

## LYTCHETT MINSTER & UPTON TOWN COUNCIL

A meeting of the **TOWN COUNCIL** was held on **TUESDAY 14 FEBRUARY 2023** in the Council Chamber, 1 Moorland Parade, Moorland Way at 7.00 p.m.

**PRESENT:**

- Councillor Mrs M Pryor in the Chair
- Councillor R Burns
- Councillor S McKell
- Councillor D Wilson
- Councillor J Sheldon
- Councillor R Griffin
- Councillor P Thompson
- Councillor D White
- Councillor C Evans

**Also in attendance:**

- Mrs K Cane, Town Clerk
- Mrs S Samways, Administration Officer
- Mr Paul Merifield, Outside Operations Manager
- Mr Robert Meacham, Outside Operations Assistant

### **301/23 DECLARATIONS OF INTEREST AND APOLOGIES FOR ABSENCE:**

There were no Declarations of Interest received.

Apologies for absence were received from:

- Councillor M Chase (unwell)
- Councillor Mrs K Austin (family event)
- Councillor W T Pipe (holiday)
- Councillor C Squires (study)
- Dorset Councillor A Brenton (DC Meeting)
- Mrs K Osborne, Deputy Town Clerk (holiday)

**302/23 MINUTES:** of the Town Council meeting held on the 17 January 2023 as circulated were confirmed and signed.

### **303/23 CLERKS REPORT:**

- a. **Minute 123/18 & 150/22 To discuss the renewal of the lease of the Recreation Ground.** Dorset Community Action provided a training session on the role and responsibilities of a trustee on 1 February 2023. Both trustees of the CIO and Turbary Trust were in attendance plus a couple of individuals who are interested in joining the CIO. The training session proved to be very useful. DCA will be visiting again early March to aid discussions between the CIO and Town Council on the best options for the management agreement (SLA) between the two parties. In the interim a meeting will be held with the TC solicitor to review the lease and to address some issues raised around the agreement with the Town Council.
- b. **Minute 14/22 To establish a working party to undertake a review of council governance structure, committees and associated terms of reference.** See Minute 308/23.

- c. **149/22 To review land holding at 21, 23, 31 and 33 Poole Road.** See Minute 307/23.
- d. **Minute 269/23 Condition report on the Grove and Pavilion and associated sites.** Procurement regulations are being researched to ensure works are carried out in accordance with Council's Financial Regulations. The most urgent repairs (leaking roof and loose roof tiles) have been actioned. An asbestos test has been carried out on the broken ceiling in the Grounds Man Mess Room and proved negative for asbestos.

#### **304/23 CORRESPONDENCE:**

Members received the Invitation to DAPTC Councillors Networking Event on 9 March 2023. Several members highlighted their interest in attending and will advise once diaries have been checked. It was noted that this is an important forum to raise some of the issues directly with the relevant teams. It was advised that staff will attend the event with the Place Team representatives to continue to forge positive relationships.

#### **305/23 TO RECEIVE COMMITTEE MINUTES AND RESOLVE RECOMMENDATIONS:**

- a) The report of the Environment Committee held on 24 January 2023 as circulated was confirmed, adopted and signed.
- b) The report of the Amenities Committee held on 31 January 2023 as circulated was confirmed, adopted and signed.
- c) The report of the Planning Committee held on 7 February 2023 as circulated was confirmed, adopted and signed.

#### **306/23 TO RECEIVE REPORT ON RECORDING/LIVE STREAMING OF TOWN COUNCIL MEETINGS.**

After discussion it was proposed, seconded and **RESOLVED** to delay this activity until required by legislation to do so.

#### **307/23 TO RECEIVE REPORT ON USAGE OPTIONS OF LAND HOLDINGS AT POOLE ROAD.**

This report was received, discussed and noted. Cllr Burns thanked the Outside Operations Manager for the quality of the report, which was echoed by the remainder of the Council.

It was proposed, seconded and **RESOLVED** to adopt the contents of the report, and that the neighbours be updated. Work will commence with 31 and 33, and that remaining plots be looked at thereafter, with a view to reducing the tenancy length of the rented out plot to just one year.

**308/23 TO RECEIVE REPORT FROM THE GOVERNANCE WORKING PARTY:**

Members discussed the content on the interim update from the GWP.

Feedback for the GWP was a) consideration of fixed committee numbers b) Re-look at Councillor Protocol and for members to be presented with existing example protocols.

Members were reminded that a great deal of work had gone into the review thus far, but ultimately it will be for Council to adopt recommendations. At least two further meetings are planned.

**309/23 TO APPROVE CALENDAR OF MEETINGS FOR 2023/24**

It was requested to produce a calendar not in line with fiscal year but in line with the Council year, commencing with the first meeting (Annual Meeting of the Town Council).

**310/23 REPRESENTATIVES REPORTS (INCLUDING DORSET COUNCIL MEMBERS / LUBCA / UPTON TOGETHER/ UPTON IN BLOOM):**

Dorset Councillor Brenton: see report attached

**Upton Together** – Prescription collections and signposting continues. No great demand for food parcels at this time.

**Upton in Bloom** – The Lord Lieutenant of Dorset will be in the Town on 23 February 2023 to ‘plant’ the Jubilee Tree followed by refreshments. Anyone wishing to attend should advise the Clerk.

**311/12 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.

**312/23 TO APPROVE ACCOUNTS FOR PAYMENT FOR FEBRUARY 2023 UP TO DAY OF MEETING, AND A FULL JANUARY 23 PAYMENT LIST.**

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

**313/23 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS.**

1. Members were advised of a data breach by the ULMAA, who are following the reporting process through the ICO.

**Democratic Session**

No members of the public attended this.

It was **RESOLVED** due to the nature of the following business to be transacted under Agenda Item 17 to exclude the Press and Public, under the Public Bodies (Admission to Meetings) Act 1960.

**314/23            To discuss staffing issues**

Members received the staffing report.

The Clerk noted that all positions were now filled and that the recent new appointments meant the Council had a skilled, knowledgeable and professional team and were future fit. It was noted that it was a great relief to have reached this position, as the past year has been very difficult.

**There being no further business, the Chair closed the meeting at 8.20pm**

Chair.....

Date.....