

# Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE

Meeting held on Wednesday November 8th 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 Korenevsky, P Webb and Mrs A Clothier (Locum Parish Clerk).

There were no members of the public in attendance.

**PUBLIC PARTICIPATION:**

## 1. Apologies: Cllrs V Abbott, H Khanna 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 & Gen Purposes Committee meeting held on 11th October 2023.

## These minutes were accepted as a true record of the meeting and were duly 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]*

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| Minute No | Action Point | Progress |
| F&GP Cttee, 13 Sept 2023, Minute 17 | Poster advertising a public meeting to discuss a possible community event in 2024 | This was forwarded to Mark Gracey with a request to publish it on the LMPC website. Details of the village meeting on 8th November are included on the website. ***Discharged.*** |
| F&GP Cttee, 23 Oct 2023, Minute 16 | Parish Clerk to contact Dorset Council to request that a Nexus account is set up | This has been set up and the Clerk has the access details. ***Discharged.*** |
| Minute 6, Extraordinary Full Council meeting, 12th April 2023 | To open bank account with The Charity Bank. Cllr Morgan to verify ID documents and pass the verified documents to the Parish Clerk to send off.  | ID documents verified and sent to Charity Bank. ***Discharged.*** |

1. **Planning applications (19 applications listed of which 2 are now shown as granted or allowed and 1 appeal is dismissed) – See Appendix 1**

## 5. 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 2 to these minutes. It was **RESOLVED** to accept and approve this reconciliation.

## 6. 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 2 to these minutes.

It was asked whether in the future the budget sheets can show the month by month planned and actual spends and if this can match with the Excel spreadsheet used in planning the yearly budget. The reason for this is that Councillors can then have a better idea of whether the budget is on track and whether any underspends can be reallocated to other areas. It was also felt that this would give Councillors more information with which to undertake the following year’s budget.

**Action: Clerk to contact Scribe to see whether a month by month comparison against budget is possible.**

## 7. To consider Planning Application P/HOU/2023/06113 22 Prospect Road Lytchett Matravers BH16 6ED. Erect single storey side extension

There was no objection to this application.

## 8. To consider Planning Application P/CLP/2023/06137 (Cert of Lawfulness) Water Tower Field Colehill Road Lytchett Matravers BH16 6BS. Positioning of a caravan as a rest room for people working on the agricultural holding and a shipping container as a pig ark for the housing of pigs.

The Parish Council OBJECTS to this application as the proposed use fails to maintain the openness of the Green Belt and represents inappropriate development as no special circumstances have been demonstrated that clearly outweigh the harm to the Green Belt. The agricultural use is very minor and does not warrant workers’ rest accommodation.

## 9. To consider Planning Application P/HOU/2023/06111 Arne Lodge Eldons Drove Lytchett Matravers Poole BH16 6HH. Replace rear extension with a smaller unit, with roof lantern and balcony to first floor bedroom.

There was no objection to this application.

**10. To consider action regarding trees on Willow Walk.**

A letter had been received by the Parish Council from a resident of Landers Reach regarding some of the trees on Willow Walk. They felt that the trees needed to be pruned and that they were causing a nuisance from the tree debris. This letter had also been sent to the local MP. The Parish Council Tree Policy states that the PC are not in the habit of cutting back healthy trees that overhang private property and don’t remove trees dropping seasonal debris. The Parish Council are awaiting the outcome of the tree report and if there is a health concern with the trees then they will be actioned.

**Action: Cllr Huggins to send an email to the residents to say that the Parish Council is awaiting a tree report and attach a copy of the Tree Policy.**

**11. To accept the proposal by Dorset Council Highways for the Lytchett Matravers Primary School crossing.**

A copy of the School Crossing Proposal from Dorset Council was circulated before the meeting. Councillors agreed that the position is where it should be. Parking restrictions will be installed along Wareham Road and Deans Drove to tackle irresponsible parking. It was **RESOLVED** to approve the plan for public consultation.

**Action: Clerk to email Dorset Council to approve the school crossing plan.**

A short discussion was held on the school crossing patrol and it was agreed that this issue would be considered after the consultation.

**12. To discuss proposals for the management of the LM Youth Hall.**

An overview discussion document for the Youth Hall was circulated in advance of the meeting. Two options were outlined for the management of the LMYH:

1. LMPC runs the LMYH & YC through the existing LMYH WG – as it is running now
2. LMPC via the LMYH WG members set up a charitable entity to operate the facility on behalf of LMPC.

