

LYTCHETT MINSTER & UPTON TOWN COUNCIL

A meeting of the **TOWN COUNCIL** was held on **TUESDAY** the **20 June 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 K Austin
- Councillor J R Burns
- Councillor F H Drane
- Councillor C Evans
- Councillor S McKell
- Councillor W T Pipe
- Councillor M Pryor
- Councillor J Sheldon
- Councillor P Thompson
- Councillor D White

Also in attendance:

- Mrs K Cane, Town Clerk
- Mrs K Osborne, Deputy Town Clerk
- Mr P Merifield, Outside Operations Manager

- Dorset Councillor A Brenton
- Dorset Councillor A Starr

2 members of the public.

59/23 PUBLIC PARTICIPATION

Two members of the public were in attendance who noted their interest in joining the Town Council.

60/23 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)
- Councillor D Wilson (personal)

61/23 MAYOR'S STATEMENT

The Mayor issued a statement as follows:

'One of the great advantages of being a member of a council such as ours, albeit one with limited powers, is that we are able to speak openly and freely when discussing issues and formulating council policy. We are not, for example, under the same sort of constraints that politically elected members are. We can, and do, frequently disagree around this table – as doubtless we will this evening. However, outside this chamber I would suggest that we all sing from the same hymn sheet and exercise caution when commenting on council affairs, whether that may be in conversation with residents, in a public forum or posting an item on social media. I hope you agree that we need to be

careful not to undermine the council's position or its staff, whether it be a contentious or fairly trivial matter. Thank you.'

62/23 MINUTES: of the Town Council meeting held on the 16 May 2023 as circulated were confirmed and signed.

63/23 CLERKS & OUTSIDE OPERATIONS REPORT:

- a. **Minute 123/18 & 150/22 To discuss the renewal of the lease of the Recreation Ground.** See minute no 72.
- b. **Minute 269/23 To receive condition report on the Grove, Pavilion and associated outside sites.** See outside operations report as attached.

64/23 CORRESPONDENCE:

The following correspondence was noted:

- a) Letter of congratulations from Michael Tomlinson MP regarding the Coronation event.
- b) PCC Stakeholders Letter.
- c) Letter of thanks from Citizens Advice Purbeck & East Dorset for the grant.

65/23 TO RECEIVE COMMITTEE MINUTES AND RESOLVE RECOMMENDATIONS:

- a) The following recommendations from the Environment & Planning Committee held on 23 May 2023 as circulated were confirmed, adopted and signed.

35/23 To RESOLVE to purchase 3 additional planters.

- b) The following recommendations from the Amenities Committee held on 30 May 2023 as circulated were confirmed, adopted and signed.

38/23 To RESOLVE that Cllr Mrs D White be appointed as Vice-Chair of Amenities.

43/23 To RESOLVE that the quote from BCP be accepted and the equipment (skate ramp) be removed, following the publication of a statement to residents explaining the reasons behind its removal.

- c) The following recommendations from the Finance & Administration Committee held on 6 June 2023 as circulated were confirmed, adopted and signed.

51/23 To RESOLVE that Cllr Mrs M Pryor be appointed as Vice-Chair of Finance & Administration.

54/23 To RESOLVE

- 1) that the terms of reference of all committees be amended to state membership of “up to” the number of members agreed to sit on each committee.
- 2) That section 1.9 and 1.10 of the Amenities Committee terms of reference be removed and added to the Finance & Administration Committee.

55/23 To RESOLVE that the Annual Governance Statement 22/23 and Accounting Statement 22/23 be approved by the Town Council.

58/23 To RESOLVE to approve the recommendations of the Staffing Report.

66/23 TO CONSIDER REVISED ARRANGEMENTS FOR TOWN COUNCIL BANKING

Members received a report outlining the current challenges with the Council’s banking arrangements and the need to move to alternative banking arrangements with a provider that has a better understanding of the sector.

