

**LYTCHETT MINSTER & UPTON TOWN COUNCIL**

An **ON-LINE ZOOM MEETING** of the **TOWN COUNCIL** was held on **TUESDAY** the **21 April 2020** and commenced at 7.00 p.m.

**PRESENT:** Councillor Mrs M Pryor in the Chair  
Councillor F Drane  
Councillor J R Burns  
Councillor Mrs R J Wood  
Councillor M Chase  
Councillor K Brooks  
Councillor S McKell  
Councillor D Wilson  
Councillor D Kennedy  
Councillor J Sheldon

**Also in attendance:**

Dorset Councillor W T Pipe  
Dorset Councillor A Brenton  
Mrs K Cane, Town Clerk  
Mrs B Lake, Office Manager  
Mrs Sandra Samways, Admin Asst

**426/19 DECLARATIONS OF INTEREST:**

Dorset Cllr Pipe expressed a personal interest in any discussions regarding the Turbary Trust.

**427/19 APOLOGIES:**

Councillor Mrs J Marston (technical issues)

**428/19 MINUTES:**

of the Town Council meeting held on 18 February 2020 and the Extraordinary meeting held on 3 March 2020 as circulated were confirmed and signed.

**429/20 CLERKS REPORT:**

- a. **Valuation Report Regarding Land at Hibbs Close and its Potential Disposal.** The potential developers attended a recent planning meeting to request support from Town Council and Dorset Council members in approaching Dorset Planners to speed up the planning application process. It appears that Natural England have agreed to the proposed planning designs as well as the Wimborne housing association, so once Dorset Council move forward with their planning process, the Town Council could commence the land transfer. See Minute 435/19.

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**429/20 CLERKS REPORT:(Cont)**

- b. **Minute 123/18 To discuss the renewal of the lease of the Recreation Ground.** Russell Cooke solicitors are acting for the Town Council and are preparing an extension to the current lease. Cllr Burns advised that this is now in abeyance during the current COVID-19 lockdown period. It was reported that when Mrs June Richards resigned from Town Council she ceased to be the Council representative on the Turbary Trust, this creating one vacancy for a Town Council representative.
- c. **Minute 202/18 Lytchett Bay Nature Park Partnership.** No further information.
- d. **Minute 316/18 To consider providing an information board on 'Upton in Wartime'.** No further information.
- e. **Minute 66/19 To set up a working party to look at 'Policeman's Lane Development Stage 3'.** This item will be removed from the minutes until such time as Stage 2 is completed.
- f. **Minute 266/19 To consider a Review of the Town Plan.** No date has yet been set. Cllr Drane suggested that this should be discussed with Dorset Councillors and Dorset Cllr Pipe undertook to look into it.
- g. **Minute 267/19 Charging Position for Depositing Waste at the Local Recycling Centres** A useful and informative presentation was received from DWP. The presentation has been circulated to all members. This item will be removed from the minutes.
- h. **Minute 270/19 & 392/19 Frampton Terrace Garden Plot.** The ownership of the steps has been referred to our legal advisor for clarification and the emailed response circulated to members. This will be dealt with at a later date when the current lockdown period is over.
- i. **Minute 389/19 Council Nominated Trustees for Turbary.** The nominees were Robin Sequeira and Charlotte Wood. Their details have been passed to the Trust and Cllr Mrs Wood confirmed that Charlotte Wood had been in contact with the Chairman of the Trust.
- j. **Minute 391/19 Replacement of Stock Fencing at Overflow Car Park.** The work to install a replacement fence has been completed.

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**429/20 CLERKS REPORT:(Cont)**

- k. **Minute 397/19 1 Moorland Parade Defibrillator.** This has been collected and is awaiting the electrician to install.

**430/19 CORRESPONDENCE:**

A letter of thanks for the Town Council's involvement in the Remembrance Day Parade November 2019 was received from the Royal British Legion.

**431/19 TO RECEIVE REVISED DRAFT STANDING ORDERS WHICH INCORPORATE THE ABILITY TO HOLD VIRTUAL MEETINGS:**

After discussion it was proposed, seconded and **RESOLVED** on a vote of 7 for, 1 against, and 2 abstentions to accept the revised Standing Orders.

**432/19 TO SUSPEND CURRENT CALENDAR OF MEETINGS TO BE REPLACED WITH JUST TOWN COUNCIL MEETINGS HELD MONTHLY TO INCORPORATE URGENT BUSINESS OF THE TOWN COUNCIL AND ASSOCIATED COMMITTEES DURING THE COVID-19 PANDEMIC AND UNTIL THE PERIOD OF GOVERNMENTAL LOCKDOWN IS LIFTED AND THE FULL SCHEDULE OF MEETINGS CAN BE REINSTATED:**

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

**433/19 TO DELEGATE ALL DAY TO DAY OPERATIONAL RESPONSIBILITIES TO THE TOWN CLERK, WHO WILL ENACT THESE IN CONJUNCTION WITH THE ACTING CHAIRMAN. TO AUTHORISE THE TOWN CLERK TO PAY STAFF SALARIES AND INVOICES IN LINE WITH APPROVED BUDGETED EXPENDITURE:**

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

**434/19 TO CONFIRM THE INTERIM PROTOCOL FOR DEALING WITH PLANNING APPLICATIONS:**

After discussion the interim protocol for dealing with planning applications was approved with some amendments.

**435/TO UPDATE ON THE POSSIBLE SALE OF LAND AT HIBBS CLOSE:**

It was reported that the submission of a planning application by the developers is imminent.

**436/19 TO ESTABLISH A WORKING PARTY TO REVIEW COUNCIL POLICIES AND PROCEDURES:**

It was agreed that this should be left in abeyance until such time as the lockdown period is over and members can discuss this face to face. Members were advised that if necessary the annual Council meeting in May when a new Chairman/Mayor is elected can be deferred until May 2021 if necessary.

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**437/19 ADOPTION OF COMMITTEE REPORTS:**

- a) The report of the Environment committee held on 25 February 2020 as circulated was confirmed, adopted and signed.
- b) The report of the Planning committee held on 10 March 2020 as circulated was confirmed, adopted and signed.

**438/19 REPRESENTATIVES REPORTS/DORSET COUNTY COUNCIL MATTERS:**

**Report by Cllr W Pipe – Dorset Council**

Cllr Pipe reported that Lytchett Matravers Parish Council had secured a grant from the Dorset Council Coronavirus Fund and suggested that the Town Council should apply for funding to help local residents in need. It was proposed, seconded and **RESOLVED** to apply for a grant.

**439/19 TO RECEIVE THE SUMMARY OF ACCOUNTS TO 31 MARCH 2020:**

This was reviewed by the committee and it was proposed, seconded and **RESOLVED** that the financial summary of accounts up to the 31 March 2020 be approved.

**440/19 TO RECEIVE LIST OF COUNCIL PAYMENTS UP TO THE DATE OF THE MEETING:**

It was proposed, seconded and **RESOLVED** that the list of payments up to the date of the meeting be agreed.

**441/19 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS:**

- a. There was an attempted break in at the Grove on Sunday 19 April 2020.
- b. A vote of thanks was given to the Clerk for her efforts in setting up the first virtual meeting of the Town Council.

**There being no further business, the Chairman closed the meeting at 8.35 p.m.**

Chairman.....  
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Date.....  
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