

## LYTCHETT MINSTER & UPTON TOWN COUNCIL

A **MEETING** of the **TOWN COUNCIL** was held on **TUESDAY** the **22 JUNE 2021** and commenced at 7.00 p.m.

**PRESENT:** Councillor Mrs M Pryor in the Chair  
Councillor M Chase  
Councillor F H Drane  
Councillor J R Burns  
Councillor K Brooks  
Councillor S McKell  
Councillor J Sheldon  
Councillor W T Pipe

**Also in attendance:** Mrs K Cane, Town Clerk  
Mrs B Lake, Office Manager

### **20/21 DECLARATIONS OF INTEREST:**

Cllr Mrs Pryor expressed an interest in Minute 34/21.

**21/21 APOLOGIES:** Councillor D Wilson (holiday)  
Councillor R Griffin (unwell)

**22/21 MINUTES:** of the Town Council meeting held on the 5 May 2021 as circulated were confirmed and signed.

### **23/21 CLERKS REPORT:**

- a. **Valuation Report Regarding Land at Hibbs Close and its Potential Disposal.** It was reported that this is moving forward and should be completed in a few weeks.
- b. **Minute 123/18 To discuss the renewal of the lease of the Recreation Ground.** This is ongoing and is in the hands of the Turbary Trust.
- 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.** No further information.

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**23/21 CLERKS REPORT:(Cont)**

- 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. The other areas in Upton are currently with the Portfolio holder to give the authority to proceed. Once this happens a date will be made to make the orders and the signs and lines will be scheduled to be done when possible.

**24/21 CORRESPONDENCE:**

- a) Notification was received from East Dorset & Purbeck CAB regarding the merger of both organisations into a single entity.
- b) Information on the Protocol for Managing Unauthorised Gypsy and Traveller Encampments was received from Dorset Council. It was reported that a Court Hearing took place regarding the family in Lytchett Minster and an Order for Possession for an Order for costs will be served.
- c) Notification was received from BT that they are proposing to remove the payphones from Poole Road and Moorland Way. Members had no objection to this proposal.

**25/21 ADOPTION OF COMMITTEE REPORTS:**

- a) The report of the Finance & Administration committee held on 6 April 2021 as circulated was confirmed, adopted and signed.

**26/21 REPRESENTATIVES REPORTS (INCLUDING LUBCA/DORSET COUNTY COUNCIL MATTERS:**

Report by Cllr A J Starr – Dorset Council

As ever much of the local stuff is not necessarily local to us but in place and at resources overview we had a report from consultants conducting an inspection of our Waste Services. Much of the substance of the report was quite complimentary but there is a need for better use of route optimisation software to better streamline the service and a need for newer and better vehicles. As you may know we do seem to be having quite a lot of breakdowns lately.

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**26/21 REPRESENTATIVES REPORTS (INCLUDING LUBCA/DORSET COUNTY COUNCIL MATTERS:(Cont)**

We have also been trying to tighten up our response to the threat to our countryside posed by disposable BBQs and sky lanterns. There has been a service review of Tourist Information Centres. These days most tourists tend to rely on the internet to help them research the area but the services the TICs provide often extends beyond their traditional remit. However the Council is always looking to reduce its expenditure as I'm sure you can imagine. Dorset Council is taking very seriously its commitment of Dorset's Digital Vision and we have been hearing some intriguing things about the potential benefits of 5G, with projects such as constant environmental monitoring and more efficient and environmentally sensitive farming practices.

**27/21 TO CONSIDER FENCING OFF TOWN COUNCIL OWNED GARDEN PLOTS AT FRAMPTON TERRACE:**

It was reported that the Lees family have no objection to the Council fencing off plots they own at Frampton Terrace and it was proposed, second and **RESOLVED** to pursue this using post and rail fencing.

**28/21 TO CONSIDER A MEMORIAL WITHIN THE TOWN FOR CLLR MRS JOY MARSTON:**

After discussion it was agreed to plant a tree in memory of Cllr Mrs Joy Marston at a location to be decided.

**29/21 TO APPOINT A TOWN COUNCIL REPRESENTATIVE TO DAPTC:**

Cllr McKell volunteered to represent the Town Council in this capacity, with Cllr Brooks as reserve.

