

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **TOWN COUNCIL** meeting held on **TUESDAY** the **18 July 2023** in the Council Chamber, 1 Moorland Parade, Moorland Way at 7.00 p.m.

PRESENT:

- Councillor R Griffin (Chair)
- Councillors S McKell (Vice-Chair)
- Councillor J R Burns
- Councillor F H Drane
- Councillor C Evans
- Councillor S Gabriel (from minute no 111/23)
- Councillor W T Pipe
- Councillor M Pryor
- Councillor J Sheldon
- Councillor C Squires
- Councillor P Thompson
- Councillor D White
- Councillor D Wilson

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

Dorset Councillor A Brenton
Dorset Councillor A Starr

2 members of the public.

104/23 PUBLIC PARTICIPATION

Two members of the public representing Swanage Railway and Upton In Bloom were in attendance and provided an overview on a project to install an information sign at the entrance to the railway. The sign will contain historical information about the railway crossing previously situated at that location. The cost to produce the sign would be approximately £1200 and would be made from sustainable material. Grant funding opportunities were being pursued and the representatives formally asked the Council if they'd be willing to offer its non-financial support to the project.

The Council confirmed its non-financial support for the project in addition to its previous decision to maintain and insure the sign as a community asset following its purchase and installation. It was noted that the desired location of the sign was subject to underground utility checks.

105/23 DECLARATIONS OF INTEREST

There were no Declarations of Interest received.

106/23 APOLOGIES FOR ABSENCE

Apologies for absence were received from:
Councillor M Chase (unwell)
Councillor K Austin (personal)

107/23 MINUTES:

It was proposed, seconded and

RESOLVED UNANIMOUSLY that the minutes of the Town Council meeting held on the 20 June 2023 be approved as a correct record and signed.

108/23 CLERKS & OUTSIDE OPERATIONS REPORT:

- a. Minute 123/18 & 150/22 To discuss the renewal of the lease of the Recreation Ground. See minute no 116/23.
- b. Minute 269/23 To receive condition report on the Grove, Pavilion and associated outside sites. See Outside Operations Report as attached as Appendix 1 to the Clerk's Report.
Members noted the following in response to the Outside Operations Report:
 - The reference to South West in Bloom to be changed to South and South East in Bloom.
 - The municipal flowerbed and troughs had been struggling in the recent heat and would benefit from an increase in watering.
 - There has been a positive response to this year's summer planting scheme.
 - The grass around the municipal beds would benefit from an increase in cuts.
- c. Project overview/summary sheet for information (Appendix 2 of Clerk's Report). This would be tabled at the next meeting to prioritise each project with a traffic light system.

109/23 CORRESPONDENCE:

The following correspondence was noted:

- a) D-Day 80 Anniversary Guide: it was agreed that this would be a good opportunity to work with the Royal British Legion next year to commemorate the 80th anniversary of D-Day.
- b) Councillor resignation – The Town Clerk reported that she had received a letter from Cllr Chase tendering his resignation due to ongoing health issues. This was noted with sadness. A letter from the Council would be sent to Cllr Chase thanking him for his service to the Council and the town.

110/23 TO RECEIVE COMMITTEE MINUTES AND RESOLVE RECOMMENDATIONS:

- a) The following recommendations from the Environment & Planning Committee held on 27 June 2023 as circulated were **RESOLVED UNANIMOUSLY** and signed as a correct record of the meeting.

83/23 To conclude the current tree sponsorship programme and progress alternative options as outlined in the report.

84/23 To purchase a town council information sign to direct residents to the council offices.

- b) The following recommendations from the Amenities Committee held on 4 July 2023 **RESOLVED UNANIMOUSLY** and signed as a correct record of the meeting.

97/23 To accept the overarching 3 step project plan to commence the refurbishment of the Redwood Road Play. The plan involves public consultation, grant applications and procuring a specialised contractor to lead the tendering process.

99/23 To procure a land valuation for land opposite the cemetery.

111/23 TO CONSIDER CO-OPTING AN ADDITIONAL COUNCILLOR TO SIT ON THE COUCIL

Council considered an application for co-option from Sean Gabriel.

It was proposed, seconded and **RESOLVED UNANIMOUSLY** that Mr Sean Gabriel be co-opted to the Town Council. He signed his Declaration of Acceptance Offer and formally joined the meeting.

