

# Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE

Meeting held on Wednesday June 14th 2023, at 7.00 p.m. in the Blanchard Room, Village Hall

**PRESENT:** Cllr M Attridge (Committee Chair), R Aspray, B Barker, A Bush, A Huggins, 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 V Abbott, H Khanna, K Korenevsky, and P Webb

## 2. To elect F&GP Cttee Chair and receive acceptance of office.

Cllr Attridge was nominatedby Cllr Bush and the nomination seconded by Cllr Huggins. There being no other nominations, Cllr Attridge was duly **ELECTED.**

**3. To elect F&GP Cttee Vice-Chair and receive acceptance of office.**

Cllr Korenevsky was nominated by Cllr Bush and the nomination seconded by Cllr Morgan. There being no other nominations, Cllr Korenevsky was duly **ELECTED.**

## 4. Declarations of Pecuniary Interest - and consideration of requests for Special Dispensations under Section 33 of the Localism Act 2011.

There were none.

## 5. To receive and approve minutes of the Finance & Policy Committee meeting held on 10th May 2023

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

## 6. 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 9th Nov 2022, Minute 19 – approach independent arboriculturalists for quotes for independent general survey of the health / stability of trees on Council owned land.** 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. *The Parish Clerk reported that he had approached two Arboriculturalists, one of which had responded so far. A detailed map of the village will be needed with red lining marking all land owned and / or maintained by the Council which may need to be included in the tree survey. The Parish Clerk will prepare this in draft form and seek input / confirmation of completeness from members before it is forwarded to the arboricultualists to prepare comparative quotes for this survey task. In the meantime Cllr Morgan suggested a further arboriculturalist to approach, which the Parish Clerk has noted.* ***Action: Parish Clerk to prepare the draft map / red lines for circulation to members.*** **ONGOING**
2. **Planning applications (27 applications listed of which 3 are now shown as approved – therefore 24 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 now been **approved.**

**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/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/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/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 now been **approved.**

**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 still 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 still 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 still 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 still 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 still not yet been determined.

**Planning application P/HOU/2023/01198 Dullar Farm Dullar Lane Sturminster Marshall BH21 4AB.** To replace existing (unsafe) heating oil tank including upgrading foundations and removing and re-positioning wooden surround. DC planning portal shows that this application has now been **approved.**

**Planning Application P/HOU/2023/01729 Larks Rise Dolmans Hill Lytchett Matravers BH16 6HP.** Extension to Bedroom 1 and Garden Room.DC planning portal shows that this application has not yet been determined.

## 7. To receive and note the 2023-24 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.

## 8. To receive and consider a report covering 2023-24 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.

## 9. To receive and consider a report on the current uptake, waiting list and upkeep of the allotments (for purposes of report only).

The Parish Clerk had made a report available to all members ahead of this meeting – which he updated at the meeting as follows:

**Waiting list** There have been four new joiners to the waiting list since the last report, plus one other person who is an existing tenant who wishes to be considered for a specific second plot (next to his current one), if it ever becomes vacant.

**Vacancies.** Currently all plots are let. However as a result of the latest communications to the holders of plots which appear to be inactive two have indicated that they are now reviewing their capacity to work the plots and will decide by the end of June whether they can continue. So two plots may become available from 1st July.

**Condition of plots.** At the latest visit on 8th June there were 9 plots showing little or no signs of activity so far this year. The tenants of these plots were written to and 7 have so far responded with an assurance that they will be visiting within the next week or so to address the problems. The two current non responders are being sent chasers.

**Wessex Water notification of non-compliant taps** An initial conversation took place between the Clerk and the WW inspector involved to clarify the issue. A current allotment holder who is also a recently retired plumber had offered to replace any non-compliant taps with suitable ones with double check valves which are intended to prevent contamination of the public supply whilst still enabling hoses to be fitted. Advice from Wessex Water clarified that double check valves were suitable for domestic supplies but insufficient for supplies assessed to Wessex Water category 5 (agricultural standards) risk - which includes allotments. However the WW Inspectors have advised that correctly fitting proprietary “pipe interrupters[[1]](#footnote-1)” would achieve the require risk standard and pass assessment. Members noted that these cost around £75.00 each and would meet the required standard whilst also enabling allotment holders to continue using hoses to fill their individual water troughs / tanks. They agreed that this was the most acceptable solution. Some discussion then took place regarding the sourcing of a tradesperson to fit the pipe interrupters. ***Action: Parish Clerk to seek the advice of Wessex Water about preferred suppliers to carry out this work.***

