

LYTCHETT MINSTER & UPTON TOWN COUNCIL

An **ON-LINE ZOOM MEETING** of the **TOWN COUNCIL** was held on **TUESDAY** the **16 JUNE 2020** and commenced at 7.00 p.m.

PRESENT: Councillor Mrs M Pryor in the Chair
Councillor F Drane
Councillor J R Burns
Councillor M Chase
Councillor Mrs J Marston
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

15/20 DECLARATIONS OF INTEREST:

None.

16/20 APOLOGIES:

Councillor K Brooks (work commitments)
Councillor Mrs R J Wood (without apologies)
Dorset Councillor A J Starr (personal)

17/20 MINUTES:

of the Town Council meeting held on 19 May 2020 as circulated were confirmed and signed.

18/20 CLERKS REPORT:

- a. **Valuation Report Regarding Land at Hibbs Close and its Potential Disposal.** No planning decision to-date.
- b. **Minute 123/18 To discuss the renewal of the lease of the Recreation Ground.** . No further information on the lease.
- 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 update.
- e. **Minute 266/19 To consider a Review of the Town Plan.** No update.

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18/20 CLERKS REPORT:(Cont)

- f. **Minute 270/19 & 392/19 Frampton Terrace Garden Plot.**
Matter in abeyance.

19/20 CORRESPONDENCE:

- a. A letter of thanks for the grant aid donation of £750 was received from Purbeck CAB.

- b. A letter was received from a resident of Tavistock regarding a facebook issue.

20/20 TO RECEIVE:

Financial Risk Assessment 2020
Asset Register up to 31 March 2020
Health and Safety Policy 2020
Insurance YLL-272006-5263 (Year 1 of 3)
Review of Effectiveness of Internal Audit 19/20
COVIC-19 General Risk Assessment June 20
Code of Conduct 2020-2021

It was proposed seconded and **RESOLVED** that these be received with some minor amendments to the Health and Safety Policy.

21/20 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR 2019/20:

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

22//20 TO APPROVE THE ACCOUNTING STATEMENTS FOR 2019/20:

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

23/20 TO RECEIVE THE ANNUAL INTERNAL AUDIT REPORT 2019/20:

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

24/20 TO RECEIVE THE INTERNAL AUDITORS REPORT YEAR TO 31 MARCH 2020:

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

25/20 TO APPROVE FOR THE PERIOD OF 2020-2021:

- a) the use of variable direct debit for payment of utilities and
- b) the use of BACS payments for the payment of invoices and salaries

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

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26/20 TO RECEIVE UPDATE FROM THE TOWN CLERK ON TOWN COUNCIL OPERATIONS:

The Town Council Help Centre will re-open from Monday – Thursdays commencing 22 June 2020 with measures in place to protect visitors and staff. The office will be manned by the Town Clerk and Admin Assistant. The Office Manager continues to work from home supporting the work of the Council and taking calls on behalf of Upton Together. The Groundsmen continue their outside work around the town.

27/20 TO RECEIVE UPDATE ON THE UPTON TOGETHER PROJECT:

Approximately 10 calls per day are received for help with collecting prescriptions, shopping and grant aid etc. 180 cream teas have been distributed, and 4 grants have been made. The crowdfunding site stands at £260 and the food banks are full.

Forms to enter the competition and request a cream tea have been distributed around the town and Michael Tomlinson MP will draw the winning ticket at the end of the month.

Self-employed people needing help have been signposted to the Dorset Council fund.

A vote of thanks was recorded to Cllrs McKell and Pipe who have worked extremely hard on this project, and also to Town Council staff.

28/20 TO RESOLVE THAT THE CURRENT ACTING CHAIR IS CONFIRMED AS THE CHAIRMAN OF THE COUNCIL UNTIL THE NEXT ANNUAL MEETING:

It was proposed, seconded and
RESOLVED that the current acting Chair is confirmed as Chairman of Council until the next Annual Meeting.

29/20 TO RESOLVE THAT A VICE-CHAIRMAN OF THE COUNCIL IS ELECTED TO SUPPORT AND DEPUTISE FOR THE CHAIRMAN WHEN NECESSARY:

It was proposed, seconded and
RESOLVED that Cllr Chase be elected to support and deputise for the Chairman when necessary.

30/20 TO RECEIVE AN UPDATE FROM CHAIRS OF AMENITIES, ENVIRONMENT AND PLANNING:

Amenities – Cllr Mrs Pryor

No problems are reported at the Cemetery or the Recreation Ground. A date for a Cemetery inspection will be arranged and attended by Cllrs Mrs Pryor, Chase and McKell.

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Planning – Cllr Burns

Cllr Burns reported that Cllr Sheldon had resigned from the planning committee.

Cllr Burns expressed concern that the current system of considering planning applications isn't working very well and will look at other options.

The Dorset Council meeting to consider the proposed Aldi planning application has been rescheduled.

Members expressed concern that some planning applications do not provide enough details, eg showing where services enter a property. Dorset Councillor Brenton will take this issue up with Purbeck Head of Planning if members advise her of any specific planning application.

Environment – Cllr Chase

The big flowerbeds have now been planted thanks to help from BCP as the previous supplier let us down. More plants are due in two weeks time for the troughs and towers etc.

An unofficial home made memorial seat appeared at Lytchett Bay View and after contact with the Bournemouth Echo and the family a compromise was offered that a plaque to the deceased could be attached to one of the existing seats. A response is awaited. If the family agree to this suggestion they will be invited to a small unveiling ceremony.

Dorset Council have provided Town and Parish Councils with stencil kits and paint to mark areas where 2m social distancing is required. It is planned to use this outside the Town Council Office as only one person at a time will be permitted inside. Wet weather provision is being investigated.

Dorset Council contractors have now sprayed weeds on pavements and kerbs.

Resurfacing of the B3067 to Bakers Arms will take place from 11 – 14 July using a new form of micro asphalt.

ANPR cameras have been installed on the bridge over the bypass and this is an ongoing police operation.

The issue of the culverts under the A35 was raised and the Clerk will ascertain whether this work will be undertaken before the winter.

31/20 REPRESENTATIVES REPORTS/DORSET COUNTY COUNCIL MATTERS:

Report by Cllr A Brenton – Dorset Council

Complaints have been received about a stench around the Lytchett Matravers vicinity and this is a public health issue.

There have been a lot of deer strikes along the A35 recently.

The Aldi planning application will be considered next month.

Consultation has been taking place on additional social activities for children while the schools are closed.

Social teas in gardens are being organised for isolated people in Morden.

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31/20 REPRESENTATIVES REPORTS/DORSET COUNTY COUNCIL MATTERS:(Cont)

Report by Cllr W Pipe – Dorset Council

Dorset Council continue to update Councillors on a weekly basis by webinars on different subjects and also offer training.

32/20 TO RECEIVE THE SUMMARY OF ACCOUNTS TO 31 MAY 2020:

This was reviewed by the committee and it was proposed, seconded and

RESOLVED that the financial summary of accounts up to the 31 May 20 be approved.

33/20 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.

34/20 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS:

- a. Cllr Chase advised that the item regarding the future of the Youth Advisor was deferred until the July meeting as the agenda for this month was extensive.
- b. Cllr Sheldon requested that the Complaints Policy be updated and this is on the agenda for the July meeting.
- c. Cllr Drane expressed concern that no response had been received from Dorset Council regarding the Town Plan. Dorset Cllr Pipe confirmed that he had approached the officer concerned but contact from him is still awaited.
- d. Cllr Chase raised the issue of the Christmas event and a zoom meeting to discuss this will be arranged.

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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