

**LYTCHETT MINSTER & UPTON TOWN COUNCIL**

Minutes of the **TOWN COUNCIL** meeting held on **TUESDAY** the **17 March 2026** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.30 p.m.

**PRESENT:**

- Councillor R Griffin (Chair)
- Councillor S McKell (Vice-Chair)
- Councillor M Pryor
- Councillor F Drane
- Councillor W Pipe
- Councillor R Burns
- Councillor C Squires
- Councillor R Wood
- Councillor V Whittingham
- Councillor K Walker

**Also in attendance:** Kate Osborne, Acting Town Clerk (ATC)  
 Sebastian Lewis, Community Projects & Support Officer (CPSO)  
 Dorset Councillor Alex Brenton  
 Dorset Councillor Andrew Starr

**466/25 PUBLIC PARTICIPATION:**

There were no members of the public present.

**467/25 DECLARATIONS OF INTEREST:**

No declarations of interest were received.

Councillors McKell and Pryor declared an interest at Agenda Item 9 / Minute No 474/25 as Town Council nominated trustees of the Turbary Trust.

**468/25 APOLOGIES FOR ABSENCE:**

The following tendered their apologies:  
 Councillor C Evans (non-business)  
 Councillor D White (non-business)  
 Councillor S Robinson (non-business)

It was **PROPOSED, SECONDED** and **RESOLVED** to accept the apologies.

**469/25 TO RECEIVE THE MINUTES OF THE TOWN COUNCIL HELD ON 17 FEBRUARY 2026:**

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Town Council meeting held on the 17 February 2026 be accepted.

**470/25 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY MEETING OF THE TOWN COUNCIL HELD ON 10 MARCH 2026.**

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Extraordinary Town Council meeting held on the 10 March 2026 be accepted.

**471/25 CLERK & OUTSIDE OPERATIONS MANAGER'S REPORTS:**

Both reports were considered and noted.

**472/25 CORRESPONDENCE:**

None

**473/25 TO RECEIVE COMMITTEE MINUTES AND TO RESOLVE RECOMMENDATIONS:**

- a) Environment and Planning Committee 24 February 2026

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Environment and Planning Committee meeting held on the 24 February 2026 be accepted and signed by the Committee Chair.

- b) Finance and Administration Committee 3 March 2026

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Finance and Administration Committee meeting held on the 3 March 2026 be accepted and signed by the Committee Chair.

**474/25 TO CONSIDER A PROPOSAL FROM THE TURBARY TRUST THAT THE TOWN COUNCIL BE INVITED TO PURCHASE THE LAND KNOWN AS UPTON RECREATION GROUND AND ASSOCIATED BUILDINGS, AND AGREE THE PARAMETERS OF ANY FUTURE NEGOTIATIONS WITH THE TURBARY TRUST.**

Members received correspondence from the Turbary Trust detailing the desire to sell the recreation ground, subject to compliance with Charity Commission guidance and any associated statutory requirements.

As the current tenant of the recreation ground, Members considered their position on the Town Council purchasing the land, and the associated advantages and disadvantages. It was agreed that careful due diligence would need to be carried out prior to making a decision including options to finance the purchase.

It was **PROPOSED, SECONDED** and **RESOLVED** (Cllrs McKell and Pryor did not vote in their positions of Town Council nominated trustees) to move forward with an independent valuation of the recreation ground.

**475/25 TO RE-ELECT CLLR PRYOR AS A TOWN COUNCIL NOMINATED TRUSTEE ON THE TURBARY TRUST FROM 1 JULY 2026 FOR A 3 YEAR PERIOD.**

It was **PROPOSED, SECONDED** and **RESOLVED** to elect Cllr M Pryor as one of the Town Council's nominative members of the Turbary Trust for a 3 year term from 1 July 2026.

**476/25 TO RECEIVE AND APPROVE THE CALENDAR OF MEETINGS FOR 2026/27, FOR FORMAL APPROVAL AT THE ANNUAL TOWN COUNCIL MEETING ON 12 MAY 2026.**

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to note the proposed Calendar of Meeting for 2026/27 for formal approval at the Annual Council meeting on 12 May 2026.

