

# LYTCHETT MINSTER AND UPTON TOWN COUNCIL



There will be a meeting of **Lytchett Minster & Upton Town Council** to be held on **Tuesday 15 July 2025** at **The Council Offices, 1 Moorland Parade, Moorland Way, Upton, BH16 5JS** at **6.30 pm**.

A handwritten signature in black ink, appearing to read 'Karen Cane'.

**Signed: Karen Cane, Town Clerk**  
**9 July 2025**

Prior to consideration of the following Agenda, there will be a democratic quarter of an hour, which may be extended at the discretion of the Town Council, during which time members of the public may speak. During the course of the meeting, members of the public and our elected representatives from the Dorset Council may indicate they wish to speak, and, at the discretion of the Chairman, and with the approval of the Members, they may be allowed to do so on points of information only. The Council may on occasion invite members of the public to comment on specific issues where points of information or their particular knowledge on a subject might prove of benefit to the Committee. Following the democratic session, members of the public are welcome to remain in the meeting to observe, as per the Public Bodies (Admission to Meetings) Act 1960.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

## **AGENDA**

1. Public Participation
2. To receive Declarations of Interest (Councillors are reminded of their obligations to declare their interests under the Model Code of Conduct as defined by regulations made under Section 30 (3) of the Localism Act 2011) and consideration of requests for Grants of Dispensations in respect of Disclosable Pecuniary Interests.
3. Apologies for absence.

**Karen Cane CiLCA PSLCC**  
**Town Clerk**

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To receive and approve apologies for absence including reasons given– please can Members aim to give their apologies by email or telephone by 5pm on the day of the meeting.

4. To receive a presentation from The National Trust regarding new initiatives in Purbeck (Tom Clarke)
5. To watch a webinar recording of Dorset Council's Fresh Start (15 mins) and to discuss.
6. To receive the Minutes of the Meeting of the Town Council held on 17 June 2025.
7. To receive the Clerk's and Outside Operations Manager's Reports.
8. Correspondence: A) Letter from Vikki Slade MP re Picnic in the Park B) CCLA Public Investment Fund Update
9. To receive Committee minutes and to resolve recommendations:

**Environment & Planning Committee 25 June 2025: Minutes (No recommendations).**

**Amenities Committee 8 July 2025: Minutes**

**Recommendations:**

**111/25 TO CONSIDER OPTIONS FOR THE UPGRADE OF THE CLOCK AT THE CLOCKTOWER SITE.**

Members considered the report and **PROPOSED, SECONDED AND RECOMMENDED** to appoint Smith of Derby to undertake to replace the clock faces and supply new mechanism at a cost of £9,475 (excl VAT).

**112/25 TO REVIEW THE PICNIC IN THE PARK EVENT, RECORD LEARNING OUTCOMES AND TO DISCUSS DATE OF FUTURE EVENT.**

It was **PROPOSED, SECONDED** and **RECOMMENDED** to hold a Community Picnic on 27 June 2026 and commence the arrangements as soon as possible.

**113/25 TO RECEIVE A PROPOSAL TO DELIVER FITNESS CLASSES ON THE RECREATION GROUND.**

The report contents was noted and, subject to confirmation of the instructor's public liability insurance and the content of the promotional material, it was **PROPOSED, SECONDED** and **RECOMMENDED** to permit the classes to be delivered on the recreation ground.

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10. To consider the following motion:  
‘To call for the Government to provide dedicated funding for neighbourhood plans.’
11. To call for nominations to serve as a nominative member of the Turbary Trust for a 4 year term.
12. To discuss ways in which to celebrate the Town.
13. To discuss the Safe Places scheme and consider whether the Council wish to participate.
14. To grant a Disclosure of Pecuniary Interest (DPI) to all members with regards to the setting of the Precept until January 2029.
15. To receive an update on the sink hole at Moorland Parade.
16. To receive an update on the tenancy of offices at 1B Moorland Parade and to consider quotations to replace the Velux windows.
17. To consider the Town Council supporting a STEM Scholarship.
18. Representatives Reports (Mayoral/Dorset Council Members/LUBCA/Upton Together/SpeedWatch).
19. To receive the latest financial summary of accounts.
20. To approve accounts for payment for July 2025 up to day of meeting, and note the full June 2025 payment list.
21. To receive and approve the bank reconciliations for all Council accounts up to 30 June 2025.
22. Items of report (including publicity opportunities) and matters for future agendas.

The next meeting of the Town Council will be the Annual Meeting and this is to be held on 16 September 2025 at 1 Moorland Parade, Upton commencing at 6.30 pm.

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**Town Clerk**

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