

# Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE

Meeting held on Wednesday February 8th 2023, at 7.00 p.m. in the Blanchard Room, Village Hall

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

There was one member of the public in attendance.

**PUBLIC PARTICIPATION:**

The one member of the public present explained that she was particularly interested in the discussion on planning application P/FUL/2023/00458 Land known at Dyett's Field High Street Lytchett Matravers, but had no comments she wished to make.

## 1. Apologies:

Cllrs V Abbott, R Aspray, and K Morgan

## 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 11th January 2023

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. At the Full Council meeting on 25th January the allocation of £150 to fund this was agreed.
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. It is understood that this work is now complete and the plot has therefore been made available to rent.
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. **F&GP 11 Jan 2023, Minute 11 – (a) review of expenditure lines on 2023/24 Expenditure Planning workbook.** This work is in hand. **(b) Clerk to contact Gables Garage to inform them of upcoming work to Youth Hall.** The Parish Clerk has visited Gables Garage and spoken to the owner and the administrator to advise them of the Council’s intentions for the building.
5. **F&GP 11 Jan 2023, Minute 17 - (a) Clerk to sign up to Environment Agency “Flood Warnings”. This action is not necessary.** The EA routinely provides regular reports to Parish & Town Councils during periods of sustained inclement weather when water course and groundwater levels are high. Member will already be aware that they have been provided with copies of those reports during the recent affected weeks. **(b) Parish Clerk to contact DC Rights of Way team to report that pedestrian access sign (and the post it was mounted on) at the top of Church Walk are missing.** This matter has been raised with the relevant ROW DC Ranger and she has confirmed that this post and sign will be replaced in due course. Revd Partridge has been informed of this.
6. **Planning applications (31 applications listed of which 6 are now shown as approved – therefore 25 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 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 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.

**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/2022/06650 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 now been **approved.**

**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.

**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 still 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 now been **approved.**

**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 still 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 now been **approved.**

**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 now been **approved.**

**Planning application P/HOU/2022/07919 Long View Burbidge Close Lytchett Matravers BH16 6EG.** Changes to windows & doors and internal remodelling to relocate existing annexe to first floor. DC planning portal shows that this application has now been **approved.**

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

A copy of the bank reconciliation was made available to all members ahead of the meeting, and is attached at Appendix 1 to these minutes. It was **RESOLVED** to accept and approve this reconciliation.

Concern was expressed about the size of the holdings in the Unity Trust Bank and HSBC bank accounts – in view of the fact that they exceed the £85K covered by the FSCS deposit guarantees. Consideration was therefore given to reducing these holdings by either depositing the surplus in the Councils investment with Prudential International. Prudential Investment, as originally discussed earlier in 2022/23, or in the Council’s Santander accounts. Related to the above, it was agreed that it would be necessary to update the signatories list and mandate for the Santander accounts which have in effect been treated as dormant for several years. ***Actions: Parish Clerk to:***

1. ***contact Mark Pincott at MPA to chase his follow-up response to a visit the a Council meeting in the summer of 2022 during which he promised to review and feed back on investment options for LMPC.***
2. ***Contact Santander Bank to clarify the process for updating the banking mandate / update the list of authorised signatories for those accounts.***

## 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 made available 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/HOU/2023/00446 2 Penrose Close Lytchett Matravers BH16 6EF. Proposed Single Storey Side and Rear Extensions, Single Storey Garden Room and New Front Porch.

**NO OBJECTION**

## 8. To consider planning application P/FUL/2023/00458 Land known at Dyett's Field High Street Lytchett Matravers. Erect an agricultural building.

The Council members noted that this proposal is for a large structure in an open field in Green Belt outside of the Settlement Boundary. Development within Green Belt is contrary to Policy unless for ‘exceptional circumstances’ such as being essential for agricultural purposes. The members also noted that the site has limited scope for Christmas trees; this year’s crop failed due to both the unsuitable ground and the presence of deer.

