[category Important Notices, Agendas]

[excerpt] Full Council agenda 22nd May 2024 [/excerpt]



Meeting of the Parish Council

Wednesday 26th June 2024 at 7.00 p.m.

Blanchard Room, Lytchett Matravers Village Hall

Julie Wigg, Parish Clerk

Copies of related reports for the items below are available on request to the Parish Clerk

by 7pm on Tuesday 25th June 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 consider any applications for the casual vacancies on the Parish Council – two applications have been received and can be found on Dropbox.

## To receive and resolve to approve minutes of the Full Council meeting held on 22nd May 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 12th June 2024 (for purposes of report only)

## To consider the following recommendations from the F&GP Cttee meeting on 12th June 2024

1. The removal from the banking mandate the following signatories to the relevant Council’s accounts:

* Micki Attridge
* Also the addition to the banking mandate of the following new signatories: Julie Wigg, Roger Ong, Rob Aspray.

1. To receive and note the AGAR 31/03/2024 Internal Audit report signoff by the Internal Auditor, Rosie Darkin-Miller; and to receive and consider Mrs Darkin Miller’s report and recommendations to the Parish Council on matters identified during the internal audit process.
2. 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 2024, for recommendation to Full Council.
3. To consider the accounting statements in Section 2 of the Annual Governance and Accountability Return (AGAR) for the year ending 31st Mar 2024, for recommendation to Full Council.
4. To approve the dates for the Exercise of Public Rights.

## To consider changes to the Parish Council fidelity cover as a result of recommendations from the Internal Audit.

## To consider appointments to DAPTC Area and Larger Councils Committees.

## To consider Councillor responsibilities and appointments of Lytchett Matravers Youth Groups link, litter picking events co-ordinator, Rights of Way (footpaths & bridleways etc) representative, and liaison roles to other village organisations as required.

## To consider Planning Application **P/FUL/2024/01736** Lynmouth, Lime Kiln Road, Lytchett Matravers.

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

1. **Non material amendment. For information only**.

Planning Application P/NMA/2024/03087 Goresmead Cottage, Foxhills Road, Lytchett Matravers.

## Non-material amendment to Approved P/A P/FUL/2023/04751 (Erection of Stable block with hard surface apron and track from existing parking and turning area) to increase the size of each stable to a standard 4.57 x 4.57 m suitable for use as foaling boxes, together with an increase in the depth of the workshop. Provide gables at both ends of the pitched roof.

1. To receive the amended annual CIL report and CIL tracker for 2024/25.
2. To consider formal complaint regarding planning application (Badgers Leap, HOU:2024/01250)
3. To consider the astro maintenance quote received from Replay Maintenance.
4. To consider a proposal for making a safer school cycling route to present to Lytchett Minster and Upton Town Council at their Environment/Planning meeting on 23 July 2024.

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

1. To receive a report on the D-Day 80 event and also note that the 80th anniversary of VE Day is on the 8th May 2025.

## 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 Clerk’s membership to SLCC.

## 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 |
| O2 | Parish Clerk Mobile Phone – May | 11.96 | 2.39 | 14.35 |
| Propel Finance Plc | Monthly repayment for LMPC Clerk’s mobile phone | 7.42 | 1.48 | 8.90 |
| **To Whom** | **For What** | **Net** | **VAT** | **Total** |
| HSBC | Bank account fee - May | 5.00 | 0.00 | 5.00 |
| ICO | Data Protection Fee | 40.00 | 0.00 | 40.00 |
| Rejuvenate | Microsoft 365 Business – monthly payment and configuration | 162.36 | 32.47 | 194.83 |
| Rejuvenate | New PC laptop | 729.99 | 146.00 | 875.99 |
| Print in the Bag | Flyers, Annual Assembly, councillor vacancies and Guerilla Gardeners | 78.47 | 1.70 | 80.17 |
| Nanuka Pradhan | Face Painting for Summer Event – Deposit | 66.00 | 0.00 | 66.00 |
| Cllr A Huggins expenses | Banners for summer festival  Toner cartridge for printer  Clerks’ laptop bag and mouse | 201.38 | 15.11 | 216.49 |

1. To resolve the following payments due:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To Whom** | **For What** | **Net** | **VAT** | **Total** |
| T Homer | Handyman duties, May 2024, including April backdated pay rise | 388.30 | 0.00 | 388.30 |
| Julie Wigg | Salary - June | 1876.85 | 0.00 | 1876.85 |
| Alison Clothier | Salary - June | 266.80 | 0.00 | 266.80 |
| HMRC | Income tax and national insurance – June | 315.89 | 0.00 | 315.89 |
| Darkin Miller Limited | Internal Audit Work | 753.81 | 150.76 | 904.57 |
| Flynn’s Arcade | Summer Festival – 2-hour headline slot | 420.00 | 0.00 | 420.00 |
| Idverde | Cemetery grounds maintenance | 384.95 | 76.99 | 461.94 |
| Arch Construction | Steelwork for Sports Store | 7816.00 | 1563.20 | 9379.20 |
| Dorset Council | Empty Trade Bins | 8.09 | 0.00 | 8.09 |
| Nanuka Pradhan | Face Painting for Summer Event – Balance | 154.00 | 0.00 | 154.00 |
| ICCM | Annual Membership | 100.00 | 0.00 | 100.00 |
| Curry’s | Laminator and pouches | 26.38 | 6.60 | 32.98 |
| Dorset Council | Waste Services | 137.59 | 0.00 | 137.59 |
| Hawkeye | Stage and PA system for summer festival | 1250.00 | 250.00 | 1500.00 |

## 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: Julie Wigg Date: 21st June 2024

[end]