

# LYTCHETT MINSTER AND UPTON TOWN COUNCIL



There will be a Meeting of the Town Council to be held on **Tuesday 19 March 2024** at **The Council Offices, 1 Moorland Parade, Moorland Way, Upton, BH16 5JS** at **6.30 pm**.

**Signed: Karen Cane, Town Clerk**  
**13 March 2024**

Prior to consideration of the following Agenda, there will be a democratic quarter of an hour, which may be extended at the discretion of the Town Council, during which time members of the public may speak. During the course of the meeting, members of the public and our elected representatives from the Dorset Council may indicate they wish to speak, and, at the discretion of the Chairman, and with the approval of the Members, they may be allowed to do so on points of information only. The Council may on occasion invite members of the public to comment on specific issues where points of information or their particular knowledge on a subject might prove of benefit to the Committee. Following the democratic session, members of the public are welcome to remain in the meeting to observe, as per the Public Bodies (Admission to Meetings) Act 1960.

Members are reminded that the 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, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

## **AGENDA**

1. Public Participation
2. To receive Declarations of Interest (Councillors are reminded of their obligations to declare their interests under the Model Code of Conduct as defined by regulations made under Section 30 (3) of the Localism Act 2011) and consideration of requests for Grants of Dispensations in respect of Disclosable Pecuniary Interests.
3. Apologies for absence.

**Karen Cane CiLCA PSLCC**  
**Town Clerk**

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To receive and approve apologies for absence including reasons given– please can Members aim to give their apologies by email or telephone by 5pm on the day of the meeting

4. To receive the Minutes of the Meeting of the Town Council held on 20 February 2024.
5. To receive the Clerk's and Outside Operations Manager's Report.
6. Correspondence: None
7. To receive Committee minutes and to 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 RECOMMENDED** 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).

##### **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 RECOMMENDED** to purchase a new scanner.

#### **Finance & Administration – 5 March 2024**

##### **434/23 TO DISCUSS STAFFING**

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

**Karen Cane CiLCA PSLCC  
Town Clerk**

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

It was **PROPOSED, SECONDED** and **RECOMMENDED** 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.
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8. To renew the trusteeship of Mr R SeQueira on the Turbary Allotment Trust for a further four years.
  9. To approve the Calendar of Meetings for 2024/25.
  10. To renew the lease of 1A Moorland Parade with Dorset Healthcare University NHS Foundation Trust.
  11. To consider the arrangement for the Town's Remembrance Parade in 2024.
  12. To review the Council's project plan.
  13. Representatives Reports (Mayoral/Dorset Council Members/LUBCA/Upton Together Upton In Bloom etc.).
  14. To receive any updates to the Risk Register.
  15. To receive the latest financial summary of accounts.
  16. To approve accounts for payment for March 2024 up to day of meeting, and note the full February 2024 payment list.
  17. To receive and approve the bank reconciliations for all Council accounts up to 29 February 2024.
  18. Items of report (including publicity opportunities) and matters for future agendas.

**Due to the nature of the following business to be transacted under agenda item 19, the Council should resolve to exclude the Press and Public, Under the Public Bodies (Admission to Meetings) Act 1960.**

19. To receive a report on staffing

The next full Town Council meeting to be held on Tuesday 16 April 2024 at 1 Moorland Parade, Upton commencing at 6.30 pm.

**Karen Cane CiLCA PSLCC  
Town Clerk**

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