

LYTCHETT MINSTER AND UPTON TOWN COUNCIL

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Members of the **Lytchett Minster & Upton Town Council** are summoned to attend a Meeting of the Town Council to be held on **Tuesday 14 July 2026** at **The Council Offices, 1 Moorland Parade, Moorland Way, Upton, BH16 5JS** at **6.30pm**.

A handwritten signature in black ink, appearing to read 'Kate Osborne'.

Signed: Kate Osborne
Town Clerk & Responsible Finance Officer
8 July 2026

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.
To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)) – please can Members aim to give their apologies by email or telephone by 5pm on the day of the meeting.

4. To receive and approve the Minutes of the Town Council Meeting held on 16 June 2026.
5. To receive the Clerk's and Outside Operations Manager's reports. (CRT CJUL26 & OOMTCJUL26)
6. Correspondence: A) Letter from Vikki Slade MP regarding Picnic In The Park. B) Letter of thanks from LUBCA for Volunteer of the Year Award.
7. To receive Committee minutes and to resolve recommendations:
 - a) Amenities Committee 23 June 2026
No recommendations.
 - b) Environment and Planning Committee 30 June 2026
No recommendations.
 - c) Amenities Committee 7 July 2026
No recommendations.
8. To receive and note the Council's action plan for 2026/27. (MATCJUL26Doc1)
9. To consider and note the quarterly outreach trends for the Access Wellbeing Hub sessions based at the Town Council office. (MATCJUL26Doc2)
10. To receive a recommendation to reappoint Breakthrough Communications Data Protection Support and Advice Service for another year. (MATCJUL26Doc3)
11. As a member of the Julians Bridge Working Group, to support the collective declaration of 'local travel emergency' for the road network between Pye Corner, Wimborne and Wimborne Road, Corfe Mullen (including Julians Road, Julians Bridge, Lake Gates roundabout, Wimborne Road to Pine Road, Corfe Mullen). (MATCJUL26Doc4)
12. To receive quotations to undertake the water infrastructure improvements at the allotment site, as provided by Upton and Lytchett Minster Allotment Association (ULMAA), and resolve to award a grant of £5,000 to ULMAA towards the cost of carrying out these works, as agreed in principle by the Amenities Committee. (MATCJUL26Doc5)
13. To consider and note the 21st Century Parish and Town Councillor and Clerk report published by the University of Birmingham and supported by SLCC, the National Association of Local Councils (NALC), and the Association of Democratic Services Officers (ASDO). (MATCJUL26Doc6)
14. Representatives Reports (Mayoral/Dorset Council Members/LUBCA/Upton Together/Upton In Bloom/Speedwatch etc).

15. To approve the newly appointed Deputy Town Clerk (Katy Babbs) as an additional mandate/signatory to the Council's Unity and CCLA bank accounts, and as an additional user of the Council's Government Procurement Card (VISA). (MATCJUL26Doc7)
16. To receive the financial summary of accounts for June 2026. (MATCJUL26Doc8)
17. To approve accounts for payment for July 2026 up to date of meeting, and note the full June 2026 payments list. (MATCJUL26Docs9-10)
18. To receive and approve the bank reconciliations for all Council accounts up to 30 June 2026, and to note the balance sheet. (MATCJUL26Docs11-15)
19. 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 20, the Council should resolve to exclude the Press and Public, under the Public Bodies (Admission to Meetings) Act 1960.

20. To receive a confidential staffing report and consider the recommendations therein. (MATCJUL26Doc16)
21. Date and time of next meeting (15 September 2026, 6.30pm) and close of meeting.