

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 **21 MAY 2019** and commenced at 7.00 p.m.

PRESENT: Councillor Mrs J M Richards in the Chair
Councillor Mrs M Pryor
Councillor F H Drane
Councillor R Griffin
Councillor J R Burns
Councillor Mrs R J Wood
Councillor M Chase
Councillor Mrs J Marston
Councillor Mrs C Tilling

Also in attendance: Dorset Councillor A Brenton
Dorset Councillor A Starr
Mrs K Wright, Town Clerk
Mrs B Lake, Office Manager
Elliot Bell, Youth Advisor

01/19 TO ELECT A MAYOR FOR 2019/20:

Upon nominations being called for Cllr Mrs Richards was proposed and seconded. In the absence of any further nominations Cllr Mrs Richards was unanimously elected Mayor of Council. Cllr Mrs Richards then signed her Declaration of Acceptance of Office.

02/19 DECLARATIONS OF INTEREST:

None.

03/19 APOLOGIES: Councillor K Brooks (work commitments)
Councillor S McKell (work commitments)
Dorset Councillor W T Pipe (unwell)

04/19 TO ELECT A DEPUTY MAYOR FOR 2019/20:

Upon nominations being called for Cllr Mrs Pryor was proposed and seconded. In the absence of any further nominations Cllr Mrs Pryor was unanimously elected Deputy Mayor of Council. Cllr Mrs Pryor then signed her Declaration of Acceptance of Office.

05/19 TO INVITE MEMBERS TO SIGN THEIR DECLARATION OF ACCEPTANCE OF OFFICE AND TO COMPLETE A REGISTER OF INTERESTS FORM:

Members signed their Declaration of Acceptance of Office and completed their Register of Interests forms.

06/19 TO ELECT A CHAIRMAN OF FINANCE & ADMINISTRATION COMMITTEE:

Upon nominations being called for Cllr Mrs Richards was proposed and seconded. In the absence of any further nominations Cllr Mrs Richards was unanimously elected Chairman of the Finance & Administration Committee.

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07/19 TO ELECT THE CHAIRMAN OF COMMITTEES:

Planning Committee

Upon nominations being called for Cllr Burns was proposed and seconded. In the absence of any further nominations Cllr Burns was unanimously elected Chairman of the Planning committee.

Amenities Committee

Upon nominations being called for Cllr Mrs Pryor was proposed and seconded. In the absence of any further nominations Cllr Mrs Pryor was unanimously elected Chairman of the Amenities committee.

Environment Committee

Upon nominations being called for Cllr Griffin was proposed and seconded. In the absence of any further nominations Cllr Griffin was unanimously elected Chairman of the Environment committee.

08/19 APPOINTMENT OF COMMITTEES FOR 2019/20:

It was proposed, seconded and

RESOLVED that the committees be appointed as follows:

AMENITIES

- Cllr Mrs M Pryor (Chair)
- Cllr M Chase
- Cllr F H Drane
- Cllr Mrs R J Wood
- Cllr Mrs J Marston
- Cllr K Brooks
- Cllr Mrs C Tilling

ENVIRONMENT

- Cllr R Griffin (Chair)
- Cllr M Chase
- Cllr F H Drane
- Cllr J R Burns
- Cllr Mrs J Marston
- Cllr K Brooks
- Cllr Mrs C Tilling

PLANNING

- Cllr J R Burns (Chair)
- Cllr R Griffin
- Cllr Mrs R J Wood
- Cllr M Chase
- Cllr S McKell

FINANCE & ADMINISTRATION

- Cllr Mrs J M Richards (Chair)
- Cllr Mrs M Pryor
- Cllr F H Drane
- Cllr R Griffin
- Cllr J R Burns
- Cllr M Chase

Cllr Mrs J M Richards – Mayor of Council) ex-officio all committees
Cllr Mrs M Pryor – Deputy Mayor of Council)

09/19 MINUTES:

of the Town Council meeting held on the 16 April 2019 as circulated were confirmed and signed.

10/19 CLERKS REPORT:

- a. **Valuation Report Regarding Land at Hibbs Close and its Potential Disposal.** No further information.
- b. **Minute 343/17 & 75/18 & 382/18 & 518/18 To consider possible transfer of land parcels from Purbeck District Council.** Nothing further to report. BCP have been asked not to cut the grass at Factory Road for the time being as some areas have been laid to wildflower.

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10/19 CLERKS REPORT:(Cont)

