

Annual Meeting of the Parish Council - Weds 24th May 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](mailto: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.**

## **Election of Council Chair and receipt of declaration of acceptance of office.**

## **3. Election of Council Vice Chair and receipt of declaration of acceptance of office.**

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

## **5. To receive and resolve to approve minutes of Council meeting held on 26th April 2023.**

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

## **7. Chair’s announcements**

## **8. To consider appointments to DAPTC Area and Larger Councils Committees.**

## **9. To consider appointments of Lytchett Matravers Youth Groups link, litter picking evens co-ordinator, Rights of Way (footpaths & bridleways etc) representative, and liaison roles to other village organisations as required.**

## **10. To receive and note the content of the minutes of the Finance & General Purposes Committee Meeting on 10th May 2023 (for purposes of report only)**

## **11. To receive and consider the report and recommendations of the review of the Council’s insurance cover.**

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

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

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

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

## **16. To receive and consider the three quotes obtained for Building Regulation fees for the forthcoming LM Youth Hall works.**

## **17. To receive and discuss a report on the Coronation Picnic event.**

## **18. To receive and note the AGAR 31/03/2023 Internal Audit report signoff by the Internal Auditor, Rosie Darkin-Miller; and to receive and consider Mrs Darkin Miller’s report and recommendations to the Parish Council on matters identified during the internal audit process.**

## **19. To consider a proposal to make meeting reports available prior to Parish Council Meetings.**

## **20. To receive and consider for approval the CIL report for the year ending 31st March 2023.**

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| British Telecom | Office phone and broadband – Apr 2023 | 61.75 | 12.34 | 74.09 |
| SSE | Youth Hall electricity Charge Quarter 1 2023/24 | 78.78 | 3.93 | 82.71 |
| Christopher P Manning | Balance payment (50%) for hosting plus showband for Coronation event | 1875.00 | 0.00 | 1875.00 |
| The Charitable Emporium | Provision of covered stage, PA system, mix engineer and stage crew for Coronation event | 1250.00 | 250.00 | 1500.00 |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To Whom** | **For What** | **Net** | **VAT** | **Total** |
| T Watton | Clerk’s salary – May 2023. | 1139.00 | 0.00 | 1139.00 |
| HMRC | PAYE & ENI – May 2023. | 388.55 | 0.00 | 388.55 |
| Dorset County Pension Fund | LGPS pension contrib May 2023 | 420.13 | 0.00 | 420.13 |
| T Homer | Handyman duties, April 2023 | 286.55 | 0.00 | 286.55 |
| Idverde Ltd | Cemetery maintenance May 2023 Inv no xxxxxxxx | TBA | TBA | TBA |
| Lytchett Matravers Village Hall | Hire of Hall for Coronation event | 100.00 | 0.00 | 100.00 |
| Institute of Cemetery and Crematorium Management | Annual subscription | 95.00 | 0.00 | 95.00 |
| SLCC | Annual subscription | 187.00 | 0.00 | 187.00 |
| A Huggins | Reimbursement of expenditure of behalf of Council – Coronation event (banners, hazard tape, litter sacks) | 137.02 | 0.00 | 137.02 |
| A Bush | Reimbursement of expenditure of behalf of Council – travel to B&Q, plants for bund (Part 1) | 42.89 | 0.00 | 42.89 |
| T Watton | Reimbursement of expenditure of behalf of Council – travel to Internal Auditor with council books | TBA | 0.00 | TBA |
| Information Commissioners Office | Data Protection annual renewal fee | 35.00 | 0.00 | 35.00 |
| Kate L porter | Facepainting at Coronation event | 205.00 | 0.00 | 205.00 |
| The Play Company International Ltd | 2 x benches plus delivery | 1198.00 | 239.60 | 1437.60 |
| Churches Fire Security | Inspection & service of fire extinguishers etc at LM Youth Hall | 147.01 | 29.40 | 176.41 |
| Aerial Tree Services | Dismantling of precarious broken horse chestnut branch in churchyard | 350.00 | 0.00 | 350.00 |
| Homestyle Glazing Ltd | Balance of payment (50%) for LM Youth Hall window replacements | 4075.00 | 815.00 | 4890.00 |
| Excalibur Stone | Refund of memorial fee payment incorrectly deposited in LMPC bank account. | 158.00 | 0.00 | 158.00 |
| A Bush | Reimbursement of expenditure of behalf of Council – travel to B&Q, plants for bund (Part 2) | 48.50 | 0.00 | 48.50 |
| M Fletcher | Allotment deposit refund (plot 24) | 33.50 | 0.00 | 33.50 |

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

## **24.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).**

## **25. 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: May 2023