

LYTCHETT MINSTER & UPTON TOWN COUNCIL

A **MEETING** of the **TOWN COUNCIL** was held in the Council Chamber, 1 Moorland Parade, Moorland Way on **TUESDAY** the **19 JUNE 2018** and commenced at 7.00 p.m.

PRESENT: Councillor Mrs J M Richards in the Chair
 Councillor Mrs M Pryor
 Councillor J C Small
 Councillor P F Johns
 Councillor R Griffin
 Councillor J R Burns
 Councillor Mrs R J Wood
 Councillor M Chase
 Councillor P King

Also in attendance: County Councillor W T Pipe
 Mrs K Wright, Town Clerk
 Mrs B Lake, Office Manager
 PCSO Mike Gowans

64/18 APOLOGIES: Councillor F H Drane (personal)
 Councillor Mrs J Marston (personal)
 Councillor R Holloway (unwell)
 Councillor K Brooks (work commitments)
 Councillor Mrs M Turner (personal)

65/18 MINUTES: of the Town Council meeting held on the 15 May 2018 and the Extraordinary meeting held on the 14 May 2018 as circulated were confirmed and signed.

66/18 MINUTES: of the Annual Assembly held on the 9 May 2018 as circulated were confirmed and signed.

67/18 CLERKS REPORT:

- a. **Valuation Report Regarding Land at Hibbs Close and its Potential Disposal.** The Planning Application was considered by members on 12 June 2018 and the comments forwarded to PDC.
- b. **Minute 343/17 To consider possible transfer of land parcels from Purbeck District Council.** See Minute 75/18.

68/18 CORRESPONDENCE:

- a. A letter of thanks for the donation from the Town Council was received from Purbeck CAB.
- b. The DAPTC Extraordinary Chief Executive Circular and DAPTC Chief Executive Statement to Shadow Dorset Council Meeting was received.
- c. An invitation to attend an open day at Harbour View was received from Tapper Funeral Service. Tappers will be contacted to arrange a date for a special showing for Town Council members.
- d. Notification was received from PDC of a Purbeck Heritage Event being held on Friday 29 June on Brownsea Island.

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69/18 TO DISCUSS THE YOUTH ELEMENT OF THE TOWN:

A discussion took place on the recent spate of anti-social behaviour in the town and PCSO Mike Gowans advised that all incidents should be reported to the police. Members felt the local schools should also be advised. Enquiries will be made into an alcohol ban on the Recreation Ground. It was agreed that positive news should be better publicised and the Chairman of Upton FC will be asked for a copy of the report on the recent successful football tournament held on the Recreation Ground. It was suggested that an information board could be installed at the Rec. A volunteer is still needed to act as the Town Council Publicity Champion.

70/18 TO DEVELOP A STRATEGIC VISION FOR THE TOWN:

The Clerk will produce a pro forma for each committee to list their 5 year strategy and this will be brought back to the F&A committee.

71/18 TO CONSIDER SUBSCRIBING TO THE ‘LOCAL GOVERNMENT CHRONICLE’:

A copy of this publication will be acquired before a decision is made.

72/18 TO CONSIDER REINSTATING SPEED HUMPS IN THE RECREATION GROUND CAR PARK:

It was proposed, seconded and **RESOLVED** not to reinstate speed humps in the Recreation Ground Car Park.

73/18 TO APPOINT DAPTC REPRESENTATIVES:

No volunteers were forthcoming at the meeting and it was agreed to approach some of the absent members to ascertain if they would be interested in representing the Town Council in this capacity.

74/18 TO CONFIRM MAYORAL CHARITIES FOR 2018/19:

After discussion it was agreed that the Mayoral charities for 2018/19 will be the Leg Club and the Birds of Poole Harbour.

75/18 TO CONSIDER THE TRANSFER OF PDC ASSETS TO THE TOWN COUNCIL AS PER ATTACHED MAP:

The transfer of PDC land to the Town Council was discussed and the following was proposed, seconded and

RESOLVED

that the Town Council are willing to take over the following areas:

Moorland Way – areas 1 and 2

Cherry Hill Grove grass area

Beacon Park Estate – verges in Hickory Close and Doussie Close

Dacombe Drive area – all the land parcels

Factory Road – the grass strip on the corner

The Town Council are not willing to take over:

Moorland Way – area 3 which is believed to be subsoil.

