

LYTCHETT MINSTER & UPTON TOWN COUNCIL

The **ANNUAL MEETING** of the **TOWN COUNCIL** was held on **TUESDAY the 16 May 2023** in the Council Chamber, 1 Moorland Parade, Moorland Way at 7.00 p.m.

PRESENT:

- Councillor Mrs M Pryor (Chair)
- Councillors R Griffin (Chair from minute no 02/23)
- Councillor K Austin
- Councillor J R Burns
- Councillor F H Drane
- Councillor C Evans
- Councillor S McKell
- Councillor W T Pipe
- Councillor J Sheldon
- Councillor C Squires
- Councillor P Thompson
- Councillor D White
- Councillor D Wilson

- Dorset Councillor A Brenton
- Dorset Councillor A Starr

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

01/23 TO ELECT A MAYOR FOR 2023/24 AND TO RECEIVE THEIR ACCEPTANCE OF OFFICE FORM:

Upon nominations being called for, Cllr R Griffin was proposed and seconded. Further nominations were invited and Cllr S McKell was proposed and seconded. There being no further nominations, a secret ballot to select the preferred councilor for the position of Mayor was proposed, seconded and unanimously agreed.

A secret ballot was held and voting papers counted by the Town Clerk and verified by the Deputy Town Clerk. The outcome of the secret ballot was as follows: Cllr R Griffin (8), Cllr S McKell (5).

In response to the secret ballot, it was **RESOLVED** that Cllr R Griffin be elected as Chair/Mayor of Lytchett Minster & Upton Town Council for the 2023/24 municipal year.

Cllr R Griffin signed the Declaration of Acceptance of Office.

Cllr Griffin thanked members for the nomination, and then commended Cllr Mrs Pryor on the work undertaken in her tenure. It was noted that she took on the position of Mayor during a particularly difficult time. Members concurred with that statement, and they too extended their thanks for her Mayoralship and long service to the Town Council and the community of Upton and Lytchett Minster.

02/23 TO ELECT A DEPUTY MAYOR FOR 2023/24 AND TO RECEIVE THEIR ACCEPTANCE OF OFFICE FORM:

Upon nominations being called for, Cllr McKell was proposed and seconded. In the absence of any further nominations Cllr McKell was unanimously elected Deputy Mayor of Council and agreed to sign the Declaration of Acceptance of Office.

03/23 APOLOGIES:

Apologies were received from Cllr M Chase (unwell).

04/23 DECLARATIONS OF INTEREST:

There were no declarations of interest.

05/23 PUBLIC PARTICIPATION

There was one member of the public present who did not wish to speak.

06/23 TO ELECT A CHAIRMAN OF FINANCE & ADMINISTRATION COMMITTEE:

Upon nominations being called for, Cllr R Griffin was proposed and seconded. In the absence of any further nominations Cllr Griffin was unanimously elected Chairman of the Finance & Administration Committee.

07/23 TO ELECT THE CHAIRMEN OF COMMITTEES:

I) CHAIRMAN OF AMENITIES (AMMI)

Upon nominations being called for, Cllr M Pryor was proposed and seconded. In the absence of any further nominations Cllr Mrs Pryor was unanimously elected Chairman of the Amenities Committee.

II) CHAIRMAN / CO-CHAIRMAN OF ENVIRONMENT & PLANNING (ENPLAN)

Nominations for the position of Chairman were called for.

Cllr P Thompson was proposed but this was not seconded as Cllr P Thompson did not wish to stand as a Co-Chairman.

Cllr D Wilson was proposed but this was not seconded as Cllr D Wilson did not wish to stand as a Co-Chairman.

Cllr W Pipe and Cllr R Burns were proposed and seconded. In the absence of any further nominations Cllr W Pipe and Cllr B Pipe were unanimously elected as Co-Chairmen of the Environment & Planning Committee.

08/23 APPOINTMENT OF COMMITTEES FOR 2023/24:

It was proposed, seconded and **RESOLVED** that the committees be appointed as follows:

AMENITIES

Cllr Mrs M Pryor (Chair)
 Cllr K Austin
 Cllr J Sheldon
 Cllr P Thompson
 Cllr D White

ENVIRONMENT & PLANNING

Cllr W Pipe (Co-Chair)
 Cllr R Burns (Co-Chair)
 Cllr F Drane
 Cllr C Evans
 Cllr M Pryor
 Cllr P Thompson
 Cllr D Wilson

Finance & Administration

Cllr R Griffin (Chair)
 Cllr J R Burns
 Cllr S McKell
 Cllr W Pipe
 Cllr M Pryor

Ex-officio all committees

Cllr R Griffin – Mayor
 Cllr S McKell - Deputy Mayor

09/23 TO APPOINT A COUNCIL NOMINATED REPRESENTATIVE TO THE DAPTC AREA COMMITTEE, AND A DEPUTY

It was proposed and seconded and **RESOLVED** that Cllr B Pipe be appointed as the Town Council's DAPTC representative and Cllr P Thompson be appointed as the deputy in Cllr Pipe's absence.

