

## LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **TOWN COUNCIL** meeting held on **TUESDAY** the **14 April 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 R Burns
- Councillor D Wilson
- Councillor W Pipe
- Councillor D White
- Councillor C Squires
- Councillor C Evans
- Councillor V Whittingham
- Councillor K Walker

**Also in attendance:**

- Kate Osborne, Town Clerk
- Sandra Samways, Admin Officer
- Sebastian Lewis, Community Projects & Support Officer (CPSO)
- Dorset Councillor Alex Brenton
- Dorset Councillor Andrew Starr
- Dorset Councillor Steve Robinson

### 534/25 PUBLIC PARTICIPATION:

One member of the public attended to:

- i) Update members on the Adventure Pirate business at Lytchett Minster, and the ongoing issues with obtaining planning consent from Dorset Council to carry out some activities on the site. The Council's response was as follows:
  - a) The Town Council has no influence over any of these decisions and is merely a statutory consultee for planning applications.
  - b) The proprietor will be invited to attend the meeting of ENPLAN Committee (May 2026) to establish the details of the issues.
  - c) A site visit for interested Councillors will be arranged.
  - d) The Ward Councillors will investigate Dorset Council Planning's perspective.
  - e) The member of public will be updated.
- ii) Request more visible signage advising the one-way system on a section of Post Green Road for Lytchett Minster School is term-time only, and also signage to mark the extent of the restriction.
  - a) The Town Council will contact Dorset Council's Principal Transport Planner to discuss options.

### 535/25 DECLARATIONS OF INTEREST:

No declarations of interest were received.

### 536/25 APOLOGIES FOR ABSENCE:

Councillor R Wood – without apologies

### 537/25 TO RECEIVE THE MINUTES OF THE TOWN COUNCIL HELD ON 17 MARCH 2026:

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

**538/25 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY MEETINGS OF THE TOWN COUNCIL HELD ON 31 MARCH 2026 AT 6:00PM AND 6:15PM:**

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Extraordinary Town Council meeting held on the 31 March 2026 at 6:00pm be accepted.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Extraordinary Town Council meeting held on the 31 March 2026 at 6:15pm be accepted.

**539/25 TO RECEIVE THE CLERK'S & OUTSIDE OPERATIONS MANAGER'S REPORTS:**

**Clerks Report:**

- a. **Minute 192/24 Future burial provision at Upton Cemetery:** At its meeting on 31 March 2026, the Amenities Committee resolved to re-open the cemetery to new applications for interments. The dedicated scattering and children's areas are currently on hold, but still to be created.
- b. **Minute 262/24 Youth Provision –** See Minute 551/25.
- c. **Recreation Ground Lease:**  
Both the Town Council and Turbary Trust are seeking independent valuations of the land. The Town Council has approached the District Valuers office for a quotation as the company previously used for valuations has ceased trading (retirement). A response from the District Valuer is awaiting.
- d. **Data Protection & Assertion 10**  
The majority of members have attended training on data protection responsibilities and have set up and using the LMUTC email accounts.
- e. **Minute 305/25 Neighbourhood Plan:**  
Three consultants have been approached inviting them to put forward a quote to support the Council in developing the plan. We have had one positive response who has capacity to assist and we are awaiting their quotation.
- f. **Annual Assembly**  
This will be taking place on Wednesday 29 April at 6.30pm at St Dunstan's Church. A member of Dorset Council's strategic planning team has agreed to attend to provide a presentation on Neighbourhood Plans. A leaflet drop to all households in the town encouraging attendance will take place week beginning 13 April. Cllr Griffin requested any items of interest, to include in his presentation.
- g. **Proposed closure of Hamworthy Fire Station**  
The Council has responded to the consultation and is encouraging residents to do so. The consultation deadline is Friday 15 May. Cllr Squires updated Council on his continuing fight to prevent the proposed closure of Hamworthy Fire station – he requested further reminders on LMUTC social media reminding public of the council's opposition to this closure.

**Outside Operations Manager's Report:** The detailed report was received by members.

**540/25 TO RECEIVE COMMITTEE MINUTES AND TO RESOLVE RECOMMENDATIONS:**

- a) Environment and Planning Committee 24 March 2026:

**495/25 TO REVIEW THE TERMS OF REFERENCE FOR THE COMMITTEE FOR RECOMMENDATION TO THE TOWN COUNCIL AT ITS ANNUAL MEETING ON 12 MAY 2026:**

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to wait for the Governance Review before considering any changes to the Terms of Reference for the ENPLAN Committee.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the ENPLAN Committee meeting held on the 31 March 2026 be accepted and signed by the Committee Chair.

