

Meeting of the Parish Council - Weds 24th April 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 23rd April 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 24th March 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 10th April 2024.

## To consider Planning Application P/FUL/2024/01736 Lynmouth, Lime Kiln Road, Lytchett Matravers BH16 6EL

## Sever the plot and construct a detached bungalow with associated access, parking and landscaping.

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

1. To review initial designs for Council premises signage.

## 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 approve the Agreement with Dorset Youth Services
2. To consider report and resolve to accept recommended quotation to repair Youth Hall car park
3. To approve renewal of SLA with Dorset Council on two footpaths – Church Walk and Jubilee Walk.
4. To discuss Lytchett Matravers Summer Events
5. To consider proposal for Ham Radio repeater station.
6. To consider proposal for replacement clerk’s laptop.
7. To approve the appointment of the locum clerk as Responsible Financial Officer until a permanent appointment is made.

## 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 | Youth Hall Electricity Bill | 8.10 | 0.40 | 8.50 |
| O2 | Parish Clerk Mobile Phone – March | 11.96 | 2.39 | 14.35 |
| Propel Finance Plc | Monthly repayment for LMPC Clerk’s mobile phone - | 7.42 | 1.48 | 8.90 |
| HSBC | Bank account fee - March | 5.00 | 0 | 5.00 |
| RTH Services | Removal of Waste from Youth Hall | 425.00 | 0 | 425.00 |
| Dorset Council | Garden Waste collection - Churchyard | 69.50 | 0 | 69.50 |

1. To resolve to approve the following payments due:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To Whom** | **For What** | **Net** | **VAT** | **Total** |
| T Homer | Handyman duties, March 2024 | 312.60 | 0.00 | 312.60 |
| Alison Clothier | Salary - April | 984.07 | 0.00 | 984.07 |
| HMRC | Income tax and national insurance – April | 334.11 | 0.00 | 334.11 |
| Alison Clothier | Expenses - postage | 4.80 | 0.00 | 4.80 |
| Dorset Council | Apr-Mar 25 SID Deployment | 750.00 | 150.00 | 900.00 |
| The Play Company | Bench for Church Walk | 448.00 | 89.60 | 537.60 |
| Saregcv Cleaning | Youth Hall Cleaning | 90.00 | 0.00 | 90.00 |
| Dorset Council | Annual Rent – Youth Club land | 15.00 | 0 | 15.00 |
| DAPTC | Annual Subscription | 1034.76 | 0 | 1034.76 |
| Idverde | Grounds Maintenance for St Marys and Row Park Cemetery | 384.95 | 76.99 | 461.94 |
| Cllr A Bush | Expenses including pharmacy light. Cemetery tap, safety notices and GG refuse to tip | 162.58 | 29.06 | 191.64 |
| Gould Groundworks Ltd | Cemetery Footpath, removal of fence, construct new patio | 14923.51 | 2984.70 | 17908.21 |
| Cllr A Huggins | 3 Replacement defibrillator pads | 430.66 | 8613 | 516.79 |
| Cllr R Ong | Expenses for Youth Hall including groceries for warm space café, stools, baby change unit, saucepans, beans bags and signs | 540.71 | 71.39 | 612.10 |
| Cllr B Barker | Youth Hall expenses – kitchenware and cake boxes | 36.45 | 7.29 | 43.74 |
| Fletchamoore | Construction of Boules/Petanque courts | 8463.00 | 1692.60 | 10155.60 |

## 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.

*Confidential Items (Members of the public to leave the room)*

1. To receive report from the staffing committee
2. To approve recommendations from the Staffing Committee regarding parish clerk vacancy

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: April 2024