

# Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE

Meeting held on Wednesday February 14th 2024, at 7.00 p.m. in the Blanchard Room, Lytchett Matravers Village Hall

**PRESENT:** Cllr M Attridge (Committee Chair), R Aspray, B Barker, A Bush, A Huggins, K Korenevsky and Mrs A Clothier (Locum Parish Clerk).

There were no members of the public in attendance.

**PUBLIC PARTICIPATION:**

## Apologies: Cllrs H Khanna, V Abbott, P Webb, K Morgan

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

## To receive and approve minutes of the Finance & Gen Purposes Committee meeting held on 10th January 2024.

## These minutes were accepted as a true record of the meeting and were duly signed by the Committee Chair.

## 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, 8 Nov 2023, Minute 13 | Parish Clerk to remove bank statements from the minutes. | This is now complete for this financial year and uploaded to the website. *There was a discussion around historic minutes and whether these could be taken off the website. It was suggested that Mark Gracey be asked to delete all Appendices containing bank statements for all historic minutes, accepting that there may be a cost to this.*  ***Action: Clerk to ask Mr Gracey to remove all appendices containing bank statements from the website.*** |
| F&GP Cttee, 13 December, Minute 10 | Clerk to request quotes for tree works | Quote accepted from Poole Arbor.  ***Complete*** |
| F&GP Cttee, 13 December, Minute 10 | Raise tree at Spinney Play Park with Aster | Aster are actioning this work.  ***Ongoing*** |
| F&GP, 13 December, Minute 19 | Clerk to write to Tesco regarding the light. Cllr Abbott to speak to the manager of the Pharmacy. | *Cllr Bush to chase the response from the pharmacy and Tescos.* |
| F&GP, 10 January, Minute 5 | Cllr Huggins to obtain bank statements for Charity Bank | The bank statements have been received.  ***Complete*** |
| F&GP, 10 January, Minute 7 | Clerk to look at cost centre codes in Scribe | Scheduled for end of financial year  ***Ongoing*** |
| F&GP, 10 January, Minute 11 | Clerk to contact residents on the waiting list to re let allotments | A resident has been to see allotment 10 and is interested in taking this on.  ***Ongoing*** |
| F&GP, 10 January, Minute 12 | Clerk to obtain correct link for crossing from Dorset Council  Clerk to ask for an extension of the deadline by 2 weeks  Clerk to clarify the position of the school | All complete. The extension request was not responded to.  *School response was generally supportive but not of the location.* |

1. **Planning applications (19 applications listed of which 4 are now shown as granted or allowed) – See Appendix 1**

## 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.

## 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 requested that when the cost codes are reorganised, income be moved to a separate area.

1. **To consider Planning Application PP/FUL/2022/05152 15 Dillons Gardens, Lytchett Matravers**

**Demolish existing dwelling and erect 6no 4-bedroom detached houses with associated parking and access**

The previous objections to this application still stand. The Parish Council would like to add that the application should not be considered until adequate provisions are in place for the drainage of surface water and that any issues over rights to this drainage are resolved. It is noted that the survey could not be completed due to a blocked pipe.

Some of previous objections seem to be logged under ‘Lytchett Minster Parish Council’ – Clerk to ask for this to be changed to Lytchett Matravers.

1. **To consider Planning Application P/HOU/2024/00133 Amberdene, Middle Road, Lytchett Matravers.**

**Construction of rear extension**

No Objection

1. **To consider Planning Application P/HOU/2023/06335 Valley View, Middle Road, Lytchett Matravers**

**Proposed alterations, single storey and front extensions**

No Objection

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

See Appendix 3. Plot 10 will be re let shortly and plots 8, 11 and 57 are being looked at.

It was suggested that the Clerk capture all the regular questions for an FAQ area on the website. It was noted that there is no allotment association – it is now amalgamated with the gardening society (Green Fingers). Parish Councillors asked if it would be possible to let the Gardening Society manage the allotments. It was noted that this would be difficult but worth asking the question.

**Action: Clerk to prepare FAQs on allotments for the website**

**Action: Clerk to contact GreenFingers and ask whether they would consider managing the allotments.**

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

The Risk Register was circulated in advance of the meeting – see Appendix 4. It was agreed that the document needs to be rewritten so the suggestion is to adopt the current version as an interim with a view to looking at this again in 3 months’ time. This should link and cross reference to the Internal Controls and the Policy Review as there is an overlap with all of these documents. This was **Approved** for recommendation to Full Council.

**Action: Review Risk Register within 3 months and link to Internal Controls and Policy Register**

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

The Internal Controls were circulated in advance of the meeting – see Appendix 5. This was **Approved** for recommendation to Full Council.

**Action: Cllr Bush to contact internal auditor.**

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

Cllr Attridge to complete the review of burial records. The closed churchyard is also being used for some cremations and there is a formal process and pricing structure for this. It was noted that there are an increasing number of interments of ashes taking place that are not arranged through funeral directors. It was suggested that a meeting can be set up about this with the Church to see if a process could be set up with them.

