

LYTCHETT MINSTER & UPTON TOWN COUNCIL

A meeting of the **TOWN COUNCIL** was held on **TUESDAY 18 APRIL 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
- Dorset Councillor A Brenton
- Dorset Councillor A Starr

364/23 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)

365/23 MINUTES: of the Town Council meeting held on the 14 March 2023 as circulated were confirmed and signed.

366/23 CLERKS REPORT:

- a. **Minute 123/18 & 150/22 To discuss the renewal of the lease of the Recreation Ground.** For an update relating to the lease renewal and progress with the CIO, see minute no 371/23.
- 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 no 369/23.
- c. **149/22 To review land holdings at 21, 23, 31 and 33 Poole Road.** A letter has been sent to the residents of 15-33 Poole Road, advising them of the Council's future plans with their garden plots. One householder has responded with positive feedback.
- d. **Minute 269/23 Condition report on the Grove and Pavilion and associated sites.** Routine maintenance continues, including the outside

painting of The Grove. Daily removal of offensive graffiti continues.

- e. **Minute 344/23 To consider signing up to the Civility and Respect Pledge** See minute no 370/23.

367/23 CORRESPONDENCE:

This was received and noted.

368/23 TO RECEIVE COMMITTEE MINUTES AND RESOLVE RECOMMENDATIONS:

- a) The following recommendations from the Amenities Committee held on 4 April 2023 as circulated were confirmed, adopted and signed.

357/23 To **RESOLVE** to repeat the 2022 format of the parade marching along the Lytchett Minster school driveway to the church. This decision to apply only to November 2023, allowing alternative formats to be investigated for the future.

359/23 To **RESOLVE** to: 1. proceed with a full refurbishment of the play area at Redwood Road, 2. meeting the increased budget through grant applications, 3. follow a structured procurement process via tenders and 4. procure a specialised contractor to lead this tendering process and public consultation.

360/23 To **RESOLVE** to continue to allow non residents access to the cemetery but to investigate the possibility of purchasing additional neighbouring land for consecration; this can then be taken to full council for a decision regarding restricting the cemetery use to residents only.

361/23 To **RESOLVE** to investigate selling land at Warbler Park Play Area.

369/23 TO RECEIVE THE RECOMMENDATIONS FROM THE GOVERNANCE REVIEW WORKING PARTY.

Members considered the working party's recommendations as detailed in MATCAPR23Doc1 which presented revised terms of reference and scheme of delegation (MATCAPR23Doc1 Appendix1) and a procedure to elect the Mayor (MATCAPR23Doc1 Appendix 2).

When considering the procedure to elect the Mayor, it was PROPOSED to remove item 13 from the procedure. The proposal was not seconded.

It was **PROPOSED, SECONDED** and **RESOLVED** to:

1. Adopt the scheme of delegation attached as detailed in report MATCAOR23Doc1 incorporating revised terms of reference for the

Town Council and its committees which provide a clear and accurate position on roles, responsibilities and powers, and enhanced transparency around decision making.

2. To adopt revised Standing Orders to reflect the recommendations which will be presented to the Town Council for approval at its annual meeting in May 2023.
3. To adopt a procedure to elect the Mayor (MATCAPR23Doc1 - Appendix 2) in order to better manage the process, subject to the following amendments:
 - i. Item 13 to be reworded to “The Mayor can only serve for 2 consecutive years in the role unless no other candidates come forward. This will not preclude any councillor from being elected as Mayor who has had a break in the role of at least 2 years.
 - ii. Item 4 to be reworded to “The Mayor will hold office until the next mayoral term when his/her successor will be elected.

This procedure would commence from April 2024.

