

LYTCHETT MINSTER AND UPTON TOWN COUNCIL



Members of the **Lytchett Minster & Upton Town Council** are summoned to attend a Meeting of the Town Council to be held on **Tuesday 18 November 2025** at **The Council Offices, 1 Moorland Parade, Moorland Way, Upton, BH16 5JS at 6.30 pm.**

Apologies for absence should be given to the Chairman/Clerk prior to the meeting.

A handwritten signature in black ink, appearing to read "K Cane".

**Signed: Karen Cane, Acting Town Clerk
12 November 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.

**Karen Cane CiLCA PSLCC
Town Clerk**

1 Moorland Parade, Moorland Way, Upton, Poole, Dorset BH16 5JS
Tel: 01202 632070

e-mail: office@lytchettminsterandupton-tc.gov.uk
website: www.lytchettminsterandupton-tc.gov.uk

3. Apologies for absence.
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 Help & Care regarding the Access Wellbeing Hub and drop-in services.
5. To receive the Minutes of the Meeting of the Town Council held on 21 October 2025. (MATCNOV25Doc1)
6. To receive the Clerk's and Outside Operations Manager's Reports. (CRTCNOV25 OOMTCNOV25)
7. Correspondence: A) Citizens Advice East Dorset & Purbeck Quarterly Report. (MATCNOV25CORRA)
8. To receive Committee minutes and to resolve recommendations:

Environment & Planning Committee: 4 November 2025

270/25 TO RECEIVE AN UPDATE ON THE WARBLER CLOSE PROJECT AND ACCESS FOR WHEELCHAIR USERS.

It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to replace the current barriers with K Barriers at an approximate cost of £3,606 (exc VAT).

272/25 TO CONSIDER ENPLAN BUDGETS FOR 26/27

It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to approve the first draft of the ENPLAN budget for 2026/27 as attached at Appendix A.

276/25 TO CONSIDER THE OPTION FOR A NEIGHBOURHOOD PLAN FOR THE TOWN.

It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to move forward, in principle, with the development a Neighbourhood Plan for the town subject to a detailed appraisal document to feed into the Council's final decision.

Extraordinary Finance & Administration Committee: 11 November 2025

286/25 TO RECEIVE A CONFIDENTIAL REPORT ON STAFFING MATTERS.

It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to;

1. Note the contents of the report and current position with staffing.
2. Form a panel comprised of Councillors Griffin, Squires and White to oversee the process detailed in the report.
3. Appoint the current Deputy Town Clerk to Acting Town Clerk, and award a pay increase, as per the recommendation, for the duration of the interim role and backdated to 1 October 2025.

Karen Cane CiLCA PSLCC
Town Clerk

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Amenities Committee: 11 November 2025

295/25 TO CONSIDER THE COMMITTEE BUDGETS FOR 26/27.

The first draft budget was presented to members. Members reviewed each budget line for Amenities, and through discussions agreed to amend some budget lines.

As part of the discussions, it was **PROPOSED, SECONDED** and **RECOMMENDED** (6 in favour; 1 against; 1 abstention) to waive the annual fee of £4,586 charged to Upton Junior School for use of the recreation ground.

It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to approve the first draft of the Amenities budget for 2026/27 as attached at Appendix A.

9. To receive an update on future lease arrangements for Upton Recreation Ground.
10. To receive proposals to introduce an Access Wellbeing Hub drop-in service at the town council office at 1 Moorland Parade. (MATCNOV25Doc2)
11. To receive information on the new Data Protection obligations the Council must meet under Assertion 10 of the Annual Governance & Accountability Return (AGAR). (MATCNOV25Doc3)
12. Representatives Reports (Mayoral/Dorset Council Members/Upton Together/SpeedWatch).
13. To receive and consider a draft budget for 2026/27. (MATCNOV25Doc4)
14. To receive the latest financial summary of accounts. (MATCNOV25Doc5&6).
15. To approve accounts for payment for November 2025 up to day of meeting, and note the full October 2025 payment lists. (MATCNOV25Docs7-8).
16. To receive and approve the bank reconciliations for all Council accounts up to 31 October 2025 (MATCNOV25Docs9-12).
17. Items of report (including publicity opportunities) and matters for future agendas.

Due to the nature of the following business to be transacted under agenda item 18, the Council should resolve to exclude the Press and Public, Under the Public Bodies (Admission to Meetings) Act 1960.

18. To receive an update on staffing matters. (MATCNOV25Doc13).

The next meeting of the Town Council will be held on 16 December 2025 at 1 Moorland Parade, Upton commencing at 6.30 pm.

Karen Cane CiLCA PSLCC
Town Clerk

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