**Action: Clerk to set up a meeting with the Church to speak about the interment of ashes process.**

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

Cllr Webb and Cllr Barker to undertake the review.

1. **Consider proposals from Dorset Council Highways for dropped kerb options for The Spinney, Vineyard Close and Burbidge Close**

This project started in June 2023 and the locations of the proposed dropped kerbs are The Spinney, Burbidge Close, and Vineyard Close (6 in total). Initially there were quotes from Fletchamore and Dorset Council – Fletchamore were appointed but the spec was refused permission by Dorset Council. Dorset Council are now doing the work for £18,889 which includes tactile paving. The price stands until the end of March. It was noted that it would be useful to have a drop kerb route map for the village.

This was **Approved** for recommendation to Full Council.

1. **To discuss a review of Parish Council policies including an environmental policy**

The Policy Spreadsheet was circulated in advance of the meeting – see Appendix 6.

This was **Approved** for recommendation to Full Council.

1. **To discuss the Lytchett Matravers Summer Event**

There has been little response to date from the community regarding the Summer Event. It was agreed that the Summer Event is held open for the next few weeks to see if any interest can be generated. A proposal with costing against it will be prepared.

1. **To consider the grant request from Life Education Wessex.**

Life Education Wessex are requested a grant of £625 from the Parish Council. Councillors agreed that this is a worthwhile use of the money and very beneficial for the children at the Primary School. This was **Approved** for recommendation to Full Council.

1. **To consider a response to the Local Transport Plan**

Dorset Council and BCP have launched a public consultation on the Local Transport Plan. Parish Councillors were encouraged to fill it out as individuals – the Plan is advertised on the Parish Council website.

1. **To agree a date for the Annual Parish Meeting**

The date was agreed as Saturday 15th June 2024 on Library Green.

**Action: Clerk to book village hall for 2024/2025.**

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

The following matters were considered and agreed for inclusion:

* Elections
* Change of time for F&GP March 13th
* Annual Open Meeting
* D Day – screening of the Longest Day, £5 per ticket – starting at 5.30pm. Bar available.

**Action: Cllr Bush to speak to Rose and Crown about bar with a charge of £250 to use the Sports Pavilion.**

## To note correspondence received.

* Cllr Asprey – need to register D Day involvement with Bruno Peek – Cllr Asprey to action. Add D Day to agenda for next F&GP

The meeting closed at 20.53:

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. | New dwelling with associated access and parking and porch to front of existing dwelling. | 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 one unit of accommodation, referred to as ‘Magnolia’ (on elevation plans but labelled Brimstone Lodge on submitted floor plan drawing 1757/AJM/88762-02) as a permanent dwellinghouse. | 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/2023/04489 | 8 Old Chapel Drive, Lytchett Matravers BH16 6HA Erect garage, (demolish existing). | Construct new rear terrace. | Permission granted. |
| 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. |
| P/CLP/2023/06137 | Water Tower Field Colehill Road Lytchett Matravers | 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. | Not determined |
| P/HOU/2023/05971 | Oakhurst, Huntick Road, Lytchett Matravers | Erect side and rear single storey extensions. | Permission granted |
| P/FUL/2022/05152 | 15 Dillons Gardens, Lytchett Matravers | Demolish existing dwelling and erect 6no 4-bedroom detached houses with associated parking and access. | Not determined |
| P/HOU/2023/07035 | 103 Wareham Road, Lytchett Matravers | Convert garage to habitable accommodation (amendment to planning permission 6/2012/0016) | Permission granted |
| P/HOU/2023/0704  P/LBC/2023/0725 | Caroline Cottage, Prospect, Lytchett Matravers | Alterations to windows and doors, internal alterations, rear and side extensions, creating a single storey link extension to join the other building to the rear of the main dwelling, roof lights, and air source heat pump | Not determined |
| P/HOU/2023/06913 | 3 Spy Close, Lytchett Matravers | Erect rear single storey extension to provide new kitchen/dining area. | Not determined |
| P/FUL/2024/00033 | Eldon House, Eldons Drove, Lytchett Matravers | Change of use of land from agricultural to garden in line with previously agreed red line of Planning Permission P/HOU/2022/05257 | Not determined |

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

**Appendix 3**

**Report to February Finance & General Purposes Committee meeting, agenda item 10 – current uptake and waiting list for allotments.**

**Report subject:**

Report for agenda item 10– current uptake, and waiting list for allotments.

**Waiting list** There are currently 9 people on the waiting list. 5 are residents of Lytchett Matravers, 2 are residents wanting second plots and 2 are from outside the village.

**Vacancies.** Plots 8, 10, 11 and 57 are currently vacant.

**Allotment rental renewal fees.** So far rental renewal fees have been received for 70 of the 72 occupied allotments. Reminders have been sent out.

**Appendix 4**





**Appendix 5**



