

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **TOWN COUNCIL** meeting held on **TUESDAY** the **16 January 2024** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.30p.m.

PRESENT:

- Councillor R Griffin (Chair)
- Councillors S McKell (Vice-Chair)
- Councillor M Pryor
- Councillor F H Drane
- Councillor J R Burns
- Councillor D Wilson
- Councillor J Sheldon
- Councillor W T Pipe
- Councillor D White
- Councillor C Squires
- Councillor C Evans
- Councillor S Gabriel

Also in attendance:

- Councillor A Brenton (Dorset Council)
- Councillor A Starr (Dorset Council)
- Mrs K Osborne, Deputy Town Clerk
- Mrs S Samways, Administration Officer

339/23 PUBLIC PARTICIPATION

There were no members of the public present.

340/23 DECLARATIONS OF INTEREST

There were no Declarations of Interest received.

341/23 APOLOGIES FOR ABSENCE

No apologies for absence from members were received.

Non member apologies for absence were received from:
Mrs K Cane, Town Clerk (unwell)

342/23 MINUTES:

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that the minutes of the Town Council meeting held on the 12 December 2023 be approved as a correct record and signed.

343/23 CLERKS & OUTSIDE OPERATIONS REPORT:

- a. **Minute 123/18 & 150/22 11& 62/23 Grove Lease** The Chair provided a further update on the progress of the lease and reported that since the publication of the agenda, an offer had been received from the Turbary Trust. The Chair clarified that the details of the lease offer could be discussed at this meeting but no formal decision could be made without an agenda item. The Chair would call an Extraordinary Council meeting to formally discuss the

proposal and make decision thereon. The Deputy Clerk summarised the details of the latest lease received.

- b. **Minute 113/23 Updating of Honours Board** This is in hand.
- c. **Minute 114/23 Procurement of Honours Board re Freeman/Freewomen** This is in hand, as is the one to record Town Clerks. Further research being undertaken to establish all previous town clerks for inclusion on the board.
- d. **Minute 180/23 To update on the proposal for a heritage trail.** This project is continuing and research is ongoing, with a project end date of December 2024. Another meeting of the working party had been arranged to take place prior to the next Amenities Committee meeting.

The Outside Operations report was noted. Members commented on another informative, detailed report.

344/23 CORRESPONDENCE:

- a) The letter from Bruno Peek CVO OBE OPR Pageant Master re D Day Celebrations was received. Cllr Griffin noted the deadline for ordering a 'Lamp Light of Peace' is 23 May 2024. The Town's D Day celebrations will be tied in with the Councils' Summer Picnic Event (8 June 2024). Cllr McKell advised that the Royal British Legion will open their gate onto the recreation ground on the 8 June 2024 to enable access to the licensed bar; and the entertainers (Land Army Girls) may be available to perform.

345/23 TO RECEIVE COMMITTEE MINUTES AND RESOLVE RECOMMENDATIONS:

- a) The following recommendations from the **Finance and Administration** Committee held on 24 October 2023 as circulated were considered:

1. Minute 271/23 – Grant Applications 24/25
2. Minute 218/23 To consider budgets for 2024/25

It was proposed and seconded and

RESOLVED UNANIMOUSLY to approve these recommendations and sign the minutes as a correct record of the meeting.

- b) The following recommendation from the **Amenities** Committee held on 7 November 2023 as circulated was considered:

1. Minute 227/23 To consider draft budgets for 2024/25

It was **PROPOSED, SECONDED** and

RESOLVED UNANIMOUSLY to approve this recommendation and sign the minutes as a correct record of the meeting.

- c) The following recommendations from the **Environment and Planning** Committee held on 19 December 2023 as circulated were considered:

1. **Minute 315/23 - to receive an update on 20 mph speed limit in Sandy Lane and associated roads:**

After consideration of the report it was **PROPOSED, SECONDED** and **RECOMMENDED** to commence the application process with Dorset Council in January 2023 for a 20 mph speed limit in Sandy Lane and adjoining roads (Moorland Way and Sea View Road) in the interests of public safety.

It was **PROPOSED, SECONDED** and **RESOLVED** (with 1 vote against) to approve the recommendation.

2. Minute 316/23 - to receive update on the request for a crossing in Dorchester Road, Lytchett Minster

After consideration of the report and in line with Dorset Council's process, it was **PROPOSED, SECONDED and RECOMMENDED** to commence a community-wide engagement in January 2024 to provide evidential documentation of community need for a crossing at this location.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to approve the recommendation.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that the minutes be approved as a correct record and signed.

d) The following recommendation from the **Finance & Administration** Committee held 9 January 2024 was considered.

1. Minute 334/23 - to approve a Town Council statement on 2024/25 spending and precept increase.

It was **PROPOSED, SECONDED** and **RECOMMENDED** to amend the statement, as per the suggestions put forward, and present a re-draft to the Town Council meeting for formal approval.

2. Minute 335/23 - to approve the appointment of Microshade VSM for internal audit provision for 2024/25

It was **PROPOSED, SECONDED** and **RECOMMENDED** to appoint Microshade VSM as the Council's Internal Auditor for 2024/25.