## 10. To consider a proposal for restructuring of the Council’s Working Groups.

Cllr Bush introduced this item by reminding members that two months ago the Council decided to split “highways” related matters out of the existing Village Environment Working Group to form a separate dedicated Highways WG. He then explained that it was proposed that each of the Council’s intended projects (i.e. as set out in Appendix 2 to the F&GP Cttee minutes of 10th May 2023) would be associated with a Working Group. The members present confirmed that they were happy with that approach – although it was accepted that there may occasionally be some crossover on certain projects between two or more WGs.

It was noted that the project to transfer the Library building & land to local control is to be added to a Working Group.

Discussion then turned to the specific matter of the land transfer from DC for the Youth Hall, which had been agreed by the former DCC Cabinet in December 2017, the execution of which the Parish Council has been pursing with the Principal Authority ever since. However, the Parish Council has just been informed by DC Assets & Property Dept that DCC decisions are no longer accepted by Dorset Council and the Council will need to apply again. The legal basis for this has been queried with the Legal Officer at DC, but in the meantime preparations are being made to start the process over again if necessary.

## 11. To consider planning application P/CLP/2023/02828 93 Wareham Road Lytchett Matravers BH16 6DY. Certificate of Lawfulness for new dormer and rooflights.

The members noted that this proposal is for a very large flat roofed dormer covering the whole rear roof slope, and they were reminded that there is a well-established precedent within the village that such dormers should be reduced to retain a wider margin of the original roof profile up the gable verge. On that point it was noted that the Local Planning Authority have refused other similar proposals where such a margin has not been retained. Consequently the Parish Council wishes to register an **OBJECTION** to the current proposal on those grounds.

## 12. To consider planning application P/HOU/2023/02397 6 Hann Gardens Lytchett Matravers BH16 6FD. Erect front extension to garage and second floor added.

During the discussion of this proposal it was pointed out that No 6 Hann Gardens sits at the head of the cul-de-sac facing south across a shared brick paved driveway area and includes two off road parking spaces - one in a partially canopied drive and the second within the garage. Members noted that the proposal is to enclose the covered part of the driveway and, together with the garage space, form a new study/bedroom and utility room. Whilst the added accommodation would not cause overlooking, the loss of 2 car spaces effectively leaves no on-site parking. Also, it was felt the closing up of the air-space over the single storey garage would be detrimental to the street-scene. For reasons of the loss of the off-road parking provision and the detriment to the surrounding street scene the Parish Council wished to register an **OBJECTION** to this proposal.

## 13. To consider planning application P/FUL/2023/02958 38 Wareham Road Lytchett Matravers BH16 6DR. Demolish existing stable and erect new stable/ barn on land to the rear of 38 Wareham Road.

It was noted that this is a detached property towards the south end of the village backing onto a sizeable long paddock within its ownership; and that, whilst the garden area is within the village Settlement Boundary, the paddock including the site of this replacement barn is within the Green Belt. Planning policy seeks to maintain the openness of the countryside and the Council members were reminded that any new, or enlargement of existing, development within the Green Belt should only be allowed in exceptional circumstances. Such circumstances are not demonstrated with this application. Members noted that the applicant refers to two new houses presently under construction on the long adjoining site to the north. However those two houses are not on Green Belt, hence they were allowed by the Local Planning Authority.

In consideration of the above points, the Parish Council wished to raise an **OBJECTION** to this proposal on the grounds that it is unwarranted development on the Green Belt.

## 14. To consider planning application P/FUL/2023/02603 36 Glebe Road Lytchett Matravers Poole BH16 6EH. Erect 5 bedroom detached house with associated garage and parking.

