

# Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE

Meeting held on Wednesday April 12th 2023, at 7.00 p.m. in the Blanchard Room, Village Hall

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

There were no members of the public in attendance.

**PUBLIC PARTICIPATION:**

There was none.

## 1. Apologies:

Cllrs R Aspray, B Barker, H Khanna, B Lister, and P Webb

## 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 March 2023

The minutes were **ACCEPTED** as a true record and signed by the Committee Chair.

## 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, at the Full Council meeting on 25th January the allocation of £150 to fund this was agreed.
2. **F&GP Cttee 9th Nov 2022, Minute 19 – approach independent arboriculturalists 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** *At the April 2023 F&GP Cttee meeting it was suggested that as well as the recreation ground and any other Council land it was particularly important that the survey includes the Foxhills Open Space, Willow Walk, and Jubilee Walk.*
3. **F&GP 11 Jan 2023, Minute 11 – (a) review of expenditure lines on 2023/24 Expenditure Planning workbook.** The matter was queried at the March F&GP Cttee meeting. It was considered after the formal meeting to clarify exactly what was required and that those requirements have been met. *This matter is to be kept under consideration throughout the year.* ***DISCHARGED***
4. **F&GP 8th Feb 2023, Minute 5 (a) Parish Clerk to 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 feedback on investment options for LMPC.** The Parish Clerk made contact with Mr Pincott, arranged for Investment risk profile to be forwarded to him. Mr Pincott is reviewed the market, but in the light of subsequent clarification that the additional investment would be for only up to 12 months, he suggested the Council consider a bank or building society deposit instead. The matter of a bank deposit was considered further at the March Full Council meeting, and subsequently has become the subject of an Extraordinary meeting of the Full Council in on 12th April 2023. ***DISCHARGED***

**b) Parish Clerk to contact Santander Bank to clarify the process for updating the banking mandate / update the list of authorised signatories for those accounts.** The Parish Clerk contacted Santander Bank, clarified the process and obtained the required forms. This included a requirement for a formal minuted proposal naming the new signatories – which was submitted for consideration at the Feb Full Council meeting. This could not be progressed at that meeting and a revised proposal was submitted to the March Full Council meeting. In the meantime it became evident that due to all but one signatory having now left the council since the account was left inactive, the process to update the mandate may be somewhat protracted. This is however being pursued with Santander Bank. ***DISCHARGED***

1. **F&GP 8th March 2023 Minute 13 – request to donate a memorial bench to be sited adjacent the football pitch area of recreation ground.** At the March 2023 meeting fthe F&GP Cttee it was agreed that Cllrs Bush and Webb would speak the Football Club to find out a little more about the person who is the subject of this proposed memorial, and also to explore the matter of the positioning of the bench – including a possible alternative location at the Lytchett Astro. ***DISCHARGED***
2. **F&GP 8th March 2023 Minute 15 – Bouncy Castle(s) for Coronation celebration**. At the March 2023 meeting of the F&GP Cttee it was agreed that Cllr Korenevsky would investigate all-in supplier packages (inflatables plus operators) and report back with a recommendation in due course. This matter was subsequently reported back to the March Full Council meeting and a decision about it was made. ***DISCHARGED***
3. **F&GP 8th March 2023 Minute 18 – Survey Monkey annual package.** At the March 2023 meeting of the F&GP Cttee it was agreed to consider a proposal at the March Full Council meeting to upgrade to a paid annual account – the cheapest of which is £264 per year. This matter was subsequently considered as an agenda item at the March Full Council meeting. ***DISCHARGED***
4. **Planning applications (33 applications listed of which 4 are now shown as approved and 3 withdrawn – therefore 27 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/2022/05152 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.

**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 now been **approved.**

**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 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 now been **withdrawn.**

**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/2023/00446 2 Penrose Close Lytchett Matravers BH16 6EF.** Proposed Single Storey Side and Rear Extensions, Single Storey Garden Room and New Front Porch. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2023/00458 Land known at Dyett's Field High Street Lytchett Matravers.** Erect an agricultural building. DC planning portal shows that this application has still not yet been determined.

**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. 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**. (Amended plans) 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 now been **withdrawn.**

**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. DC planning portal shows that this application has been **approved.**

**Planning application P/HOU/2023/00678 3 Hannams Close Lytchett Matravers Dorset BH16 6DN.** Erect single storey front extension. DC planning portal shows that this application has been **approved.**

**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. 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. (Amended plans)** 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 been **withdrawn.**

**Appeal to the Planning Inspectorate against the refusal of P/CLP/2022/05533 Glenwoods Poole Road Lytchett Matravers Dorset BH21 3RP.** Certificate of Lawfulness for the proposed enlargement of the dwellinghouse consisting of a side extension. [Appeal ref APP/D1265/X/23/3314683]. DC planning portal shows that this appeal has not yet been determined.