112/23 TO SEEK NOMINATIONS FOR AN ADDITIONAL MEMBER TO THE FINANCE AND ADMINISTRATION COMMITTEE

It was proposed and seconded and **RESOLVED UNANIMOUSLY** that Cllr D White joins the membership of the Finance & Administration Committee.

113/23 TO CONSIDER UPDATING THE COUNCIL'S HONOURS BOARD

Members considered the title of 'Chairman' detailed on the honours board displayed in the Council Chamber and whether it should be updated to a gender neutral title. It was also debated that the board did not reflect the Council's decision in 2012 to move from a Chairman to Mayor.

It was proposed and seconded that the Council's honours board is left unchanged, continuing to refer to the 'Chairmen of the Council'.

Upon being put to the Meeting, SEVEN Members voted IN FAVOUR and TWO AGAINST the Proposition, and there was FOUR ABSENTIONS, whereupon the Proposition was declared CARRIED.

114/23 TO CONSIDER THE INTRODUCTION OF AN HONOURS BOARD TO RECOGNISE THE FREEMEN OF THE TOWN, AND TO APPROVE A FREEMAN NOMINATION POLICY.

The introduction of an honours board to recognise the freemen of the town was considered.

It was proposed and seconded and

RESOLVED UNANIMOUSLY to procure a freeman honours board for the Council Chamber.

The Town Clerk presented a draft Honorary Freeman Policy which included a proposed nomination procedure in which individuals are considered and selected as freemen of the town.

It was queried whether honorary freewoman should be included in the policy to sit alongside honorary freeman. The policy would be updated to include this.

There were a number of objections relating to the eligibility requirement that a councillor of Lytchett Minster and Upton Town must have served as a councillor for a period of 10 years before they can be considered for the honour.

It was proposed and seconded and **RESOLVED UNANIMOUSLY** to agree to the Honorary Freeman Policy, in principle, subject to the agreed amendments and further research. An updated policy to be presented for adoption at the next Council meeting in September.

115/23 TO APPROVE AN UPDATED GRANTS POLICY

Members received an updated Grant Policy

It was proposed and seconded and **RESOLVED UNANIMOUSLY** to adopt the updated Grant Policy.

116/23 TO PROVIDE AN UPDATE ON THE RECREATION GROUND LEASE TRANSFER

An update on the progress of the lease between the Town Council and Turbary Allotment Trust was provided by way of a report. A response from the Trust's solicitor to queries raised by the Council's solicitor was still pending and preventing the lease from being finalised. The Town Council noted its frustration with the current status.

It was proposed and seconded that the Council requests a meeting with the Turbary Allotment Trust trustees and representative from the Council to discuss the elements halting the conclusion of the lease.

Upon being put to the Meeting, NINE Members voted IN FAVOUR and FOUR AGAINST the Proposition, whereupon the Proposition was declared CARRIED.

A counter proposal to invite the Council's solicitor to attend a meeting to discuss the issues was put forward but was not supported by a seconder.

117/23 REPRESENTATIVES REPORTS (DORSET COUNCIL MEMBERS/LUBCA/UPTON TOGETHER/UPTON IN BLOOM ETC.).

Dorset Councillor Brenton – see report attached

Dorset Councillor Pipe – see report attached.

Upton Together: It was suggested that the work carried out by Upton Together should be formalised in a quarterly update report.

Upton In Bloom: Cllr Griffin reported that Upton In Bloom had recently held a celebration event on the ground of Yarrells School to formally acknowledge the Queen’s Award for Voluntary Service.

118/23 TO RECEIVE ANY UPDATES TO THE RISK REGISTER.

It was reported that there were no updates to the register.

119/23 TO RECEIVE THE LATEST FINANCIAL SUMMARY OF ACCOUNTS.

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

120/23 TO APPROVE ACCOUNTS FOR PAYMENT FOR JULY 2023 UP TO DAY OF MEETING, AND A FULL JUNE 23 PAYMENT LIST.

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

121/23 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS.

- 1) It was noted that the pavement on the north side of Dorchester Road heading toward The Bakers Arms was becoming unpassable due to an overgrown hedge. The landowner would be contacted.
- 2) The Mayor provided an update on recent civic engagements he has attended including Wimborne Minster Town Council’s Civic Walkabout where he received a number of positive comment from civic dignitaries about the appearance of Lytchett Minster and Upton. The Mayor would be drawing together plans for a civic day for the town as it has a lot to show case.

There being no further business, the Chair closed the meeting at 9.01pm.

Chair.....

Date.....