The Parish Council has **NO OBJECTION** to this proposal on a vacant site within the Settlement Boundary. However it is surprised to notice that the application does not mention any measures to address energy conservation / environmental protection. The Parish Council would therefore, in line with the declarations by the Dorset Council and Lytchett Matravers Parish Council of a Climate Emergency, expect the development proposals to indicate the anticipated net carbon contribution - and to include emphasis on use of high efficiency insulation, the installation of heat pumps, solar panels and electric vehicle charging points. The Parish Council would also expect separate drainage systems for foul and surface water and that any hard standing areas be permeable.

## 15. To consider, for recommendation to Full Council, the removal from the banking mandate the following signatories to the Council’s accounts with Santander Bank PLC:

## A/c 08728307 Julie Kate Dyball, Keith A Norris, Maureen Catherine Munford and Robin Miller.

## A/C 69722287 Julie Kate Dyball, Keith A Norris, Maureen Catherine Munford, Robin Miller and Dennis Gillard.

## Also to consider, for recommendation to Full Council, the addition to the banking mandate the following new signatories: Ken Morgan, Andrew Huggins, Micki Attridge, and Karen Korenevsky.

Noted and **APPROVED** for **RECOMMENDATION** to Full Council

## 16. To consider, for recommendation to Full Council, the following signatories to the banking mandate for a new account to be opened with The Charity Bank: Ken Morgan, Andrew Huggins, Micki Attridge, and Karen Korenevsky.

Noted and **APPROVED** for **RECOMMENDATION** to Full Council

## 17. Members to each confirm they have no conflict of interest with BDO, the appointed external auditors.

All members present confirmed that they had no conflict of interest with BDO, the appointed external auditors.

## 18. To consider the matters listed in section 1 (the Annual Governance Statement) of the Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2023, for recommendation to Full Council.

Noted and **APPROVED** for **RECOMMENDATION** to Full Council. Copy included at **Appendix 2** to these minutes

## 19. To consider the accounting statements in Section 2 of the Annual Governance and Accountability Return (AGAR) for the year ending 31st Mar 2023, for recommendation to Full Council.

Noted and **APPROVED** for **RECOMMENDATION** to Full Council. Copy included at **Appendix 3** to these minutes

## 20. To consider a proposal for installation of 3 dropped kerbs on The Spinney.

**DEFERRED** until a later meeting in order to obtain 3 comparative quotes for the work.

## 21. To consider an offer from Cuppa Crew for a mobile catering offering on Saturday mornings in the High St car park.

It was **RESOLVED** to accept this offer on a 3 month trial basis at a licence admin fee of £50. ***Action: Parish Clerk to respond to the applicants accordingly and set up the necessary licence.***

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

It was noted that Cllr Barker had prepared in advance an outline framework for this based on summaries of the focus for each of the main Working Groups for 2023/24.

On a related matter, the Council Chair acknowledged that it is desirable to use the Parish Magazine articles to promote involvement of members of the public in the Working Groups.

Cllr Morgan wondered if it would be possible to include an item to encourage residents not to park on pavements.

It was also suggested that the 80th anniversary of D-Day in June 2024 might be a suitable focus for a summer community event.

## 23. To note correspondence received.

* Cllr Aspray referred to the matter of the condition of the hedge at the War Memorial, about which he had corresponded with Mr Steve Mills. The Parish Clerk was asked to contact Steve to ask him if George Mills would be able to cut it on this occasion. ***Action: Parish Clerk to speak to Mr Mills again accordingly.***
* Cllr Bush referred to the correspondence with BHIB insurance in which they had provided a range of advice on the matter of volunteers undertaking light work initiated and controlled by the Council, and under its insurance cover. The Parish Clerk was asked to contact BHIB again to ascertain whether it would be acceptable for volunteers to use their own tools for such work. ***Action: Parish Clerk to contact BHIB on this question.***
* The Parish Clerk referred to correspondence from Mr Rob Camp, Road Safety Officer, Dorset Council. He is hoping for some indication from the Council concerning the possibility of ongoing community sponsorship for a school crossing patrol person for Wareham Rd.

The meeting closed at 20:20

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

## Appendix 1

Bank reconciliation and 202324 year to date report covering income and expenditure.

See associated .pdf file

1. DC257, inlet size DN20F, £75.00 each + vat (Supplier e.g. Arrow Valves Ltd) [↑](#footnote-ref-1)