- c. **Minute 123/18 To discuss the renewal of the lease of the Recreation Ground.** Cllr Burns reported that he was advised the best way forward was to set up a CIO to manage the Recreation Ground with representatives from the Town Council and Turbary Trust. This would replace the Recreation Ground Trust. A meeting to discuss this will be held on a date to be arranged.
- d. **Minute 150/18 Risk Assessment of land susceptible to trespass within the Town.** No further information.
- e. **Minute 202/18 Lytchett Bay Nature Park Partnership.** Notes from meeting are available from the members area. Cllr Chase advised that the photo competition is underway and a survey was undertaken to look at the number of deer.
- f. **Minute 316/18 To consider providing an information board on 'Upton in Wartime'.** Cllr Griffin reported that no response was received from members of public, however Cllr Brooks had provided some useful information.
- g. **Minute 317/18 To consider the provision of lighting at the front of the Town Council Offices.** This has been completed and will be removed from the minutes.
- h. **Minute 321/18 Annual Newsletter.** Cllr Mrs Richards advised that reports has been received from Cllrs Mrs Pryor, Griffin and Burns. No hard copy of the newsletter will be produced on this occasion but copies will be on the website and notice boards.
- i. **Minute 384/18 Operation London Bridge.** This matter is in hand.
- j. **Minute 515/18 To appoint a fire warden for each Town Council owned premises.** Fire wardens are yet to be appointed for 1, 1A, 1B Moorland Parade and the Grove.
- k. **Minute 516/18 Remedial Works required to Clocktower and associated quotes.** Quotes of £10,853 and £2,545 to repair the clocktower were received. It will be ascertained whether the lower quote includes an annual service, and how much it would cost for cleaning. A quote of £680 was received to repair the door.

11/19 CORRESPONDENCE:

None.

12/19 ADOPTION OF COMMITTEE REPORTS:

- a) The report of the Environment committee held on 23 April 2019 as circulated was confirmed, adopted and signed.
- b) The report of the Amenities committee held on 7 May 2019 as circulated was confirmed, adopted and signed.
- c) The report of the Planning committee held on 14 May 2019 as circulated was confirmed, adopted and signed.

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13/19 REPRESENTATIVES REPORTS/DORSET COUNTY COUNCIL MATTERS:

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

Cllr Mrs Richards recently attended the Mayor of Wimborne’s farewell event and the funeral of Wareham Councillor Eric Osman. On behalf of Upton in Bloom she judged the road safety painting competition. See Minute 24/19 Items of Report.

Report by Cllr A Brenton – Dorset Council

Cllr Brenton reported that the new Dorset Council was a work in progress and all members are attending training. Committee meetings commence at the end of the week.

Report by Cllr A J Starr - Dorset Council

Cllr Starr reported briefly on the first meeting of the new Dorset Council at which Environmental protesters were also present.

Report by Jordan Down, Lytchett Minster and Upton Town Council Assistant Groundsman

Mr Down submitted a written report on his recent visit to Delft in Holland (see attached).

14/19 TO APPRAISE MEMBERS OF A RECENT ISSUE REGARDING BREACH TO THE TOWN COUNCIL’S CODE OF CONDUCT AND TO AGREE REMEDIAL ACTIONS:

Members were appraised of the situation.

15/19 TO CONFIRM THAT LYTCHETT MINSTER AND UPTON TOWN COUNCIL ARE ELIGIBLE TO USE THE GENERAL POWER OF COMPETENCE BY HAVING A CILCA QUALIFIED CLERK AND 2/3 ELECTED MEMBERS:

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

16/19 TO APPOINT DAPTC REPRESENTATIVES AND THEIR REQUEST FOR INFORMATION:

It was proposed, seconded and **RESOLVED** that Cllrs Mrs Richards and Burns will continue in this capacity.

17/19 TO ACCEPT THE FLOOD WARDEN’S REPORT AND LEAFLET:

After discussion members agreed to receive the report rather than accept. An item relating to the appointment of a Flood Warden will be included on the agenda of the next Environment committee.

18/19 TO RECEIVE AND APPROVE:

- Zurich Insurance Police yll-272006-5263 1/6/19 – 31/5/20 (Year 3 of 3 Year Agreement)**
- Health and Safety Policy**
- Financial Risk Assessment**
- Review of Effectiveness of Internal Audit**
- Risk Assessments**
- Asset Register**
- Standing Orders**
- Financial Regulations**
- Code of Conduct**

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

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19/19 TO SIGN ALLOTMENT AGREEMENT 2019-2023:

It was proposed, seconded and **RESOLVED** that the agreement be signed.

20/19 TO DISCUSS PROJECT TO IMPROVE FRONTAGE TO THE GROVE:

An item to discuss this will be included on the agenda of the next Amenities meeting and in the interim members are asked to undertake a site visit.

21/19 TO APPROVE FOR THE PERIOD 2019 – 2021

- a) **the use of variable direct debit for payment of utilities**
- b) **the use of BACS payments for the payment of invoices and salaries**

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

22/19 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 May 2019 be approved.

23/19 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.

24/19 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS:

- a) Cllr Mrs Richards reported that she judged the road safety poster competition and the winning entries will be displayed around the town. The cost of having four posters made will be investigated. Copies will also displayed on the Town Council website, the Clarion and the Link. Cllr Griffin undertook to write a report for the Echo.
- b) A request was received from the Carnival committee for permission to site banners at the Recreation Ground, Clocktower and Jubilee Garden. Permission was granted for the Recreation Ground and Clocktower, however it wasn't felt appropriate for a banner to be sited at Jubilee Garden, however it will be suggested it go on the railing by the crossing subject to the owner's permission.
- c) Cllr Drane raised the issue the of the involvement of Dorset Councillors attending Town Council meetings.
- d) Cllr Chase considered that projects such as Frampton Terrace and the Pump Track should be discussed in further detail. An item to consider short, medium and long term projects will be included on the agendas of the relevant committees.

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

Chairman.....

Date.....