- b) Amenities Committee 31 March 2026

**520/25 TO REVIEW THE TERMS OF REFERENCE FOR THE COMMITTEE FOR RECOMMENDATION TO THE TOWN COUNCIL AT ITS ANNUAL MEETING ON 12 MAY 2026:**

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to accept the current Terms of Reference until the imminent Governance Review.

**521/25 TO NOTE THE VACANCY ON THE COMMITTEE FOLLOWING THE RESIGNATION OF A COUNCILLOR AND RECOMMEND TO FULL COUNCIL A SERVING COUNCILLOR TO FILL THE VACANCY:**

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that Cllr Walker be appointed to serve on the Amenities Committee.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Amenities Committee meeting held on the 31 March 2026 be accepted and signed by the Committee Chair.

**541/25 CORRESPONDENCE:**

None

**542/25 TO RECEIVE A REPORT ON YOUTH SERVICE PROVISION IN THE TOWN AND CONSIDER THE RECOMMENDATIONS THEREIN:**

The Community Projects & Support Officer (CPSO) presented a detailed report (Document Ref: MATCAPR26Doc1 – Appendix 1) outlining recommendations for youth service provision in the town. Members acknowledged the informative and extensive report and the due diligence carried out by the CPSO.

The recommendations were as follows:

1. **A regular, open-access youth group** at The Grove that builds a relaxing environment for young people of the town after school. To provide weekly youth

club sessions, to be provided by a third party (YMCA) at a cost of **£25,000 per year for the provision of three youth leaders (1x Lead Worker and 2x Youth Workers)** as part of an initial 2-year contract.

2. **A youth council or youth forum**, run as a monthly “drop-in” session at Council Chambers to help feed back on issues that young people face, and inform our decision-making around youth provision (£750);
3. **One-off events** to target young people in areas of deprivation (£3.5k);
4. **Additional grants and funding** where required for existing youth organisations in the parish (£3k).

After discussion to confirm:

- a) LMUTC pay £25,00 to the YMCA for three Youth Leaders (1 x Lead Worker and 2 x Youth Workers) as part of an initial 2-year contract.
- b) a break clause is included in the contract.
- c) the venue will be The Grove
- d) this will involve two sessions for two age groups on the same day.
- e) The sessions will be inclusive and non-secular
- f) the aim is to start sessions in September 2026
- g) the collaboration with YMCA will strengthen the Council’s position to apply for alternative, additional funding

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to proceed with a regular, open-access youth group at The Grove as follows:

- i. A weekly youth club session, to be provided by a third party (YMCA) at a cost of **£25,000 per year for the provision of three youth leaders (1x Lead Worker and 2x Youth Workers)** as part of an initial 2-year service level agreement contract.
- ii. It will be two session for two age groups on the same day (day to be discussed with YMCA).
- iii. The sessions with be inclusive and non-secular.
- iv. The sessions to commence in the 26/27 school year (September 2026).
- v. The venue base with be the Council managed building known as The Grove at Upton Receptions Ground.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to proceed with a youth council or youth forum, run as a monthly “drop-in” session at the Town Council office to help feed back on issues that young people face, and inform the Council’s decision-making around youth provision (£750).

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to arrange one-off events to target young people in areas of deprivation (£3.5k)

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to accept additional grants and funding where required for existing youth organisations in the parish – whilst reviewing the Council’s existing Grant Aid Scheme to include a Youth Provision budget, delegated to the Finance & Administration Committee.

Cllr Griffin will announce this at the Annual Assembly on 29 April.

The CPSO left the meeting at this point.

**543/25 TO RECEIVE, CONSIDER AND AGREE THE NOMINATIONS FOR THE APPOINTMENT OF THE MAYOR AND DEPUTY MAYOR OF LYTCHETT MINSTER & UPTON TOWN COUNCIL FOR THE COUNCIL YEAR 2026/26 AS FOLLOWS:**

A nomination for the Mayor was received.

**Mayor:**

Cllr Ray Griffin – Proposed by Cllr Mikka Pryor, Seconded by Cllr Stewart McKell.

It was **PROPOSED, SECONDED** and **RESOLVED** to appoint Cllr Ray Griffin as Mayor of Lytchett Minster & Upton Town Council, subject to resolution at the Annual Council meeting in May.

A nomination for Deputy Mayor was received.

**Deputy Mayor:**

Cllr Stewart McKell – Proposed by Cllr Mikka Pryor, Seconded by Cllr Charlie Squires.

It was **PROPOSED, SECONDED** and **RESOLVED** to appoint Cllr Stewart McKell as Deputy Mayor of Lytchett Minster & Upton Town Council, subject to resolution at the Annual Council meeting in May.

**544/25 TO CONSIDER AND ADOPT A CO-OPTION POLICY:**

Members received a Co-Option Policy for the Council (Document Ref: MATCAPR26Doc2). After review and a minor amendment to ensure the applicant withdraws whilst the vote is made, it was **PROPOSED, SECONDED** and **RESOLVED** to accept this policy.