Given that Christmas trees are harvested and then shipped out to retailers it is not understood why a barn of 189sq m is required for such an operation. In addition, a structure with first floor accommodation seems to have no agricultural rationale.

Taking the above points into account, the Parish Council wishes to register an **OBJECTION** to this proposal on the grounds of inappropriate and unjustified development in open countryside and within the Green Belt. There are no “exceptional circumstances” to support the proposed development in this case, nor any justification for a structure the height of a two storey house to store trees which are typically up to 7ft tall.

The Parish Council also noted that an application for a similar barn storage facility (without an office) in the adjacent field was refused in 2021 (6/2021/0259) and the Officer's report stated the following reasons for refusal:

*“1. The proposed development lies within the Green Belt. Within this area it is intended that no new development shall be permitted except that reasonably required in connection with agriculture or forestry or other appropriate uses. No agricultural justification has been provided for the proposed barn, the size of which is considered to be disproportionate to the size of the holding and it is therefore judged to be inappropriate development. No very special circumstances have been identified which would outweigh the harm by reason of inappropriateness and the harm to the openness of the Green Belt and the reasons for including land within it. The proposal is therefore contrary to Paragraphs 137-138 and 147-149 of the NPPF.*

*2. The proposal, given its siting, scale, and design, would diminish the open and rural character of the locality and add visual clutter within the landscape. The proposal would be harmful to the character of the area contrary to Policy CO of the Purbeck Local Plan Part 1 and Policy 1 and 2 of the Lytchett Matravers Neighbourhood Plan 2017.”*

The Parish Council believes the same applies to this current application.

The Parish Council suggests that if the applicant is seeking to establish a Christmas Tree business in this location, the business should use temporary storage until the business is proven to be viable. It is believed that Christmas Trees could be quite adequately stored under cover in polytunnels.

## 9. To consider planning application P/CLE/2023/00412 Beaconfield Middle Road Lytchett Matravers BH16 6HJ. The use of six units of accommodation as permanent dwellings at Beaconfield.

The Parish Council wished to register an **OBJECTION** to this proposal on the grounds that the site is outside of the Settlement Boundary within Green Belt, within which new dwellings are not permitted.

Concern was also expressed by Council members at apparent inconsistencies and errors on the application form and/ or submitted plans – particularly:

* That the plans show only 6 dwellings when the application is for 7; i.e. 6 x 1-bed houses, plus 1 x 4-bed house.
* The stated use as a dwelling did not start more than 10 years ago; these have been agricultural sheds.
* Contrary to what is stated under the Site Visit section of the application form, at least three of the houses are adjacent to a public footpath and therefore will clearly be seen.

## 10. To consider amended planning application P/HOU/2022/04571 Oakhurst Huntick Road Lytchett Matravers Poole BH16 6BB. (Amended plans) Erect single storey side extension. Alterations to existing out building and create new link to form annexe.

In its previous response to this application on 21st December 2022 the Council noted with concern that the proposed link contains a bedroom with its window on the west side right up against the boundary with the neighbouring property. As a result the Council registered an **OBJECTION** to this proposal on the grounds of overlooking which adversely affects the privacy of the neighbouring property. This amendment to the plans does not address the basis of that objection, which is therefore reiterated.

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

A copy of the draft Risk Register was made available to members ahead of this meeting. A number of points were discussed and two amendments were agreed. The revised Risk Register was agreed for **RECOMMENDATION** to Full Council. A copy of the agreed amended version of the Risk Register is associated at **Appendix 2** to these minutes.

## 12. To undertake an annual review of the schedule of Governance / Internal Controls responsibilities.

A copy of the draft schedule of Governance / Internal Controls responsibilities was made available to members ahead of this meeting. A number of points were discussed and some amendments were agreed. The revised schedule of Governance / Internal Controls responsibilities was agreed for **RECOMMENDATION** to Full Council. The amendments included adding a scheduled annual review of bank mandates and a biennial review of Council policies and agreements. A copy of the amended version of the schedule of Governance / Internal Controls responsibilities is associated at **Appendix 3** to these minutes.

