

## LYTCHETT MINSTER & UPTON TOWN COUNCIL

An **ON-LINE ZOOM ANNUAL MEETING** of the **TOWN COUNCIL** was held on **TUESDAY** the **5 MAY 2021** and commenced at 7.00 p.m.

**PRESENT:** Councillor Mrs M Pryor in the Chair  
Councillor M Chase  
Councillor F H Drane  
Councillor S McKell  
Councillor D Wilson  
Councillor J Sheldon  
Councillor W T Pipe

**Also in attendance:** Dorset Councillor A Brenton  
Mrs K Cane, Town Clerk  
Mrs B Lake, Office Manager

Before the business of the evening commenced Cllr Mrs Pryor advised members that Cllr Mrs Joy Marston had sadly passed away on 30 April.

### **01/21 TO ELECT A MAYOR FOR 2021/22:**

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 Mayor of Council and agreed to sign her Declaration of Acceptance of Office. Given the virtual nature of the meeting, the submission of the signed Declaration would be submitted to the office at her earliest convenience.

### **02/21 DECLARATIONS OF INTEREST:**

None.

**03/21 APOLOGIES:** Councillor K Brooks (work commitments)  
Councillor J R Burns (unwell)  
Councillor R Griffin (personal)  
Dorset Councillor A J Starr (unwell)

### **04/21 TO ELECT A DEPUTY MAYOR FOR 2021/22:**

Upon nominations being called for Cllr Chase was proposed and seconded. In the absence of any further nominations Cllr Chase was unanimously elected Deputy Mayor of Council and agreed to sign his Declaration of Acceptance of Office. Given the virtual nature of the meeting, the submission of the signed Declaration would be submitted to the office at his earliest convenience.

### **05/21 TO ELECT A CHAIRMAN OF FINANCE & ADMINISTRATION 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 Finance & Administration Committee.

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**06/21 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 Chase was proposed and seconded. In the absence of any further nominations Cllr Chase was unanimously elected Chairman of the Environment committee.

**07/21 APPOINTMENT OF COMMITTEES FOR 2021/22:**

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 S McKell
- Cllr K Brooks
- Cllr J Sheldon
- Cllr W T Pipe

**ENVIRONMENT**

- Cllr M Chase (Chair)
- Cllr K Brooks
- Cllr D Wilson
- Cllr F H Drane
- Cllr J R Burns
- Cllr W T Pipe
- Cllr R Griffin

**PLANNING**

- Cllr J R Burns (Chair)
- Cllr S McKell
- Cllr M Chase
- Cllr D Wilson
- Cllr W T Pipe
- Cllr R Griffin

**F & A**

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

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

**08/21 MINUTES:** of the Town Council meeting held on the 20 April 2021 as circulated were confirmed and signed.

**09/21 CLERKS REPORT:**

- a. **Valuation Report Regarding Land at Hibbs Close and its Potential Disposal.** The DC Planning Officer responsible for this application (6/2020/0169) has advised that an issue with the 106 agreement has held up a decision on this application and this is being investigated.

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**09/21 CLERKS REPORT:(Cont)**

- b. **Minute 123/18 To discuss the renewal of the lease of the Recreation Ground.** Agreements made at the last TC meeting have been enacted.
- c. **Minute 40/21 Speed Limit Reduction New Road, Lytchett Minster and associated access roads to Lytchett Minster School.** No further information.
- d. **Minute 61/20 Footpath Junction of Dorchester Road and Huntick Road to Courtyard Centre.** DC have agreed to install the sign to warn drivers of pedestrians in road – no further information.
- e. **Minute 198/20 To receive feedback on the recent Traffic Regulation Order in Pony Drive, Upton** Dorset Council have been advised of the TC's decision to continue with original proposal, but have responded that this will need to be taken for committee approval as there were far more consultation responses received which did not support the original proposal than were for it. A timescale for this has yet to be established.

**10/21 CORRESPONDENCE:**

Notification of a CIL payment of £3,700.23 was received from Dorset Council.

**11/21 TO INVITE MR RAY GRIFFIN TO SIGN HIS DECLARATION OF ACCEPTANCE OF OFFICE FOLLOWING HIS SUCCESSFUL CO-OPTION TO LYTCHETT MINSTER AND UPTON TOWN COUNCIL AND TO SUBMIT HIS REGISTER OF INTERESTS:**

Cllr Griffin was absent but submitted his Declaration of Acceptance of Office and Register of Interests prior to the meeting.

**12/21 ADOPTION OF COMMITTEE REPORTS:**

- a) The report of the Environment committee held on 27 April 2021 as circulated was confirmed, adopted and signed.  
It was noted that the Finance and Administration Minutes from 4 April had been omitted. The Clerk offered apologies for this oversight, and this will be presented at the meeting on 22 June for ratification.

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**13/21 REPRESENTATIVES REPORTS (INCLUDING LUBCA/DORSET COUNTY COUNCIL MATTERS:**

**Report by Cllr A Brenton – Dorset Council**

It has been a tricky year and not in any way typical. It can be difficult sometimes to know what the officers are doing as they work from home and have more power under delegation. Sometimes we are not informed before a press release is issued so we have to fend off annoyed residents. Though most problems and issues relate to Weymouth and Dorchester.

We still get emails objecting to the Local Plan, but we now have to wait to see what adjustments are made in the next draft.

The current issues with removal of legal power of virtual meetings before instigation of face-to-face meetings has caused much annoyance and concern as it has in smaller councils. The guidance and different interpretations of guidelines by DAPTC and NALC do not help matters.

The interim arrangements may cause more decisions to be delegated, this may cause some issues with Planning decisions, if Committee goes against an Officers recommendation.

I attended a very interesting Firewise Seminar and wonder if there would be interest or need for a Firewise street initiative. Has Upton heath fires ever threatened Upton? Beacon Road, Corfe Mullen has set an example. There are check lists and suggestions of actions for residents and council maintenance teams which may be useful.

**Cllr S McKell – Upton Together**

The volunteer list has been updated and there are approximately 48 members. 40 of these are volunteering at the vaccination centre at Poole Docks which will be operating until 8.30 pm to accommodate people who have returned to work.

Upton Together have been called upon just once by the Volunteer Dorset.

**14/21 TO APPROVE THE EXTENDED ABSENCE OF CLLR DRANE AND CLLR MRS MARSTON DUE TO PERSONAL CIRCUMSTANCES:**

This item is no longer relevant.

**15/21 TO RECEIVE STAFFING UPDATE:**

See attached report.

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**16/19 TO RECEIVE AND APPROVE:**

- Zurich Insurance Police yll-272006-5263 1/621 – 31/5/22**
- (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 with a slight amendment to Standing Orders.  
 Thanks were recorded to Cllr Brooks for his work on the risk assessments.

**17/21 TO APPROVE FOR THE PERIOD 2021-2022**

- 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.

**18/21 TO APPROVE ACCOUNTS FOR PAYMENT AND TO INSTRUCT MEMBERS TO SIGN CHEQUES AND AUTHORISE PAYMENTS:**

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

**19/21 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS:**

- a) The Clerk reported that after 7 May 2021 virtual meetings will not be permitted. The next full Council meeting will take place face to face on 22 June 2012 and it be ascertained whether committee meetings can be held virtually in the interim.**
- b) A date will be arranged for the Annual Assembly to take place towards the end June/beg July subject to availability of St Dunstans Church.**

**There being no further business, the Chairman closed the meeting at 7.50 p.m.**

Chairman.....

Date.....

