

## LYTCHETT MINSTER & UPTON TOWN COUNCIL

A meeting of the **TOWN COUNCIL** was held on **TUESDAY 14 MARCH 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 F Drane
- Councillor D Wilson
- Councillor J Sheldon
- Councillor R Griffin
- Councillor P Thompson
- Councillor Mrs D White
- Councillor C Evans
- Councillor Mrs K Austin
- Councillor W T Pipe

**Also in attendance:**

- Mrs K Cane, Town Clerk
- Mrs K Osborne, Deputy Town Clerk
- Mr Paul Merifield, Outside Operations Manager
- Dorset Councillor A Starr

### 339/23 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 C Squires (study)

Dorset Councillor A Brenton (Other meeting, received 15.4.23)

**340/23 MINUTES:** of the Town Council meeting held on the 14 February 2023 as circulated were confirmed and signed.

### 341/23 CLERKS REPORT:

- a. **Minute 123/18 & 150/22 To discuss the renewal of the lease of the Recreation Ground.** Dorset Community Action provided a second training event on Monday 6 March 2023. See Minute No 346/23.
- b. **Minute 14/22 To establish a working party to undertake a review of council governance structure, committees and associated terms of reference.** A further meeting has been held to incorporate feedback from the last Town Council meeting. A further meeting of the working party is shortly scheduled to continue this piece of work with a view to presenting final report to members in April.
- c. **149/22 To review land holdings at 21, 23, 31 and 33 Poole Road.** Nothing further to report.
- d. **Minute 269/23 Condition report on the Grove and Pavilion and associated sites.** More repair, remedial and safety work has been

completed. Asbestos samples came back clear, roof ridge tiles have been fixed and other works undertaken. A quotation for the hire of an office portable cabin was very expensive, and alternatives were being looked at. Legionella testing has been undertaken and actions are being taken to address issues noted in the report.

**342/23 CORRESPONDENCE:**

This was received and noted. Councillors requested that a welcome letter be sent to the new Chief Constable of Dorset, inviting her to a future Town Council meeting.

**343/23 TO RECEIVE COMMITTEE MINUTES AND RESOLVE RECOMMENDATIONS:**

- a) The report of the Environment Committee held on 21 February 2023 as circulated was confirmed, adopted and signed.
- b) The report of the Amenities Committee held on 28 February 2023 2023 as circulated was confirmed, adopted and signed.
- c) The report of the Finance and Administration Committee held on 7 March 2023 as circulated was confirmed, adopted and signed.

**344/23 TO CONSIDER SIGNING UP TO THE CIVILITY AND RESPECT PLEDGE.**

Members received information on the Civility & Respect Pledge which the SLCC, NALC and county associations such as DAPTC are encouraging local councils to sign up to to demonstrate a committed to standing up to poor behaviour across the sector, and to demonstrate positive changes which support civil and respectful conduct. It was noted that over 1000 local councils have already signed up to the pledge.

It was **PROPOSED, SECONDED** and **RESOLVED** that the Council agrees in principle to sign up to the Civility and Respect Pledge subject to further research undertaken by officers to establish the conditions of the pledge.

**345/23 TO PROVIDE AN UPDATE ON CLIENTS USING THE GROVE FACILITIES.**

This report was received, discussed and noted.

It was **PROPOSED, SECONDED** and **RESOLVED** to adopt the contents of the report and its recommendations as follows:

1. To cancel the hire agreement and associated arrangements with Lytchett Minster & Upton Age Concern Day Club as they are no longer viable.

2. Upon the expiration of the 28 days given to Lytchett Minster & Upton Age Concern Day Club to remove their assets from the Recreation Ground facilities and storage container, to remove the contents of the Council's container (chairs) for disposal, with any monies generated being given to charity. This will be advised to the client by the sending of a recorded delivery letter. This will confirm the contract for hire has been cancelled, and a reminder that all options for resolution have been exhausted.

**346/23 TO CONSIDER REQUEST FROM LYTCHETT MINSTER AND UPTON RECREATION GROUND CIO FOR MANAGEMENT OF THE RECREATION GROUND ON THEIR BEHALF AND TO REQUEST A START-UP GRANT.**

Members discussed the content of the report which contained the background on the relationship between Turbary Allotment Trust and the Town Council, with reference to the timeline of the establishment of the CIO.

After consideration, and noting, with disappointment, how protracted and lengthy this process had been, it was **PROPOSED, SECONDED** and **RESOLVED** to consent to the management of the Recreation Ground on behalf of the CIO. This will be subject to an agreed Service Level Agreement. In the interim a draft Memorandum of Understanding will be sent to the CIO for their perusal, which will at least suffice for the transition year.

Further, members requested that the CIO be advised that the Council were minded to fund a grant; however it would require details of amounts, and what it will be spent on.

The Clerk would write to the CIO to advise of the decision.

**347/23 TO CONSIDER PROCURING A MORE SUITABLE OUTSIDE OPERATIONS VEHICLE**

Members were supplied with a report which outlined the rationale for changing the flatbed truck.

After consideration, it was **PROPOSED, SECONDED** and **RESOLVED** to trade in the current flatbed for the vehicle specified in the report, with expenditure of £4,000.

**348/23 TO RECEIVE FEEDBACK FROM THE DORSET COUNCIL NETWORKING EVENT FROM MEMBERS AND OFFICERS ATTENDED.**

Members received a written report from Officers detailing their feedback, and listing the benefits of attendance at the event.

The three members who attended the event reported it was very positive and worthwhile. They reported that it came across that Dorset

Council seemed to understand how important it was to work in partnership with parish and towns across Dorset.

**349/23 REPRESENTATIVES REPORTS (INCLUDING DORSET COUNCIL MEMBERS / LUBCA / UPTON TOGETHER/ UPTON IN BLOOM):**

Dorset Councillor Pipe: see report attached

**Upton Together** – One grant had been issued since the last Council meeting. The Easter Egg Hunt Quiz was in process of being organised. Members were invited to volunteer their help on the day. – it was agreed that the event would be a good opportunity to promote the Town Council and produce flyers to encourage people to come forward to serve on the Council.

**Upton in Bloom** – The Lord Lieutenant of Dorset event went well. Meetings have taken place with a new plant supplier, and measurements of beds to calculate number of plants will commence shortly.

**350/12 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.

**351/23 TO APPROVE ACCOUNTS FOR PAYMENT FOR MARCH 2023 UP TO DAY OF MEETING, AND A FULL FEBRUARY 23 PAYMENT LIST.**

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

**352/23 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS.**

1. Councillors to be sent a link to the Lytchett Bay View Wildlife Report compiled by Birds of Poole Harbour.
2. Cllr Pipe advised that he was a county champion for the Armed Forces Covenant.
3. It was raised that The Grove should be advertised more widely as a venue that can be hired.

**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.

**353/23 To discuss staffing issues**

Members received the staffing report.

It was **PROPOSED, SECONDED** and **RESOLVED** to extend the employment of the Weekend Caretaker throughout the summer months to provide continuity and retain critical staff.

**There being no further business, the Chair closed the meeting at 8.45 pm.**

Chair.....

Date.....

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