3. Minute 336/23 - to receive the Internal Audit Review for 2023/24 and Audit Service Plan for 2024/25

It was **PROPOSED, SECONDED** and **RECOMMENDED** to approve the Internal Audit Review for 2023/24 and Audit Service Plan for 2024/25.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to approve these recommendations, and the minutes were signed as a correct record of the meetings.

346/23 TO SET THE PRECEPT FOR 2024/2025 AT £428,277.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to approve the 2024/2025 precept at £428,277.

347/23 TO APPROVE THE TOWN COUNCIL PUBLIC STATEMENT ON 2024/2025 SPENDING AND PRECEPT INCREASE:

All councillors were asked to familiarise themselves with the details of this statement to ensure a consolidated response to any enquiries.

It was proposed and seconded and **RESOLVED UNANIMOUSLY** to approve this statement.

348/23 TO NOTE THE RESIGNATION OF CLLR KERRY AUSTIN AND CONSIDER WHETHER TO CO-OPT TO THE VACANCY PRIOR TO THE LOCAL ELECTIONS IN MAY:

Members noted their thanks to Cllr Austin for her contribution to the Town Council and noted with regret her resignation.

Dorset Council Elections Team have advised that as it is within the 6 months period before the scheduled election on 2 May, it is not permitted to undertake by-elections and the Town Council has the option as to whether they wish to co-opt to the vacant position.

It was proposed and seconded and **RESOLVED UNANIMOUSLY** to co-opt to this vacancy via the usual advertising.

349/23 TO APPROVE A PLAQUE IN THE LEGACY GARDEN FOR FORMER COUNCILLOR MARTYN CHASE:

Cllr Griffin delivered a tribute to former Cllr Martyn Chase, a copy is included in these minutes as Appendix A.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to site a memorial plaque for Martyn Chase – the wording to be confirmed with his family.

350/23 TO CONSIDER AN APPLICATION TO BE CO-OPTED TO THE COUNCIL:

Council considered an application for co-option from Steve Robinson.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that Mr Steve Robinson be co-opted to the Town Council. Cllr Robinson signed his Declaration of Acceptance Offer and formally joined the meeting.

351/23 REPRESENTATIVES REPORTS (MAYORAL/DORSET COUNCIL MEMBERS/LUBCA/UPTON TOGETHER/UPTON IN BLOOM ETC.).

Mayor - A report from the Mayor was circulated and noted positively.

Dorset Councillor Pipe – see report attached.

Dorset Cllr Pipe advised Upton (and Portland) would be in receipt of Youth Services funding.

Dorset Councillors Brenton and Starr – see report attached.

Dorset Cllr Brenton i) advised the meeting re: battery storage unit on Post Green land was postponed, and ii) stressed the value of responding to the Transport Plan consultation which begins 24 Jan 2024; this will be added as an item to the Agenda of the next Town Council.

Upton Together: The group continues to support the community by delivering prescriptions and food parcels. Cllr White confirmed all food parcel recipients referred by Upton Junior School are informed it is from Upton Together; and will also seek confirmation the recipients will be advised of the Upton Together Grant Application process.

352/23 TO RECEIVE ANY UPDATES TO THE RISK REGISTER.

There were no updates reported.

353/23 TO RECEIVE THE LATEST FINANCIAL SUMMARY OF ACCOUNTS.

This was reviewed by the Council (noting invoices from Dorset Council relating to recent re-surfacing works at the recreation ground and cemetery have not been received) and it was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that the financial summary of accounts be approved.

354/23 TO APPROVE ACCOUNTS FOR PAYMENT FOR JANUARY 2024 UP TO DAY OF MEETING, AND A FULL DECEMBER 23 PAYMENTS LIST.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that the accounts for payment as presented be approved.

355/23 TO RECEIVE AND APPROVE THE BANK RECONCILIATIONS FOR ALL COUNCIL ACCOUNTS FOR NOVEMBER 2023

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that the bank reconciliations for all Council accounts (with the exception of Upton Together which is still awaiting reconciliation) for January 2024 as presented be approved.

356/23 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS.

1. Cllr Wilson raised the long standing issue of properties at Post Green Road being affected by flooding. This will be included as an item of the next Dorset Council Highways meeting (Feb 2024) and Cllr Wilson to be invited. Cllrs Griffin, Pipe and Wilson also to meet regarding this issue.

2. Cllr Griffin enquired about the time scale for EV charging points in Upton – the Dorset Cllrs will investigate.
3. Cllr White requested the possibility of ‘twinning’ the new toilets at the recreation ground be considered. This will be added as an item to the Agenda of the next Amenities meeting.
4. Cllr Squires reported there should soon be a decision the £16k application to the DC Capital Leverage Fund (re: Redwood Road Play Area)
5. The Precept statement approved will also be publicised via the Council’s FaceBook page, website and noticeboards.
6. Cllrs were reminded of the public defibrillator training session on 24 January 2024. Cllr Gabriel advised he is a qualified trainer and available if required.
7. Cllrs were reminded of the tour of the Dorset History centre on 15 Feb 2024. Cllrs Griffin and Pipe expressed an interest.

There being no further business, the Chair closed the meeting at 7.45pm

Chair.....

Date.....

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