, and delivered free of charge, by Ouch training (for purposes of report only)**

## **27. To consider a proposal to install two benches at the Lytchett Astro.**

## **28. To resolve to approve the following payments already made:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To Whom** | **For What** | **Net** | **VAT** | **Total**  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| British Telecom  | Office phone and broadband – Jan 2023 | 49.60 | 9.92 | 59.52 |
| SSE | Electricity supply to Lytchett Matravers Youth Hall Quarter 4 2022/23 | 45.63 | 2.28 | 47.91 |
| HSBC Bank | Bank charges to 31 January 2023 | 5.00 | 0.00 | 5.00 |
| T Crampton Miller | Refund of allotment deposit | 33.50 | 0.00 | 33.50 |

**29. To resolve to approve the following payments due:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To Whom** | **For What** | **Net** | **VAT** | **Total**  |
| T Watton | Clerk’s salary – Feb.  | 1138.80 | 0.00 | 1138.80 |
| HMRC | PAYE & ENI – Feb.  | 388.75 | 0.00 | 388.75 |
| Dorset County Pension Fund | LGPS pension contrib Feb.  | 420.13 | 0.00 | 420.13 |
| T Homer | Handyman duties, Jan 2023 | 301.62 | 0.00 | 301.62 |
| Idverde Ltd | Cemetery maintenance Feb 2023 Inv no 10872332 | 330.75 | 66.15 | 396.90 |
| Full Circle Leisure Ltd | Skate Park riding surfaces and substrate replacement  | 20784.26 | 4156.85 | 24941.11 |
| D&P Warr Contracting  | Replace gatepost and repair / re-fix barbed wire | 231.00 | 46.20 | 277.20 |
| Sutcliffe Play South West  | Replace & re-fit cableway brake spring and finger guards | 516.83 | 103.37 | 620.20 |
| Lytchett Matravers Village Hall  | Hire of Blanchard Room for meetings 10th Aug 2022 – 25th Jan 2023 inclusive  | 275.00 | 0.00 | 275.00 |
| Glasdon UK Ltd | Supply of Topsy 2000 litter bin plus 1 x extra ground fixing | 423.52 | 84.70 | 508.22 |
| Starboard Systems Ltd | Annual licence for Scribe accounts package for 2023/24 | 561.60 | 112.32 | 673.92 |
| A Bush  | Payment of Chair’s Allowance  | 250.00 | 0.00 | 250.00 |

## **30. Training by members or the Clerk in the past month (for the purposes of report only).**

## **31. To note any decisions / action taken by Parish Clerk under “Openness of Local Government Bodies Regulations 2014”, Part 3, Paragraphs 6-10, record of decisions and access to documents (for purposes of report only).**

## **32. To note correspondence received**.

Members are reminded that the Parish Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime & Disorder; Health & Safety; and Human Rights.

Signed: T Watton Date: February 2023