

LYTCHETT MINSTER & UPTON TOWN COUNCIL

The **ANNUAL MEETING** of the **TOWN COUNCIL** was held on **TUESDAY the 24 May 2022** in the Council Chamber, 1 Moorland Parade, Moorland Way at 7.00 p.m.

PRESENT: Councillor Mrs M Pryor in the Chair
 Councillor M Chase
 Councillor J R Burns
 Councillor F H Drane
 Councillor S McKell
 Councillor W T Pipe
 Councillor R Griffin
 Councillor D Wilson
 Councillor P Thompson (as from Minute No 11/22)

Dorset Councillor A Brenton
 Dorset Councillor A Starr

Also in attendance: Mrs K Cane, Town Clerk
 Mrs K Osborne, Deputy Town Clerk

01/22 TO ELECT A MAYOR FOR 2022/23 AND TO RECEIVE THEIR ACCEPTANCE OF OFFICE FORM:

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.

02/22 TO RECEIVE DECLARATIONS OF INTEREST:

There were no declarations of interest.

03/22 APOLOGIES:

Apologies were received from Cllr J Sheldon.

04/22 TO ELECT A DEPUTY MAYOR FOR 2022/23 AND TO RECEIVE THEIR ACCEPTANCE OF OFFICE FORM:

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.

05/22 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.

06/22 TO ELECT THE CHAIRMEN OF COMMITTEES:

I) PLANNING II) AMENITIES III) ENVIRONMENT

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.

07/22 APPOINTMENT OF COMMITTEES FOR 2022/23:

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 J Sheldon
Cllr W T Pipe

ENVIRONMENT

Cllr M Chase (Chair)
Cllr S McKell
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 (C)
Cllr F H Drane
Cllr J R Burns
Cllr M Chase

Ex-officio all committees

Cllr Mrs M Pryor – Mayor
Cllr M Chase - Deputy Mayor

08/22 MINUTES: of the Town Council meeting held on the 19 April 2022 as circulated were confirmed and signed.

09/22 CLERK'S REPORT

- a. **Minute 123/18 To discuss the renewal of the lease of the Recreation Ground.** It was reported that the Trustees of the newly formed CIO had held their inaugural meeting. Cllr Chase and Mr A Trickett were elected as Co-Chairs.

Cllr Griffin had resigned as a trustee which created a Town Council vacancy.

It was proposed and seconded and **RESOLVED** that Cllr Pipe be a trustee of the CIO as a representative for the Town Council.

- b. **Lytchett Minster and associated access roads to Lytchett Minster School.** Dorset Council Officer, C Peck would be attending the June meeting to discuss various issues including cycleways, and the removal of white lines through Lytchett Minster.
- c. **Minute 61/20 Footpath Junction of Dorchester Road and Huntick Road to Courtyard Centre.** No further information.
- d. **Minute 34/21 Street Light Upgrades** The lights at Crossways have now been upgraded and this had been publicised. It was agreed to obtain a quote from Enervo to carry out the upgrade to the remaining lights at Ropers Lane.
- e. **Minute 48/21 Flooding in Lytchett Minster and Upton.**
Cllr Wilson reported that following a site meeting with Dorset Council which was held some time ago, 2 issues behind the flooding at Lytchett Minster had been identified for further investigation. Since this meeting there had been no further update. Dorset Council would be contacted for an update.
- f. **Minute 49/21 Request for traffic calming measures on Dorchester Road, Lytchett Minster.**
This would be discussed with Dorset Council Officer C Peck when he attends the June meeting. A possible option to raise awareness with drivers that may be unfamiliar to the area was to request the caravan park disseminates information to their visitors upon their arrival.

- a. A CIL receipt of £3,480.34 had been received for the development at Heights Approach.
- b. CAB Quarterly Report – this was noted by Members.

11/22 TO CO-OPT TO A TOWN COUNCILLOR VACANCY

It was proposed, seconded and **RESOLVED** that Mr Paul Thompson be co-opted to the Town Council and he agreed to sign his Declaration of Acceptance of Office. It was agreed that Cllr Thompson would serve on the Amenities and Planning Committees.

12/22 REPORTS OF COMMITTEES

There were no committee reports to consider.

