

## LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **TOWN COUNCIL** meeting held on **TUESDAY** the **19 March 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 D White
- Councillor C Evans
- Councillor S Gabriel

**Also in attendance:** Mrs S Samways, Administration Officer

### 454/23 PUBLIC PARTICIPATION

A member of the public attended to discuss the 2024 – 2025 Council Tax charge.

### 455/23 DECLARATIONS OF INTEREST

There were no Declarations of Interest received.

### 456/23 APOLOGIES FOR ABSENCE

Member apologies for absence were received from:

- Councillor C Squires (non-business)
- Councillor S Gabriel (non-business)
- Councillor W T Pipe (non-business)
- Councillor S Robinson (non-business)
- Councillor A Brenton (Dorset Council) (non-business)
- Councillor A Starr (Dorset Council) (non-business)

Non-member apologies for absence were received from:

- Mrs K Cane, Town Clerk (non-business)
- Mrs K Osborne, Deputy Town Clerk (non-business)

**457/23 MINUTES:** It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Town Council meeting held on the 20 February 2024 be approved as a correct record and signed.

### 458/23 CLERKS & OUTSIDE OPERATIONS REPORT:

- a. **Minute 123/18 & 150/22 11& 62/23 Grove Lease:** The solicitors for both parties were liaising to conclude the final queries. The valuation is underway. The valuer has requested from the Town Council figures for income and expenditure for the last 3 financial years. We have been asked as part of the valuation report for a copy of as much historical evidence of income and expenditure during the Town Council tenancy accompanied by a statement that the facility does not make a profit for the Town Council and is supported by the precept (public purse).

- b. **Minute 113/23 Updating of Honours Board:** This is on hold as a non-priority project.
- c. **Minute 114/23 Procurement of Honours Board re Freeman/Freewomen:** This is on hold as a non-priority project.
- d. **Minute 180/23 Heritage Trail:** The funding application to the Heritage Lottery Funding was unsuccessful. The plaque designs from Lytchett School have been received. The Working Party scheduled to meet on 19 March 2024 was postponed due to ill-health. The sites have been identified and the plaque is still to be designed. The Heritage Lottery funding application was unsuccessful, further attempts to acquire sponsorship will be made by contacting local businesses (Co-Op, Aldi, The Button Shop, Estate Agents, Bovington Tank Museum, RAF etc) Funding for this has been budgeted for by the ENPLAN committee.
- e. **Minute 385/23 Community Defibrillator at the Recreation Ground:** The Clarion has agreed to donate £300 towards the defibrillator and this has already been received. An application was made to the DHSC Community Automated External Defibrillator (AED) Fund who have agreed to partially fund an AED. The Council is required to provide match funding of £750. As this offer was time limited, this has been paid. The total cost to the Council is £450. The defibrillator has been delivered, arrangements to install are to be sorted.
- f. **Minute 400/23 Attendance at the Buckingham Palace Garden Party 2024:** The Council's nomination (Cllr M Pryor) was unsuccessful.
- g. **Minute 405/23 Flooding at Lytchett Minster:** The Council has met with the landowner (Lees Estate) and Dorset Council Highways Team and consider options to solve the flooding issues that have been identified and are being investigated. Dorset Council has increased the priority for the installation of a new culvert for Post Green Road to high. Cllr Wilson reported residents of Lytchett Minster have been in correspondence with DC Highways, and are pleased with the support of the Town Council, and the progress being made. Cllr Griffin to respond to the residents.

The Outside Operations Manager's report was noted. Councillors commented on the timely and efficient response to the issue at the allotments.

**459/23 CORRESPONDENCE: None.**

**460/23 TO RECEIVE COMMITTEE MINUTES AND RESOLVE RECOMMENDATIONS:**

#### **Environment & Planning Committee – 27 February 2024**

##### **417/23 CORRESPONDENCE (ENVIRONMENT):**

Dorset Council Fatal Road Traffic Collision – site investigation report – Blandford Road North: After discussion it was **PROPOSED, SECONDED and RESOLVED** that signage may help to alert drivers to the presence of pedestrians in this area. Dorset Council Highways will be contacted to provide an appropriate sign. (Danger Pedestrians, Warning Pedestrians or similar). Dorset Council Highways have agreed to do so.

**418/23: TO CONSIDER THE PURCHASE OF A SCANNER TO ENABLE OUTSIDE OPERATIONS TEAM TO CARRY OUT UNDERGROUND UTILITY CHECKS IN-HOUSE:**

It was **PROPOSED, SECONDED** and **RESOLVED** to purchase a new scanner.

**Finance & Administration – 5 March 2024**

**434/23 TO DISCUSS STAFFING**

It was **PROPOSED, SECONDED** and **RESOLVED** that the Administration Officer and Deputy Town Clerk be awarded a bonus in recognition of the additional duties they have carried out, to be determined following the return of the Town Clerk.

**Amenities – 12 March 2024**

**445/23 TO REVIEW THE CEMETERY AND RECREATION GROUND/GROVE FEES FOR 2024/25:**

It was **PROPOSED, SECONDED** and **RESOLVED** that the fees for the cemetery, recreation ground and The Grove be increased by 5% from 1 April 2024.