The Parish Council showed a preference for Option 2 with the CIO running the Hall – the importance of the link with the Parish Council was highlighted and there would be a continuing representation on the CIO from the Parish Council

The Youth Hall should be open for some days in December and the Youth Club and warm space will commence in January. The first year budget shoes a possible £17,500 deficit to be budgeted for although this will depend on which services are taken up. It was emphasised that this is a start up and the Parish Council will be committing to 2 years support.

Staffing was discussed and it was outlined that the two options were

## Option 1: use Dorset Youth to provide youth work

## Option 2: direct employee of Youth Worker by LMPC or LMYH

Although Option 2 was more cost effective the Parish Council expressed a preference for Option 1 as this would cover the DBS, Safeguarding requirements and cover sickness absence.

Cllr Barker to prepare a recommendation for Full Council.

## 13. To receive report of internal audit 27 Oct 2023.

The internal audit was circulated in advance of the meeting. This was noted and Councillors highlighted the recommendation that bank statements were redacted. Although this had been completed for this meeting the previous meeting minutes would all need to be redacted. As there is no requirement for the Parish Council to publish bank statements these will now not be included as part of the minutes and an exercise will be undertaken to review the previous minutes and take out the bank statements.

**Action: Parish Clerk to remove bank statements from the minutes.**

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

The following matters were considered and agreed for inclusion:

* Litter pick
* Overview of 2023
* Youth Hall

## 19. To note correspondence received.

* Cllr Abbott had emailed to request that the Parish Council submit a road closure form for a Christmas Tree lighting event on the Wareham Road on 6th December. This was discussed but noted that it was not an agenda item and was at short notice therefore adequate consultation had not taken place. Due to the timing of the event it would coincide with a bus route and people arriving home from work. It was felt that a road closure that would cause this much disruption would need more planning and should not be progressed. It was suggested that the Christmas Tree lighting could take place on the Recreation Ground and then be moved down to opposite the school at a later date.

The meeting closed at 20:40

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

**Appendix 1**

**Planning Applications**

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| Planning Application No | Location | Proposal | Status |
| 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. | Not determined. |
| P/FUL/2021/02674 | Cuckoo Hill Deans Drove Lytchett Matravers Dorset BH16 6EQ.  | Alteration to listed building to install a new wood burner and new chimney pot | Not determined. |
| 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. | Not determined. |
| 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 | Not determined. |
| 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 | Not determined. |
| 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 | Not determined. |
| 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. | Not determined. |
| 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. | Not determined. |
| P/CLE/2023/00412 | Beaconfield Middle Road Lytchett Matravers BH16 6HJ. | The use of six units of accommodation as permanent dwellings at Beaconfield | Not determined. |
| P/FUL/2022/05152 | 15 Dillons Gardens Lytchett Matravers Dorset BH16 6DW | Amended plans. Demolish existing dwelling and erect 6no 4-bedroom detached houses with associated parking. | Not determined. |
| P/HOU/2023/01729 | Larks Rise Dolmans Hill Lytchett Matravers BH16 6HP | Extension to Bedroom 1 and Garden Room. | Permission granted |
| P/FUL/2023/02603 | 36 Glebe Road Lytchett Matravers Poole BH16 6EH | Erect 5 bedroom detached house with associated garage and parking | Not determined. |
| P/HOU/2023/04414 | Willowbank Eldons Drove Lytchett Matravers BH16 6HH | Retain air source heat pump on the north west elevation | Not determined. |
| P/HOU/2023/04381 | Monks Hill Flowers Drove Lytchett Matravers Poole BH16 6BX | Erect a single storey extension and form pitched roof to existing garage | Permission granted |
| P/FUL/2023/04751 | Goresmead Cottage Foxhills Road Lytchett Matravers BH16 6BD | Erection of stable block with hard surfaced apron and track from existing parking & turning area. | Not determined. |
| P/HOU/2023/04489 | 8 Old Chapel Drive, Lytchett Matravers BH16 6HA Erect garage, (demolish existing). | Construct new rear terrace. | Not determined. |
| P/HOU/2023/04978 | Sonora Flowers Drove Lytchett Matravers BH16 6BX | Remove rear conservatory and erect single storey extension. Erection two storey front extension. Extend and add balcony to existing dormer window at rear and add dormer window with balcony on North Elevation. | Not determined. |
| P/HOU/2023/05756 | 29 Rozalia Meadows, Lytchett Matravers | Removal of existing closeboarded fence to rear garden and install new fence and gate. | Not determined. |

**Appeals**

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| Appeal Number | Location | Proposal | Status |
| APP/D1265/W/23/3316590 | 27 Huntick Estate Lytchett Matravers Dorset BH16 6EB | Sever land and erect a detached dwelling with parking | Appeal dismissed |

**Appendix 2 – see separate PDF file.**