The Town Clerk advised that Dorset Council has now given permission for the Town Council to co-opt following the departure of Cllr Gabriel.

At this juncture, Cllr Griffin thanked Dorset Councillor Steve Robinson for his contribution whilst serving as on the Town Council.

**545/25 TO CONSIDER THE AUCTION OF 110 ACRES OF UPTON HEATH FOR MINERAL EXTRACTION AND HOW THE TOWN COUNCIL CAN BEST SUPPORT THE CAMPAIGN TO PROTECT IT:**

Members discussed ways in which it can support the campaign to protect the area of 110 acres of Upton Heath in private ownership to be sold on the open market with historic planning permission for mineral extraction. The area of land is designated as a Site of Special Scientific Interest (SSSI). Part of the land in question falls within the parish boundary. There was general agreement that it was important for the Town Council to support this campaign.

A number of issues were discussed including:

- 1) although named Upton Heath, the majority of this land for sale falls within Corfe Mullen boundary.

- 2) despite the land mostly being in a neighbouring parish, the Town Council has an interest in issues that border and impact the town.
- 3) Should the Town Council have a financial role in the support of this campaign?
- 4) If a financial grant was made, how will the additional monies be raised?
- 5) whether any monies granted would be returned to LMUTC if the bid proves unsuccessful?
- 6) Does Dorset Wildlife Trust have access to funds other than this campaign
- 7) Could Dorset Council could apply to make this a Community Asset which would prevent the sale.
- 8) Could the Town Council work with Corfe Mullen Town Council to make a united opposition and a joint grant donation?

It was **PROPOSED, SECONDED** and **RESOLVED (6 in favour; 5 against)** that the Council uses its powers under the General Power of Competence (Localism Act 2011, s1(1)) and support the campaign to 'Save Upton Heath' by awarding a grant of £10,000 to Dorset Wildlife Trust to be funded from the Environment Ear Marked Reserve (329) and that the grant is subject to a funding agreement between the Town Council and Dorset Wildlife Trust stipulating that the funds are earmarked and used solely for the purchase of 110 acres of freehold land on Upton Heath from a private vendor, as referred to as: **Land to the North of the A35, Land to the West of Roman Road, Upton Heath, Corfe Mullen, Dorset, BH16 5QW. Title number: DT33246** and that if the sale of the specified area of land does not proceed for any reason whatsoever, the grant is returned to the Council. Corfe Mullen Town Council would be approached to establish the extent of its commitment to the campaign.

**546/25 TO CONSIDER THE DRAFT DORSET ASSOCIATION OF PARISH & TOWN COUNCILS (DAPTC) STATEMENT OF REASONABLE EXPECTATIONS (SoRE) AND DETERMINE THE COUNCILS' RESPONSE AHEAD OF THE DAPTC 2025 AGM ON 30 MAY 2026. COUNCILLORS ARE ASKED TO REVIEW THE PROPOSAL THROUGH THE LENS OF THE WIDER PARISH AND TOWN COUNCIL COMMUNITY AND ITS COLLECTIVE RELATIONSHIP WITH DORSET COUNCIL. COUNCILS ARE ALSO INVITED TO OFFER ANY SIGNIFICANT FEEDBACK OR SUGGESTED AMENDMENTS, WHICH DAPTC WILL GATHER FOR A REVIEW WITH DORSET COUNCIL IN 12-18 MONTHS TIME:**

Members considered the draft Dorset Association of Parish and Town Councils (DAPTC) Statement of Reasonable Expectations (SoRE). Dorset Cllr Robinson clarified this is stage 1 of an overall vision of community conversation which depends on engagement from all parties. LMUTC welcomes the SORE proposals but looks forward to the development of structures and mechanisms to deliver these desired outcomes.

Cllr Pipe left the meeting at this point.

**547/25 TO CONSIDER THE COUNCIL'S INSURANCE RENEWAL:**

The Clerk advised the premium is noticeably increased due to the expiration of the current 3 Year discounted agreement. After consideration it was **PROPOSED, SECONDED** and **RESOLVED** unanimously to proceed with another 3 year Long Term Agreement with Zurich Insurance, at £6,208.31 (including IPT).

**548/25 TO CONSIDER AND NOTE THE QUARTERLY OUTREACH TRENDS FOR THE ACCESS WELLBEING:**

Members considered the quarterly figures for the Access Wellbeing Hub. The Access Wellbeing drop-in Hub at the Council Help Centre has been running since January 26, every Monday, 10am – 3pm. It is staffed by 2 members of Help & Care staff who are very approachable and personable. They have engaged with many local services and businesses/retailers in the town to promote the drop-in. Members noted the increasing numbers of people accessing the service, and consider it a valuable asset for residents.