10/23 TO APPOINT A COUNCIL NOMINATED REPRESENTATIVE TO THE TURBARY ALLOTMENT TRUST

It was proposed and seconded and **RESOLVED** that Cllr D White be appointed as the Town Council's Turbary Allotment Trust representative.

11/23 MINUTES

The minutes of the Town Council meeting held on the 18 April 2023 as circulated were confirmed and signed.

12/23 CLERK'S 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 see minute no 15/2.
- b. **Minute 269/23 Condition report on the Grove and Pavilion and associated sites.** Details included in Outside Operation Managers Monthly Report attached as Appendix 1 to these minutes. Members commented that this report was very helpful and would like to continue to receive these updates on a monthly basis.

13/23 CORRESPONDENCE

- a. A CIL receipt of £1138.12 had been received for the development at Upton Oli Co. Ltd, Blandford Road North, Upton BH16 6AA.
- b. CAB Quarterly Report – this was noted by Members.

14/23 TO RECEIVE COMMITTEE MINUTES AND TO RESOLVE RECOMMENDATIONS

- a) The following recommendations from the Environment Committee held on 25 April 2023 as circulated were confirmed, adopted and signed.

380/23 To **RESOLVE** support the request for traffic regulation orders (double yellow lines) on the bend of Heights Road/Douglas Close. It is noted that this resolution was ratified by the Mayor's casting vote following a tie vote (6 for, 6 against and 1 abstention).

381/23 To **RESOLVE** to support the request for traffic regulation orders (double yellow lines) at the junction of Old Kiln Road and Poole Road.

384/23 To **RESOLVE** to purchase speed assessment monitoring from Dorset Council along Sandy Lane (from Boundary Lane to the junction with Sea View Road and to write to Wessex Water asking their drivers to respect the semi-rural state of the lane and drive more slowly; the resident will be advised of these actions.

386/23 To **RESOLVE** to purchase new street furniture to replace seat/planter opposite Marsh Lane.

- b) The Planning Committee held on 9 May 2023 resulted in no recommendations and the minutes were signed by the Chairman as a true record of the meeting.

15/23 TO RECEIVE A REPORT ON THE RECREATION GROUND MANAGEMENT POSITION

The Town Clerk reported that the Turbary Allotment Trust had been advised by the Town Council would not be pursuing the CIO model in response to VAT advice and the alternative options had been put forward to the Trust. In response the Trust has met by way of an extraordinary meeting to consider the options put forward by the Town Council's to either transfer the title of the recreation ground to the Town Council or to revert back to a lease agreement between the two parties but under a longer timeframe (99 years). At the extraordinary meeting the Trust agreed to a 75 year lease and referenced that a transfer of the tenure to the Town Council was not possible, although no reason was given.

It was proposed and seconded and unanimously

RESOLVED that the Town Council instructs its solicitors to finalise a lease of 75 years between the Turbary Allotment Trust and Town Council to manage the recreation ground and carry out further investigations around the option to transfer the tenure to the Town Council. The Trust would also be approached to establish its position to provide financial support to the refurbishment of The Grove building.

16/23 REPRESENTATIVES REPORTS (INCLUDING LUBCA/UPTON IN BLOOM/UPTON TOGETHER)/DORSET COUNTY COUNCIL MATTERS.

Dorset Councillor Brenton: see report attached. Cllr Brenton advised that Dorset Council are in discussions to introduce Beryl Bikes to Upton, subject to funding. Further enquiries would be made with Dorset Council.

Dorset Councillor Pipe: Cllr Pipe apologised that he was unable to provide a report.

Lytchett Minster & Upton Beacon Association: Cllr Pipe advised that he recently attended the LUBCA AGM and he and Cllr McKell would be supporting the Association over the next year. It is hoped that the Upton Carnival will be resurrected next year.

Upton Together:

Cllr McKell advised that Upton Together had recently agreed a hardship grant to a resident.

Upton In Bloom:

Cllr Griffin reported that the group will be holding a celebration afternoon soon and the date will be circulated in due course. The Chairman and Secretary attended the recent Royal Garden Party at Buckingham Palace in recognition of Upton In Bloom's Queen's Award for Voluntary Services.

17/23 TO CONSIDER A CONTRIBUTION TO THE PURBECK FILM FESTIVAL 2023

Members considered the request for financial contribution and it was proposed, seconded and

RESOLVED to decline the request and invite Purbek Film Festival to apply via the Town Council's grant aid scheme.