It was proposed and seconded and **RESOLVED** to move the Council’s banking operations to Unity Bank and as part of this process to update the signatories to include Mayor, Deputy Mayor, Chair of Amenities and Chairs of Environment & Planning, with the Town Clerk and Deputy Town Clerk allocated as ‘officials’ on the account.

67/23 TO APPROVE UPDATED STANDING ORDERS AND FINANCIAL REGULATIONS

It was proposed and seconded and **RESOLVED** to approve the updated Standing Orders and Financial Regulations.

68/23 TO CONFIRM THAT THERE ARE NO CONFLICTS OF INTEREST WITH BDO THE EXTERNAL AUDITORS AND FOR THE MAYOR AND RFO TO SIGN THE DECLARATION

It was proposed and seconded and **RESOLVED** that there are no conflicts of interest with the external auditor BDO and a declaration was signed by the Clerk/RFO and Chair to confirm this.

69/23 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR 2022/23

It was proposed and seconded and **RESOLVED** that the Annual Governance Statement for 2022/23 be approved for signing by the Town Mayor and Town Clerk.

70/23 TO APPROVE THE ACCOUNTING STATEMENTS FOR 2022/23

It was proposed and seconded and

RESOLVED that the Accounting Statement for 2022/23 be approved for signing by the Town Mayor and Town Clerk.

71/23 TO RECEIVE THE INTERNAL AUDITORS REPORT YEAR TO 31 MARCH 2023

The report from the Internal Auditor was received and noted.

The Town Clerk and Deputy Town Clerk were thanked for their work in preparing the accounts.

72/23 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. The Town Council's solicitor has considered the terms of the lease and has raised a number of queries with the Trust's solicitor. A response is pending.

It was proposed and seconded and

RESOLVED to continue to move forward with finalising the lease for the management of the recreation ground.

73/23 REPRESENTATIVES REPORTS (DORSET COUNCIL MEMBERS/LUBCA/UPTON TOGETHER/UPTON IN BLOOM ETC.).

Dorset Councillor Brenton – see report attached

Dorset Councillor Pipe – see report attached.

Cllr Pipe was asked whether there was any update regarding the survey Aldi is required to undertake in relation to the use and operation of the pedestrian crossing outside the store. The Deputy Town Clerk was liaising with Dorset Council Planning Team about this and would follow this up.

With reference to the Remembrance Parade, Cllr Burns wished to highlight an approach to him from the Secretary of the Lytchett United Branch following the Annual Assembly meeting on 25 May. He felt that this highlighted the importance in forging positive relations with the branch going forward. A recent complaint relating to how the Council reached its decision on this year's arrangements for the Remembrance Parade had been investigated under stage 1 of the complaints process and responded to. The Town Council had been informed that the complainant would not be taking the complaint further but noted their disappointment around the outcome of the investigation of the complaint. A public statement explaining the reasoning behind the Council's decision had been drafted in order to dispel misconceived perceptions present in the public domain.

Cllr Pipe asked members present if any would support a motion to reconsider the decision not to have the parade on the highway this year. No member confirmed their support.

Upton Together:

Cllr McKell reported that a number of families struggling in the community had been provided with food packages by Upton Together.

Upton In Bloom:

Cllr Griffin reported that preparations were well underway for the South & South East in Bloom and Britain in Bloom judging on 4 July.

The official opening of the Lyt-Up Legacy Garden would be taking place on Thursday 22 June at 11am.

74/23 TO RECEIVE ANY UPDATES TO THE RISK REGISTER.

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

75/23 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.

76/23 TO APPROVE ACCOUNTS FOR PAYMENT FOR JUNE 2023 UP TO DAY OF MEETING, AND A FULL MAY 23 PAYMENT LIST.

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

77/23 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS.

- 1) Dorset Council has launched an information campaign on the safe disposal of vapes and the Town Council is disseminating this information. It was agreed that an item would be added to the agenda for the forthcoming Environment & Planning Committee to consider how the Town Council can further support this campaign.

There being no further business, the Chair closed the meeting at 8.30pm.

Chair.....

Date.....