Beacon Park Estate – the bund abutting the A35

Upton Woods and the strip abutting the A35

PDC will be advised of this decision and asked whether a commuted sum could be negotiated. It will also be suggested that they liaise with Dorset Wildlife Trust of the Woodland Trust with a view to Upton Woods being transferred to them.

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76/18 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2017/18 FOR LYTCHETT MINSTER AND UPTON TOWN COUNCIL:

It was proposed, seconded and **RESOLVED** that this be approved.

77/18 TO APPROVE THE ACCOUNTING STATEMENTS 2017/18 FOR LYTCHETT MINSTER AND UPTON TOWN COUNCIL:

It was proposed, seconded and **RESOLVED** that this be approved.

78/18 TO RECEIVE THE INTERNAL AUDITORS REPORT FOR YEAR TO 31 MARCH 2018:

It was proposed, seconded and **RESOLVED** that this be accepted.

79/18 TO RECEIVE THE REPORT TO COUNCIL ON GDPR, THE GDPR AUDIT REPORT AND GDPR ACTION PLAN JUNE 2018 VERSION ONE:

It was proposed, seconded and **RESOLVED** that this be accepted. Information is awaited from PDC as to whether they will run a GDPR training session for members.

80/18 TO APPROVE: The Data Protection Policy 2018/19

The Data Security Incident Procedure 2018/19

The Data Subject Access Request Information and Form Procedure 2018/19

The Data Privacy Impact Assessment Procedure 2018/19

- Privacy Notices:
- Basic Consent Notice
 - Councillor Privacy Notice
 - Employee Privacy Notice
 - Recruitment Privacy Notice
 - Complaints Privacy Notice
 - Civic List Consent Privacy Notice
 - Grant applications Consent Privacy Notice
 - Data Protection Contract Clauses

It was proposed, seconded and **RESOLVED** that these be approved.

81/18 ADOPTION OF COMMITTEE REPORTS:

- a) The report of the Environment committee held on 22 May 2018 as circulated was confirmed, adopted and signed.
- b) The report of the Finance & Administration committee held on 29 May 2018 as circulated was confirmed, adopted and signed.
- c) The report of the Amenities committee held on 5 June 2018 as circulated was confirmed, adopted and signed.
- d) The report of the Planning committee held on 12 June 2018 as circulated was confirmed, adopted and signed.

82/18 REPRESENTATIVES REPORTS/DORSET COUNTY COUNCIL MATTERS:

Report by Cllr Mrs J M Richards – Lytchett Minster & Upton Town Council

The Mayor and Deputy Mayor recently attend a Civic Day in Wimborne, and Cllr Mrs Richards also presented the trophy at the football tournament held on the Recreation Ground.

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82/18 REPRESENTATIVES REPORTS/DORSET COUNTY COUNCIL MATTERS:(Cont)**Report by Cllr F H Drane – Purbeck District Council**

Dorset Area Joint Committee.

This report is very lengthy and is worth reading. Matters Arising. It was agreed that a TASK ND Finish Group be established urgently on Human Resources issues. On being put the vote proposed was agreed.

Consolidated Medium Term Financial Plan.

Council Meeting 2 June 2018. Purbeck District Council.

Finance Order. The joint Committee considered a report by the Dorset Council Chief Financial Officers. Consequential Orders. The joint Committee considered a report by the Dorset Council Monitoring Officers .

.Update on interim Statutory Officers selection and the Chief Executive Appointment. Programme Risk Management. Shadow Authority Constitution . Boundary Review .Electoral Wade Mapping Submission.

Programme Highlight Report. Work Programme. These are the reports that could be read and hopefully explain the direction the new councils will be taking.

Dorset Health Scrutiny Committee.

Very lengthy reports trying to explain the direction to be taken .Public Questions and Statements for the Dorset Health Scrutiny Committee on 8 March 2018 .This is worth reading .EG The Councillors on this Committee also have a responsibility to represent their electorate 37.000 residents signed petitions to Save Poole A&E Poole & Maternity.

Dorset Health and Wellbeing Board. Also worth reading Local government reorganisation -program budget .report.

EXEMPT INFORMATION.

The public were requested to leave the chamber while the members debated this report - additional finance required to purchase.