**446/23 TO REVIEW THE DRAFT TENDER FOR THE REFURBISHMENT OF REDWOOD ROAD PLAY AREA**

It was **PROPOSED, SECONDED** and **RESOLVED** with 1 abstention, that

1. The draft tender for the refurbishment of Redwood Road play area be agreed and published on Contracts Finder to invite companies to submit tenders;
2. The agreed budget for the project to be included in the tender be £75,000;
3. Following the end of the 23/24 financial year, the Council looks to allocate further funds to support the delivery of the project.

**461/23 TO RENEW THE TRUSTEESHIP OF MR R SeQUEIRA ON THE TURBARY ALLOTMENT TRUST FOR A FURTHER FOUR YEARS:**

Mr SeQuiera will be contacted to ascertain his availability.

**462/23 TO APPROVE THE CALENDAR OF MEETINGS FOR 2024/2025:**

The calendar dates were proposed seconded and **RESOLVED** unanimously; all staff will be consulted regarding the start times of the meetings.

**463/23 TO RENEW THE LEASE OF 1A MOORLAND PARADE WITH DORSET HEALTHCARE TRUST FOR A FURTHER FOUR YEARS:**

It was proposed seconded and **RESOLVED** unanimously to renew this lease with the 5% increase applied over all charges. The lease with Dorset Police for 1B Moorland Parade will be reviewed

**464/23 TO CONSIDER THE ARRANGEMENT FOR THE TOWN'S REMEMBRANCE PARADE IN 2024:**

The Deputy Clerk is still attempting to secure CSAS marshalls and will continue until the June Amenities meeting; if unsuccessful the 2024 Remembrance Parade will follow the same format as the two previous years (along the Lytchett Minster School drive). Lytchett & Upton RBL will be advised of this deadline and a date for a final discussion will be set. The office staff are not to enter any dialogue (re: 2024 parade) with any Lytchett & Upton RBL members outside of this. The Chair is willing to meet with RBL reps by appointment.

**465/23 TO REVIEW THE COUNCIL'S PROJECT PLAN:**

Updates were as follows:

1. The recycled lumber walkways at Lytchett Bay View need attention, repair and handrails for current compliancy. This will be included as an item on the agenda of the next Town Council meeting.
2. Factory Road – the Outside Operations team are to create a wildflower meadow.
3. The Grove – new skylight windows and a gas boiler are required.
4. Cllr Burns advised a business plan re: The Grove is required.

**466/23 REPRESENTATIVES REPORTS (MAYORAL/DORSET COUNCIL MEMBERS/LUBCA/UPTON TOGETHER/UPTON IN BLOOM ETC.):**

**Mayor** - A report from the Mayor was circulated.

**Dorset Councillors:**

**Upton Together:** Cllr McKell reminded all Cllrs about the Great Easter Egg Hunt Quiz 2024 – 10am at Upton Rec;

**Upton In Bloom:**

**Keep Upton Tidy:** Cllr Drane reminded all Cllrs about the next KUT litter pick; Saturday 14 April, meeting at 10am in the library car park.

**467/23 TO RECEIVE ANY UPDATES TO THE RISK REGISTER:**

There were no updates reported.

**468/23 TO RECEIVE THE LATEST FINANCIAL SUMMARY OF ACCOUNTS:**

This was reviewed by the Council and it was **PROPOSED, SECONDED** and **RESOLVED** unanimously, that the financial summary of accounts be approved.

**469/23 TO APPROVE ACCOUNTS FOR PAYMENT FOR MARCH 2024 UP TO DAY OF MEETING, AND A FULL FEBRUARY 2024 PAYMENTS LIST:**

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

**470/23 TO RECEIVE AND APPROVE THE BANK RECONCILIATIONS FOR ALL COUNCIL ACCOUNTS:**

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) up to 29 February 2024 as presented be approved.

**471/23 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS:**

1. Cllr Griffin reminded all Cllrs of the Community Picnic on 8 June 2024; Cllr Wilson has some D-Day information to contribute.
2. Cllr Griffin reported on the very successful attendance of 2 Lytchett Minster School Council members to the quarterly LMUTC/DC Highways meeting; this liaison should be developed, possibly by attending each others future meetings.
3. Cllr Wilson advised members of the Poole Harbour Commission site, where there is a detailed report on the recent clear up of oil.
4. Cllr Burns suggested a programme of education is undertaken, to inform residents of 'who does what'.
5. Cllr Drane reported his concern on the impact to Upton of the continuing reduction of Dorset Council Library Service. Cllr Griffin advised he will drop-in to future library events.

It was **RESOLVED** due to the nature of the following business to be transacted under Agenda Item 19 to exclude the Press and Public, under the Public Bodies (Admission to Meetings) Act 1960.

**471/23 TO RECEIVE A REPORT ON STAFFING:**

Members received a confidential report on staffing matters.

It was **PROPOSED, SECONDED** and **RESOLVED** to approve the recommendations in the report.

**There being no further business, the Chair closed the meeting at 8.15pm**

Chair.....

Date.....