4. Committee structure and terms of reference need to be underpinned by a strategic plan and vision (Town Vision). Look into engaging independent advice on developing a strategic plan. This should be delegated to the Finance & Administration Committee which could be further delegated to a sub committee.
5. Democratic session to be moved to the beginning of the agenda so that members of the public don't have to wait for this item although they are entitled to attend the whole public section of the meeting as observers. This will commence from 7pm and allocated a maximum of 15 minutes.
6. Reintroduce Member Champions.
This role would involve “matching” individual councillors to a specific role which complements their expertise and interests. They would act as an advocate for their area of responsibility. This could be a champion for services such as play areas or allotments. Alternatively, there could be champions for specific user groups or issues such as anti-social behaviour or traffic. The role of the champion would be to raise the profile of the subject matter amongst partners, stakeholders and community groups with the aim to seek improvements for residents. In the champion role, individual councillors should always represent the views of the Council as a corporate body and not make individual decisions. Member Champions would be required to provide regular updates to the relevant committee which could form part of the Clerks' Report.

370/23 TO APPROVE THE DIGNITY AT WORK POLICY AND SIGN UP TO THE CIVILITY & RESPECT PLEDGE.

Members received a report which detailed the process for a local council to follow to sign up to the Civility & Respect Pledge. It involved the council signing up to eight statements and agreeing to meet the criteria, as detailed in report MATCAPR23Doc2.

It was **PROPOSED, SECONDED** and **RESOLVED** to:

1. To approve the Dignity at Work Policy;
2. To agree to the statements detailed above;
3. To sign the Civility and Respect Pledge.

371/23 TO PROVIDE AN UPDATE ON THE RECREATION GROUND LEASE TRANSFER

The Clerk advised that advice has been sought from a VAT adviser on the proposed operational model between the CIO and Town Council in the management of the recreation ground. The advice received was that the model was not fiscally cost effective as the CIO would not be able to reclaim VAT. Four options were put forward to the Town Council as detailed in report MATCAPR23Doc3 and it was agreed that all options should be appraised further and a detailed report be brought back to the Council.

372/23 TO APPROVE THE ANNUAL DAPTC SUBSCRIPTION OF £1,444.56 FOR 2023/24

It was **PROPOSED, SECONDED** and **RESOLVED** to approve the annual DAPTC subscription of £1,444.56 for 223/24.

373/23 REPRESENTATIVES REPORTS (INCLUDING DORSET COUNCIL MEMBERS / LUBCA / UPTON TOGETHER/ UPTON IN BLOOM):

Dorset Councillor Pipe: see report attached.

Dorset Councillor Brenton: see report attached.

Upton Together – The Easter Egg Hunt Quiz had been a great success with 161 eggs gifted to those children who took part.

Cllr McKell had recorded an item for Purbeck Coast FM as part of a news item about community food banks. This would be aired on Wednesday 19 April 2023 between 10am and 12 midday.

Keep Upton Tidy – Cllr Drane reported that the litter pick the previous weekend went well and that the Girl Guides were of great help. He encouraged more councillors to take part in future litter picks.

Upton in Bloom – Cllr McKell advised that the water bottle refilling station was now up and running and there was a well attended official opening the previous week.

The Community Art Group were commended for their work and commitment to the town and it was agreed a letter of thanks from the Council should be sent to them.

374/23 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.

375/23 TO APPROVE ACCOUNTS FOR PAYMENT FOR APRIL 2023 UP TO DAY OF MEETING, AND A FULL MARCH 23 PAYMENT LIST.

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

376/23 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS.

1. The Council is keen to forge positive relationships with the schools and invite them to a future meeting. It was agreed to reach out to the Hamwick Education Trust.
2. Cllr Wilson raised three issues identified by LYMPWATCH which he requested be investigated further:
 - iii. Local venture Adventure Pirates had submitted a retrospective planning application to Dorset Council. Check with planning enforcement that they are investigating whether or not the company are obeying other regulations relating to the venture.
 - iv. Investigate whether two Air B&B's located at the coppice have the necessary planning permission in place. It was reported that this has already be raised as a complaint with Planning Enforcement but this would be followed up for an update.
 - v. Contact Dorset Council for an update on the works to be carried out to prevent the flooding at Post Green Road.

There being no further business, the Chair closed the meeting at 9.00pm.

Chair.....

Date.....