Report by Cllr W T Pipe – Dorset County Council**Local Government Reorganisation**

The Shadow Dorset Council now exists with an interim leader in Cllr Hillary Cox, a member of the soon to be former North Dorset District Council and a Vice-Chairman in the form of West Dorset District Council Leader, Cllr Peter Shorland. Both were elected with comfortable majorities; the role of Chairman not being contested. The Interim Chief Executive of the shadow Council is the current “Proper Officer”, Debbie Ward who was appointed to this role; the interim head of paid service is Matt Prosser; the Interim Monitoring Officer is Jonathan Mair and the Interim Finance Officer is Jason Vaughan. All of these appointments went through the appropriate selection channels and were endorsed by the Dorset Council Members present at South Walks House, Dorchester on the 7 June 2018. Members of all the Dorset District & Borough Councils; Purbeck, West Dorset, North Dorset, East Dorset and the Weymouth & Portland Borough Councils are now all members of the new Dorset Council until the 15 May 2019 when the newly elected members for the authority will take over. Members who hold interim positions in the new Shadow Council will receive no remuneration for the service or time given to the new authority after a vote by members instigated by the serving members of the new authority. There were 139 voting members present (actual 108) with the shortfall being made up of 31 ‘dual-hatters’ who each had two votes as they represented two councils; namely a district or borough council and the county council.

Yesterday Cllr Rebecca Knox was elected as Chairman of the Dorset Shadow Executive with Purbeck’s Cllr Gary Suttle being elected at the Vice-Chairman.

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82/18 REPRESENTATIVES REPORTS/DORSET COUNTY COUNCIL MATTERS:(Cont)**Making it Real Forum**

An 'MIR' Forum was held at Merley Cobham Sports Club on the 7 June where I was part of the presentation team. Topics under discussion were varied and included Personal Travel Budgets; an introduction to PTB's which will replace normal bus, taxi and public transport committed transport to such places as Day Centres, Community Drop In's, Doctor's Surgeries and Hospital Appointments. Home First Hospital Discharge routines: A part of the Clinical Commissioning Group's Clinical Services Review which aims to discharge people to home to enable beds and the service to continue to serve others who need the service. It is not all about relieving "Bed Blocking", but to discharge patients in a timely manner to a safe and supported environment in their own homes. Care packages will be put in to place and these are to be monitored and enhanced if required. The "Home First" model is NOT about moving people on; it is NOT about making decisions without the patient/family/carers involvement; it is NOT about passing responsibility on; it is NOT about taking undue risks and it is NOT about less assessment. It IS about supporting discharged patients in a home and familiar environment with all facilities in place on a monitored basis to aid quicker recovery and to enable the patient to be able to live a more settled life with support in place.

Up-date on Road Enquiries

An email from Andrew Martin states that the yellow lines at Oakley Gardens have scored 130, which is not enough to get it onto this year's programme of works. It currently sits as a priority No 26 with DCC.

The Zebra crossing at Sea View Road/Dorchester Road has received complaints about the siting and safety. It now needs to go to the Regulatory Committee at DCC on the 12 July where a FINAL decision will be taken.

Criminal Justice Board

I was re-elected as Vice-Chairman of the Dorset Community Safety and Criminal Justice Board and of the Community Safety Partnership (CSP) at recent meetings of the said Board and Partnership.

83/18 TO RECEIVE THE LATEST FINANCIAL SUMMARY OF ACCOUNTS:

This was reviewed by the committee and it was proposed, seconded and **RESOLVED** that the financial summary of accounts up to the end of the month be approved.

84/18 TO APPROVE ACCOUNTS FOR PAYMENT AND TO INSTRUCT MEMBERS TO SIGN CHEQUES AND AUTHORISE PAYMENTS:

It was proposed, seconded and **RESOLVED** that the accounts for June 2018 be approved.

85/18 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS:

- a. The Clerk reported on customers with outstanding payments over 28 days.
- b. Office Cover is required for Thursday 4 October 2018 and Cllrs Burns and Chase agreed to hold a Councillors' Surgery at the Town Council Offices that morning.
- c. Cllrs Griffin and Chase met with Inspection Keel to discuss parking issues. It was agreed that the Police would look at the problems outside Waypoints, Dorchester Road. The Safer Neighbourhood team will be provided with a list of problem areas for their attention.

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85/18 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS:

- d. An item 'To consider the employment of a seasonal gardener' will be included on the agenda of a future Environment meeting.
- e. The next meeting with Highways Officers will take place on Wednesday 27 June 2018.
- f. Cllr Pipe reported briefly on which organisation will continue to receive grant aid from DCC.

There being no further business, the Chairman closed the meeting at 9.00 p.m.

Chairman.....

Date.....