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

It was **AGREED** that this review will be carried out by Cllr Attridge and the Parish Clerk.

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

It was **AGREED** that the review would be carried out by Cllrs Barker, Huggins and Webb.

## 15. To consider a proposal to purchase a replacement “strategic” grit bin at the Rose and Crown crossroads.

Cllr Huggins referred to a paper on this matter which had been made available to all members ahead of this meeting. After discussion it was **AGREED** by a majority of the members present (one abstention) to place an order with DC Highways for *“one number 6 cubic foot yellow grit bin, deliver, fix in position using expanding rawl bolts with two number concrete anchor pads and fill with rock salt for a cost of £517.00 excluding VAT “*– as detailed in correspondence with the relevant DC Highways team. The site location was confirmed to be at the junction of the High Street and Wareham Rd, Lytchett Matravers – i.e. the identified location of the missing “strategic” salt bin.

On a separate but related matter, it was suggested that Dorset Council Highways should be asked:

1. Whether a map is available showing what roads within the Parish are on the gritting route.
2. For clarification of the criteria for inclusion on the gritting route.
3. For an explanation of the process for requesting a road to be added to the gritting route.
4. If Huntick Road is not on the gritting route, whether it can be added - given the fact that it is the school bus route to Lytchett Minster School.

**16. To consider a response to the revised hire agreement for Village Hall accommodation for Council meetings.**

It was **AGREED** by the members present to respond to the Village Hall committee with acceptance of the revised hire agreement. ***Action: Parish Clerk to reply to the Village Hall Bookings Secretary accordingly.***

**17. To receive an update on activity towards local community celebrations for the coronation.**

Cllr Barker referred to information received concerning the national level celebrations for the coronation which indicated that the Coronation Concert at Windsor Castle and the Coronation Big Lunch will be on Sunday 7th May. Consequently it is intended to match this by holding a local picnic and concert / entertainment event on the Recreation Ground on the Sunday.

Some discussion took place regarding the timing for the event, and members felt that a span from 1 or 2 pm until 7pm was suitable.

Cllr Barker confirmed that Chris Manning is available and has suggested number of suitable performers. Hawkeye has confirmed availability of the marquee and sound system. It is understood that the Village Hall will be available for the Council to book on behalf of the community. ***Action: Parish Clerk to arrange this booking.***

Further discussion focussed on catering options and other entertainment to support this event – such as a bouncy castle, licensed bar, BBQ / hot food sales, ice cream van, etc.

In response to a question from Cllr Webb, it was remarked that an article in the Parish Magazine had confirmed that the Parish Council had allocated up to £3.5K of funding for this community event.

Finally, it was confirmed that, for residents who may be considering their own celebration events with a street party, they will need to submit any necessary road closure request to Dorset Council Highways by 31st March at the latest.

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

The following points were agreed to be included:

* Completion of the refurbishment of the skate ramps
* Parish Council-promoted community event on Sunday 8th May to celebrate the King’s coronation.
* The Annual Parish meeting in April 2023.

## 17. To note correspondence received.

* Cllr Huggins referred to correspondence he had held with Wessex Internet concerning further Broadband provision in the village. Wessex Internet have responded to Cllr Huggins request by offering to provide a basic speed Broadband to the LM Youth Hall for £1 per month – as part of an established discount scheme supporting community facilities. Cllr Huggins is to meet representatives from Wessex Internet during week commencing 13th Feb. Cllr Barker asked if Cllr Huggins could draw to Wessex Internet’s attention the potential lack of fast Broadband provision for a short section of Huntick Rd, including Alder Rise.

The meeting closed at 20:21

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

## Appendix 1

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

See separate associated .pdf file

## Appendix 2

Risk Register as reviewed and updated at the F&GP Cttee meeting on 8th Feb 2023

See separate Excel file.

**Appendix 3**

Internal Control / Governance action plan as reviewed and updated at the F&GP Cttee meeting on 8th Feb 2023

See separate Excel file.