18/23 TO RECEIVE AND APPROVE:

- Insurance Quotations
- Health and Safety Policy subject to amendments
- Standing Orders
- Financial Regulations
- Financial Risk Assessment
- Review of Effectiveness of Internal Audit
- Risk Management Strategy & Risk Register
- Asset Register
- Code of Conduct
- Complaints Procedure
- Data Protection/GDPR Policies/Freedom of Information Procedures

Press/Media Policy
 Volunteer Policy
 Calendar of Meeting for 2023-2024

It was proposed, seconded and **RESOLVED** to approve and adopt the above documents subject to the following:

- a) Entering into a 3 year long term agreement with Zurich Insurance from 1 June 2023 on the basis that no other company approached was able to provide a competitive quote.
- b) The grammatical error under 4.2 of the Health & Safety Policy is corrected and 'members' is substituted by 'councillors'.
- c) Risk Management is added as a standing agenda item for all future Town Council meetings.
- d) Calendar of Meeting 23/24 - the Amenities Committee meeting scheduled for 7 May 2024 be removed in response to the local elections taking place on 2 May 2024.

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

19/23 TO APPROVE FOR THE PERIOD 2023-2024

- a) the use of variable direct debit for payment of utilities; and
- b) the use of BACS payments for the payment of invoices and salaries;
- c) use of Government Procurement Card (VISA) as directed by the Town Clerk, with direct debit in place for full balance payments monthly;
- d) the payment of staff salaries by BACS during the August recess is delegated to the Town Clerk and in her absence the Deputy Town Clerk.

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

20/23 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.

21/23 TO APPROVE ACCOUNTS FOR PAYMENT FOR MAY 23 UP TO DAY OF MEETING, AND A FULL APRIL 23 PAYMENT LIST

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

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

1. It was reported that the Big Coronation Community Picnic that took place on 7 May was a huge success. The Deputy Town Clerk was thanked for her efforts in arranging the event and thanks were also extended to those staff members who worked so hard on the day.
2. Cllr Thompson asked if the invitation to the Town Council to visit the Houses of Parliament could be revisited.

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

Chair.....

Date.....

DRAFT

Outside Operations Manager Monthly Work Report/Update- May 2023

CATEGORY	ACTION	RESULT	FOLLOW UP
Tools/Machinery	New Van purchased. Fitting out ongoing	Increased staff welfare and working safety. Increased tool security	
	New mower tested	Better cut/appearance. Faster working.	
	Generator repaired	Mobile working possible	
H AND S	Grove Ridge Tiles highlighted for replacement-work scheduled	Public safety	
	All electrical equipment in Pavilion/Grove/1MP inventoried. PAT Testing schedule implemented	Legal compliance. Future proofed (auto reminders when due dates surpassed). Asset management. Legal compliance. Risk Assessments fulfilled. Staff safety/welfare	Jun 24
	Faulty light outlets replaced (Grove)	User safety. Lights functioning as they should. Increased user benefit	
	Pavilion Boiler- Full drain down and service	Legal compliance (legionella). Future recommendations.	May 2024
	Created Emergency Lighting schedule/documentation	Legal Compliance	
	Legionella awareness course booked in collab w. Wimborne TC	Legal compliance, Value for money	
Ground Works	Fallen White Poplar tree blocking Trailway at head high removed (following discussion with DC rangers)	H and S risk quickly dealt with.	
	Invasive species removal- Library bed (Oxalis)	Possibility for bed to be presented as intended.	

Appendix 2

CATEGORY	ACTION	RESULT	FOLLOW UP
	Re-seeded areas at Foxgloves established well	Less bare patches, appearance	
	Beds raked and treated	Reduced weeding requirements going forward.	
	Beds prepped and fertilised	Ready for new planting scheme w/c 15.05	
Maintenance/Repairs	Pavilion/MUGA/Grove external walls painted	Appearance	
	Arranged for new valve to be installed in water fountain	Working as should be.	
	Installed new changing room noticeboards at Grove	Clarity for Teams/organisation for WE Caretaker	
	Changing Room/Grove doors painted	Appearance (ongoing)	
	Installed new bins x 3 – (Pavilion, Rec play area, Oakley Gardens)	Weather proof, less mess, easier to empty. Appearance	
	Meadows Garden- Removed damaged bin, used as donor for repairs to 2 remaining bins. Re-purposed recycled plastic bin from Oakley Gardens at Meadow.	Appearance, recycling	
	Painted planters- Lytchett	Appearance, longevity	
Other	Banners/Bunting/Flags erected for Coronation		