**549/25 REPRESENTATIVES REPORTS (MAYORAL/DORSET COUNCIL MEMBERS/LUBCA/UPTON TOGETHER/ ETC.):**

**Mayor:** Cllr Griffin presented his report.

**Dorset Councillors:** A report was presented to members.

**Upton Together:** Cllr McKell updated on another successful Easter Egg Hunt on Easter Sunday on Upton Rec, with 80 eggs 'won'. A Easter Bonnet competition was introduced this year, which was well supported. Cllr Griffin thanked Cllr McKell for organising the event, and Cllr McKell thanked volunteers for the help on the day. Cllr White reported on the very positive and grateful feedback posted on the social media posts about the event.

**Speedwatch:** Cllr Evans updated members that he and Cllr McKell attended a Speedwatch conference on 7 March. He advised the Speedwatch Week of Action begins on 20 April 2026 in Purbeck.

Speedwatch are to review their schedule, making their timetable more formal so they can advise Dorset Police.

Cllr Evans reported Dorset Council Highways have begun the 20mph road markings on Sandy Lane/Watery Lane.

**Dorset Councillors;** Cllr Robinson complimented the new road/cycleway system at the exit of Upton Country Park towards Creekmoor. He also reported on the Re-enablement Recovery Centres.

**550/25 TO RECEIVE THE LATEST FINANCIAL SUMMARY OF ACCOUNTS:**

The latest financial summary up to 31 March 2026 was noted.

**551/25 TO APPROVE ACCOUNTS FOR PAYMENT FOR APRIL 2026 UP TO DAY OF MEETING, AND A FULL MARCH 2026 PAYMENTS LIST:**

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

**552/25 TO RECEIVE AND APPROVE THE BANK RECONCILIATIONS FOR ALL COUNCIL ACCOUNTS UP TO 31 MARCH 2026, AND TO NOTE THE BALANCE SHEET:**

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously, that the bank reconciliations for all Council accounts up to 31 March 2026 as presented be approved; and the Balance Sheet was noted.

**553/25 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES)  
AND MATTERS FOR FUTURE AGENDAS:**

- i) Cllr Griffin reminded all Councillors of the Annual Town Assembly on Wednesday 29 April at 6:30pm. Flyers should be delivered to all households from this week.
- ii) Cllr Griffin updated Council of the results of the Volunteer of the Year Awards at the Extraordinary Amenities Committee meeting.

**554/25 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.**

**555/25 TO RECEIVE A CONFIDENTIAL REPORT ON THE RECRUITMENT TO THE DEPUTY TOWN CLERK ROLE:**

At this point in the meeting, the duration of the meeting had reached 2.5 hours. The adopted Standing Orders of the Council (Section 2.w) states that the meeting should not exceed 2.5 hours. In accordance with Section 10 XV, it was **PROPOSED, SECONDED** and **RESOLVED** to suspend Standing Order 2.w and carry on with the meeting.

Members received and reviewed the recruitment documentation for the Deputy Town Clerk (Document Ref: MATCAPR25Doc15).

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to approve the:

- a. Job Description
- b. Person Specification
- c. Terms of Employment
- d. Job Advert

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to approve the salary scale of SCP 33 (NJC Scales) and contracted hours of 25 per week.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to approve the recruitment timetable and advertising platforms.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to accept the Members of the interview panel (Cllr Griffin, the Town Clerk and Cllr Evans) and the role of the panel.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to delegate the final appointment decision to the Finance & Administration Committee.

**556/25 TO RECEIVE A CONFIDENTIAL REPORT ON FUTURE LEASE ARRANGEMENTS OF COUNCIL OWNED PROPERTY AT 1A AND 1B MOORLAND PARADE.**

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to proceed with a new lease for 1A and 1B Moorland Parade with Dorset Healthcare NHS Trust as detailed in the recommendation in report MATCAPR26Doc16.

**557/25 TO RECEIVE A CONFIDENTIAL REPORT ON THE FUTURE LEASE ARRANGEMENTS OF COUNCIL OWNED LAND AT FRAMPTON TERRACE, POOLE ROAD:**

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously due to the importance of the nature of this item and the time, that this item to be deferred to a future meeting.

**558/25 DATE AND TIME OF NEXT MEETING (ANNUAL MEETING) AND CLOSE OF MEETING:**

The Town Clerk confirmed the Calendar of Meetings will be re-distributed to all members in advance of its resolution at the Annual Council Meeting.  
The next meeting of the Town Council is the Annual Meeting on Tuesday 12 May 2026 at 6:30pm at 1 Moorland Parade.

There being no further business, the Chair closed the meeting at 9:05pm

Chair.....

Date.....

DRAFT