**Planning application (cert of Lawfulness) P/CLE/2023/01028 Chartley Jennys Lane Lytchett Matravers Poole BH16 6BP.** Garden shed, 14' x 10', pent roof, timber. For storage of garden tools, chairs, etc. DC planning portal shows that this application has not yet been determined.

**Planning application P/FUL/2023/00936 Plough Point Farm Dolmans Hill Lytchett Matravers Dorset BH16 6HP.** Siting of a mobile home on the land for residential use by an agricultural worker in order to run the existing agricultural enterprise. DC planning portal shows that this application has not yet been determined.

**Planning application P/HOU/2023/01186 2 Hannams Close Lytchett Matravers BH16 6DN.** Loft Conversion with side access from first floor. DC planning portal shows that this application has not yet been determined.

**Planning application P/CLP/2023/01334 (certificate of lawfulness) 2 Hannams Close Lytchett Matravers BH16 6DN.** Loft Conversion with internal alterations. DC planning portal shows that this application has not yet been determined.

**Planning application (amended plans and/or additional information) 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. 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).

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.

## 6. To receive and consider a report covering 2022-23 year end 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.

During the discussion on this item a miscode was identified and corrected for income from the vehicle charging point (incorrectly coded to Misc income).

## 7. To note the key dates / timetable for the Council Internal Audit and approval & submission of the Annual Return (AGAR) for the year ended 31st March 2023

It was noted that the AGAR is due to be with the External Auditors BDO LLP by the end of June at the latest. The Internal audit is booked to take place on Friday 14th April 2023.

## 8. To receive and note the statement of Fixed Assets as at 31st March 2023

The Parish Clerk made a copy of the Asset Register report (from Scribe) available to members ahead of this meeting. He clarified that the critical details for the Annual Return process are the entries for each asset under “purchase cost”. The grant total of this column is carried into box 9 on the AGAR.

Regarding current values, it was pointed out that in most cases these would be expected to match insured values.

Some discussion took place about the creation of a council policy to set out what could be in future be excluded from the Asset list on the basis of insignificant value. It was suggested that a policy be developed during 2023/24 for future application.

## 9. To consider Planning Application P/CLP/2023/01860 10 Wareham Road Lytchett Matravers BH16 6DP. New outbuilding to rear garden.

**NO OBJECTION.**

## 10. To consider a proposal for purchase of 2 of our standard black recycled plastic benches @ £550 each, + £98 delivery i.e. a total of 1198.00 (excl VAT). One is to be located at the Astro and one to be located on the Rec field by the half way line. [Note: LM Football Club have agreed to pay for one bench and half of the delivery = £599 and they will arrange installation.]

**AGREED** to **RECOMMEND** to Full Council.

## 11. To consider the following quote from Dorset Waste Services for bins for the Kings Coronation celebration event: Thursday 4 May 2023 - Deliver 4 x 240L general waste bins to Lytchett Matravers Recreation Ground - Car Park, Upper Entrance. Tuesday 9th May 2023 - Empty and remove 4 x 240L general waste bins from Lytchett Matravers Recreation Ground - Car Park, Upper Entrance. Total charge £144.13 (excl VAT).

**AGREED** to **RECOMMEND** to Full Council.

## 12. To consider a proposal to arrange for the removal of two tree limbs which are leaning low over Willow Walk. (Photo made available to Council members)

**AGREED.**

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

The following points were noted for inclusion:

* Coronation - final programme
* Annual Parish Meeting, 10th June am
* Huntick Road planting
* War Memorial wreaths

## 18. To note correspondence received.

* Cllr Morgan referred to the previous correspondence with a resident of Eldons Drove which he had reported on concerning the poor positioning of an air source heat pump. The Parish Clerk confirmed he had written to the Planning Enforcement Officer about this and had received a response. He will copy the correspondence to Cllr Morgan for information. ***Action: Parish Clerk to forward the correspondence to Cllr Morgan accordingly.***
* Cllr Abbott referred to a highway defect and asked how to report it. ***Action: Parish Clerk to forward the link to the DC Highways defects online reporting system to Cllr Abbott.***
* Cllr Khanna reported that a meeting is planned with Michael Tomlinson MP in which he will accompany some school parents on a morning walking journey to Lytchett Matravers primary school to see the traffic and parking issues at that time – particularly the lack of a safe crossing of Deans Drove.
* The Parish Clerk reported on a letter received from the Purbeck CAB thanking the Council for its funding of CAB sessions in the library for 2023/24.
* The Parish Clerk also reported on correspondence from a resident, referred to by the Parking Services Manager at Dorset Council, regarding a request for the installation of yellow line parking restrictions on Deans Drove. It was agreed to include this matter on the agenda of the April Full Council for consideration. ***Action: Parish Clerk to add this to the Agenda of the April Full Council meeting.***

The meeting closed at 20:05

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

## Appendix 1

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