

Meeting of the Parish Council - Weds 27th March 2024 at 7.00 p.m.

Blanchard Room, Lytchett Matravers Village Hall

Alison Clothier, Locum Parish Clerk

Council Office, Vineyard Close, Lytchett Matravers BH16 6DD

Email: [lytchettmatravers@dorset-aptc.gov.uk](mailto:lytchettmatravers@dorset-aptc.gov.uk) or call 07596 885667

Copies of related reports for the items below are available on request to the Parish Clerk by 7pm on Tuesday 26th March 2024

# A G E N D A

All Council decisions must give due consideration to their impact on the community’s carbon footprint.

Public Participation - (standing orders suspended).

Report by Dorset Councillors (Standing Orders Suspended)

## To receive and consider apologies for absence.

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

## To receive and resolve to approve minutes of the Full Council meeting held on 28th February 2024.

## To receive and consider reports of past subject matters on the minutes of the Full Council meeting.

## Chair’s announcements.

## To receive and note the content of the minutes of the Finance & General Purposes Committee Meeting on 13th March 2024.

## To consider the following recommendations from the Finance & General Purposes Committee meeting of 13th March 2024: -

## 8.1 Approval of recommended changes to the Fixed Asset Register as set out in minute 9 and appendix 3 of the F&GP minutes 13th March 2024.

## 8.2 Approval of Standing Orders as set out in minute 10 and appendix 4 of the F&GP minutes 13th March 2024.

8.3 Approval of Financial Regulations as set out in minute 11 of the F&GP minutes 13th March 2024.

## To consider Planning Application P/HOU/2024/01250 Badgers Leap, Burbidge Close, Lytchett Matravers.

Erect first storey rear extension with Juliet balcony

1. To consider Planning Application P/CLP/2024/01214 44 Wareham Road, Lytchett Matravers  
   BH16 6DR

Certificate of lawfulness - Alterations to fenestration and internal layout

## To receive a report from the Village Environment Working Group (VEWG).

## To receive a report from the Highways Working Group.

## To receive a report from the Neighbourhood Plan 2 Working Group.

## To receive a report from the Lytchett Matravers Youth Hall Working Group (YHWG).

1. To agree which Bank account the inaugural Youth Hall income and expenses should be paid through to ensure clarity and accountability for tracking and audit purposes
2. To consider report and resolve to accept recommended quotation to repair Youth Hall car park
3. To agree the Environment and Climate Policy
4. To receive a report regarding urgent repair works required to Village Hall
5. To consider a proposal to investigate resident suggestion to fit an InPost locker in the village.
6. To discuss Lytchett Matravers Summer Events

## To resolve to approve the following payments already made:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BT | Office phone and broadband fee | 55.98 | 11.19 | 67.17 |
| SSE | Public lighting – January | 39.00 | 1.96 | 40.96 |
| Octopus | Sports Club Electricity – February | 65.18 | 3.26 | 68.44 |
| O2 | Parish Clerk Mobile Phone – February | 11.00 | 2.20 | 13.20 |
| Propel Finance Plc | Monthly repayment for LMPC Clerk’s mobile phone - | 7.42 | 1.48 | 8.90 |
| HSBC | Bank account fee - February | 5.00 | 0 | 5.00 |
| Mr J Mousley | Refund of allotment deposit | 33.50 | 0 | 33.50 |
| Arch Construction | Sports Pavilion Store | 5900.00 | 1180.00 | 7080.00 |
| G Ridout | Youth Hall – plumbing – water heater | 350.00 | 70.00 | 420.00 |
| AEC | Youth Hall – electrical works | 3657.90 | 727.58 | 4365.48 |
| Dynamic Heaters | Youth Hall – storage heaters | 6827.11 | 1365.43 | 8192.54 |
| Unity Bank | Bank charges | 1.80 | 0.00 | 1.80 |

1. To resolve to approve the following payments due:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To Whom** | **For What** | **Net** | **VAT** | **Total** |
| T Homer | Handyman duties, Feb 2024 | 320.42 | 0.00 | 320.42 |
| Alison Clothier | Salary - March | 980.03 | 0.00 | 980.03 |
| HMRC | Income tax and national insurance | 338.15 | 0.00 | 338.15 |
| Alison Clothier | Expenses including markers for cemetery, allotment key, printer cartridge and postage | 59.96 | 9.98 | 66.94 |
| Cllr R Ong | Expenses for youth hall renovation | 433.80 | 55.16 | 488.96 |
| Churches Fire Security | Fire Extinguisher Service Check | 38.50 | 7.70 | 46.20 |
| Dorset Council | Funding additional library open hours | 1685.00 | 0.00 | 1685.00 |
| Dorset Council | Supply and install grit bin | 517.00 | 103.40 | 620.40 |
| Replay Maintenance | Lytchett Astro service agreement | 575.00 | 115.00 | 690.00 |
| JA&CL Coakes | Youth Hall – fit dead lock | 45.00 | 0.00 | 45.00 |
| Idverde | Grounds Maintenance for St Marys and Row Park Cemetery | 350.60 | 70.12 | 420.72 |
| Life Education Wessex and Thames Valley | Grant for visit to Lytchett Matravers Primary School | 620.00 | 0.00 | 620.00 |
| Cllr A Bush | Expenses – Youth Hall and Court Hearing Fee | 72.00 | 0.00 | 72.00 |

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

## 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).

## 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: A Clothier Date: March 2024