**477/25 TO CONSIDER A NOMINATION FOR AN INDIVIDUAL TO BE MADE AN HONORARY FREEPERSON OF THE TOWN IN ACCORDANCE WITH THE ADOPTED POLICY**

Members considered a nomination of an individual for the title of Honorary Freeperson of the Town. The Council's adopted Policy for Granting of the Honorary Freedom of the Parish was considered as it outlines the nomination process. As per the nomination process, it was agreed that the admission of an Honorary Freeman or Freewoman must be made by resolution at a meeting of the Full Council specially convened for such purpose and passed by no less than two-thirds of the members of the Town Council (section 249 (8) of the Act).

It was **PROPOSED, SECONDED** and **RESOLVED** (1 abstention) to agree that the nomination be put before the Council by way of an Extraordinary meeting.

**478/25 TO RECEIVE AND NOTE THE DATA AUDIT FOR 2025/26.**

Members received a Data Audit and were advised that the purpose of the audit was to identify what data Lytchett Minster & Upton Town Council is processing, what is it used for, where it is located and who has access to it. It is an important step in assessing whether there are any risks in the type of processing the Council carries out as a Data Controller and Processor, and to ensure compliance with Data Protection legislation.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to approve the Data Audit for 2025/26.

**479/25 TO APPROVE SLCC MEMBERSHIP FOR THE DEPUTY TOWN CLERK AT A COST OF £316**

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to approve the Deputy Town Clerk (Kate Osborne) SLCC Membership for another year at a cost of £316.

**480/25 TO RECEIVE AN UPDATE ON YOUTH SERVICE PROVISION.**

Members received a report authored by the Community Projects & Support Officer (CPSO) detailing the outcome of the research on youth service provision in the town, including the outcome of the consultation with young people. This was an extensive piece of research comprising of valuable data. The CPSO was commended on this work and it was agreed that this should be shared amongst other organisations.

Further joint working initiatives were being pursued prior to final proposals being presented to the Town Council.

**481/25 REPRESENTATIVES REPORTS (MAYORAL/DORSET COUNCIL MEMBERS/LUBCA/UPTON TOGETHER/ ETC.):**

**Mayor:** Cllr Griffin presented his report. Cllr Griffin highlighted a recent discussion he had with Dorset Council's Mental Health Lead Officer around mental health support in schools. As part of these discussions, he raised the case for support to be introduced in Upton Junior School as a feeder school to Lytchett Minster School. This would be taken forward.

**Upton Together:** The annual Easter Egg Quiz Hunt will be taking place on Easter Sunday from 10am on Upton Recreation ground.

**Speedwatch:** The recent Speedwatch session in the town was cancelled due to poor weather. The group have been advised that Speedwatch can be carried out along those roads with a 20 mph speed limit which will be applicable to some roads in Upton in the near future.

**482/25 TO RECEIVE THE LATEST FINANCIAL SUMMARY OF ACCOUNTS:**

The latest financial summary up to 28 February 2026 was noted.

**483/25 TO APPROVE ACCOUNTS FOR PAYMENT FOR MARCH 2026 UP TO DAY OF MEETING, AND A FULL FEBRUARY 2026 PAYMENTS LIST:**

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

**484/25 TO RECEIVE AND APPROVE THE BANK RECONCILIATIONS FOR ALL COUNCIL ACCOUNTS UP TO 28 FEBRUARY 2026, AND TO NOTE THE BALANCE SHEET:**

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously, that the bank reconciliations for all Council accounts up to 28 February 2026 as presented be approved; and the Balance Sheet was noted.

**485/25 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS:**

- i) The Mayor provided an update on the STEM Bursary Scheme – this has now been formally announced with pupils at Lytchett Minster School and those in the Sixth Form had been invited to make applications.
- ii) The Council's Volunteer Awards had now been publicised and the deadline for nominations was 3 April 2026.

**Due to the nature of the following business to be transacted under the next agenda item, the Council RESOLVED to exclude the Press and Public, Under the Public Bodies (Admission to Meetings) Act 1960.**

**486/25 TO RECEIVE AN UPDATE ON STAFFING MATTERS:**

Members received the report and noted the update.

**487/25 DATE AND TIME OF NEXT MEETING AND CLOSE OF MEETING:**

The next meeting of the Town Council is Tuesday 14 April at 6:30pm at 1 Moorland Parade.

There being no further business, the Chair closed the meeting at 8:05pm.

Chair.....

Date.....

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