13/22 REPRESENTATIVES REPORTS (INCLUDING LUBCA/UPTON IN BLOOM/UPTON TOGETHER)/DORSET COUNTY COUNCIL MATTERS.

Dorset Councillor Brenton – see report attached

Dorset Councillor Pipe – see report attached

Upton Together:

Cllr McKell advised that Upton Together had re-commenced volunteering at the Covid-19 vaccination centre at Poole Ferry Port.

The project had also been recognised as a Heroic Community Group by Dorset Council and the Volunteer Centre Dorset. A vote of thanks to Upton Together for all its work since the pandemic was recorded.

Upton In Bloom:

Cllr Griffin reported that preparations were well underway for the South & South East in Bloom and Britain in Bloom judging in July.

14/22 TO ESTABLISH A WORKING PARTY TO UNDERTAKE A REVIEW OF COUNCIL GOVERNANCE STRUCTURE, COMMITTEES AND ASSOCIATED TERMS OF REFERENCE:

Members received a report recommending that a working party be formed to review the governance of the Council, as agreed at the Town Council meeting held on 19 April 2022. Whilst the review takes place, the current committee structure would continue.

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14/22 TO ESTABLISH A WORKING PARTY TO UNDERTAKE A REVIEW OF COUNCIL GOVERNANCE STRUCTURE, COMMITTEES AND ASSOCIATED TERMS OF REFERENCE: (cont)

It was proposed and seconded and **RESOLVED** that a Governance Review Working Party be formed with its membership comprising of Councillors Chase, Burns, Pipe and Griffin. The working party would be required to initially consider its terms of reference which would be presented at the next Town Council meeting for formal approval. Thereafter, the Working Party would report back to each Town Council meeting with its recommendations.

15/22 TO RECEIVE AND APPROVE:

Zurich Insurance Policy YLL-272006-5263
 Health and Safety Policy
 Standing Orders
 Financial Regulations
 Financial Risk Assessment
 Review of Effectiveness of Internal Audit
 Risk Assessments
 Asset Register
 Code of Conduct
 Complaints Procedure
 Data Protection/GDPR Policies/Freedom of Information Procedures
 Press/Media Policy

The option to outsource the payroll was discussed but it was deemed unnecessary at the current time.

It was proposed, seconded and

RESOLVED that documents be approved.

Members noted their appreciation to the Town Clerk and office staff in compiling the documents.

16/22 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR 2021/22

It was proposed and seconded and **RESOLVED** that the Annual Governance Statement for 2021/22 be approved for signing by the Town Mayor and Town Clerk.

17/22 TO APPROVE THE ACCOUNTING STATEMENTS FOR 2021/22

It was proposed and seconded and **RESOLVED** that the Accounting Statement for 2021/22 be approved for signing by the Town Mayor and Town Clerk.

18/22 TO RECEIVE THE INTERNAL AUDITORS REPORT YEAR TO 31 MARCH 2022

The report from the Internal Auditor was received and noted.

19/22 TO APPOINT A DAPTC REPRESENTATIVE TO SERVE ON AREA COMMITTEES ONCE A QUARTER.

It was proposed and seconded and **RESOLVED** that Cllr F Drane be appointed as the Town Council's DAPTC representative.

20/22 TO APPROVE FOR THE PERIOD 2022-2023

- 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.

21/22 TO RECEIVE THE LATEST FINANCIAL SUMMARY OF ACCOUNTS

This was reviewed by the Council and it was proposed, seconded and **RESOLVED** that the financial summary of accounts be approved.

22/22 TO APPROVE ACCOUNTS FOR PAYMENT FOR MAY 22 UP TO DAY OF MEETING, AND A FULL APRIL 22 PAYMENT LIST

It was proposed, seconded and **RESOLVED** that the accounts for payment as presented be approved.

23/22 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS

1. Cllr McKell requested that security at Upton Recreation Ground and The Grove be added as a future agenda item for consideration. The Town Clerk advised that she was due to meet with Dorset Police Crime Prevention Officer to discuss options to improve security at the grounds including CCTV.
2. To acknowledge Lytchett Bay View's recent local nature reserve status, it was agreed that the Town Council would consider options to celebrate this achievement at its next meeting.

There being no further business, the Chair closed the meeting at 8.50pm.

Chair.....
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Date.....
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