**30/21 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR 2020/21:**

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

**31/21 TO APPROVE THE ACCOUNTING STATEMENTS FOR 2020/21:**

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

**32/21 TO RECEIVE THE INTERNAL AUDITORS REPORT YEAR TO 31 MARCH 2021:**

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

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**33/21 TO CONSIDER OPEN SPACES POLICY:**

During discussion it was requested that Factory Road and the Dacombe spaces be added to the list and the Clerk will revise the Open Spaces guidelines accordingly. Concern was expressed about the state of the wildflower area by the Poole Road wall and this will be cut. This document to be regarded as guidance on how Town Council land and open spaces should be used, but not a formal policy as such as it is too costly to create bye laws to be enforced if the policy is breached.

**34/21 TO CONSIDER STREET LIGHTING UPGRADES ON TOWN COUNCIL STREET LIGHTS:**

Quotes to upgrade street lighting in Maylyn Road (£320.60) and The Crossways (Option 1 £2179.89 or Option 2 £3009/63) were received from SSE. After discussion it was proposed, seconded and **RESOLVED** to accept the quotes for the maximum amount on the understanding that further information is ascertained from SSE about the proposed length of time that both options will take, likely disruption, and what the life expectancy of existing wooden column is. Once all these aspects have been established, the Clerk will determine the best option and commence advising residents and placing the order with SSE for the replacement of lights at The Crossways which may be at the lower cost (option 1).

**35/21 TO RECEIVE REPORT FROM UPTON TOGETHER:**

The Food Bank has been scaled back as the demand has dried up. We will still have food for 5 family size boxes which will be moving with me to a lock-up in Dacombe Drive. The tins and pasta that are left will go to families that we have helped already. Anything that is left – soup, nappies etc will go to local good causes.

Volunteer Dorset will no longer fund the food in Dorset as the funding was stopped on 31 May.

But this can all be resurrected overnight. The giving boxes will be recalls. Our thanks to the shops that took part.

The lock-up that we have been using for the Food Bank the past year will be given back to the lady that stepped forward with the offer 15 months ago. I will be sending a thank you letter and a bunch of flowers from Upton Together.

The Port volunteers are ticking over, we supply 8 to 10 volunteers on a weekly basis.

3 A3 'thank you' posters will be produced for the food banks.

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**36/21 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 31 May 2021 be approved.

**37/21 TO APPROVE ACCOUNTS FOR PAYMENT AND TO INSTRUCT MEMBERS TO SIGN CHEQUES AND AUTHORISE PAYMENTS. TO RECEIVE FULL PAYMENTS LIST FOR MAY 2021:**

It was proposed, seconded and

**RESOLVED** that the accounts be approved.

**38/21 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS:**

- a) The Clerk reported that the Help Centre continues to operate 2 days a week. Footfall is very low and members were asked to consider what other services could be offered to increase this.
- b) Cllr Mrs Pryor will arrange a date for a cemetery inspection to take place.
- c) The Annual Town Assembly for Wednesday 30 June was publicised but no response received from members of the public so this will be cancelled and rescheduled for late September.
- d) The Clerk attended DAPTC Code of Conduct training session and reminded members to book a slot. The Register of Interest system is changing to a web form from mid July 2021. A Community Governance Review will be forthcoming and need to be considered at a future date.
- e) Storage capacity for grounds maintenance is an issue and the Beacon Association will be contacted to ask if they can take back road signs and cones that the Town Council has been storing on their behalf.
- f) Members agreed that they are happy to continue receiving agendas by email.
- g) Cllr Chase advised that there have been no PACT meetings for some time and the leader has moved away. He felt it would be beneficial if a police representative was able to hold a surgery at the Town Council Help Centre.
- h) Cllr Chase reported that a drainage company had used cameras to investigate the issues with tree roots at Jubilee Gardens and the Council will discuss removing the trees at a future meeting.
- i) Cllrs Chase and Pipe are meeting the Dorset Council Highways Engineer on Monday 28 June.
- j) The Upton in Bloom judging will take place towards the end of July.

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**38/21 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS:(Cont)**

- k) Complaints have been received about speeding in Organford Road and previous correspondence on this will be checked. Cllr Chase suggested that any roads considered suitable for a 20 mph speed limit should be advised to the Clerk and then put to the Police.

**There being no further business, the Chairman closed the meeting at 8.25 p.m.**

Chairman.....

Date.....