

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 17 February 2026** 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 'Kate Osborne'.

Signed: Kate Osborne, Acting Town Clerk & RFO
11 February 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 the Minutes of the Meeting of the Town Council held on 20 January 2026.
5. To receive the Clerk's and Outside Operations Manager's Report. (CRTCFEB26& OOMTCFEB26)
6. Correspondence: None
7. To receive Committee minutes and to resolve recommendations:
 - a) Amenities Committee 3 February 2026

405/25 TO RECEIVE A REPORT ON CIVIC AND COMMUNITY EVENTS AND CONSIDER THE RECOMMENDATIONS THEREIN.

Remembrance Sunday Parade:

It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to adopt the parade format and route along Lytchett Minster School driveway for all future Remembrance Sunday Parades.

407/25 TO RECEIVE AN UPDATE REPORT ON YOUTH SERVICES AND APPROVE RECOMMENDATIONS.

It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously:

1. To refer the review of youth services back to the Town Council as it does not fall within the Committee's terms of reference.
2. The allocated budget for youth services to be removed from General Amenities (304) budget and a new 'Youth Service' budget line be added to 'Finance' (100) which will hold all youth related funding.

406/25 TO REVIEW AND APPROVE THE ALLOTMENT MANAGEMENT AGREEMENT WITH UPTON AND LYTCHETT MINSTER ALLOTMENT ASSOCIATION (ULMAA) FOR THE PERIOD 2026-2029:

Members reviewed the Allotment Management Agreement with ULMAA; Point 3.2.3 requires confirmation on the definition of 'living outside the Parish' with ULMAA – subject to this it was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to approve the revised Allotment Management Agreement 2026-2029 and proceed with entering the 3 year agreement with ULMAA.

408/25 TO RECEIVE PROPOSALS TO REINTRODUCE THE VOLUNTEER OF THE YEAR AWARDS FOR THE TOWN:

It was **PROPOSED, SECONDED** and **RECOMMENDED** (with 1 vote against) to approve the scheme criteria for the Volunteer of the Year Awards, as per the amendments.

8. To consider a motion submitted by Cllr C Squires.

In accordance with Standing Order 7(a), I wish to move the following special motion regarding the application of cemetery fees:

That the Council resolves that 'resident fees' shall apply where either of the following conditions is met:

1. *The deceased was living within the parish at the time of their death; or*
2. *The deceased had moved out of the parish solely for the purpose of entering a care home, nursing home, hospice or supported living accommodation, and remained in such care until their death.*

**For the purposes of Category 2, acceptable evidence shall include the individual's final council tax bill together with a brief confirmation from a care home, supported living provider, social services or other suitable documentation demonstrating that the move was necessitated by health or care needs and that such care continued until death. Where an individual moved in with family because they could no longer live independently, a letter from the family may be accepted. No medical details are required, and additional confirmation from a GP or social worker shall not be necessary where the existing evidence is sufficient.*

Note: *This motion maintains the Council's existing policy permitting the burial of non-residents, including long-term former parishioners. The amendment ensures fairness by applying the resident fee to those who were compelled to leave the parish due to care needs rather than personal choice.*

Proposed: Cllr Charlie Squires

Seconded: Cllr Ray Griffin

Supported: Cllr Stewart McKell, Cllr Mikka Pryor, Cllr Clive Evans

9. To consider a motion submitted by Cllr C Squires.

With reference to information on the proposal provided (MATCFEB26Doc1)

OPPOSITION TO THE PROPOSED CLOSURE OF HAMWORTHY FIRE STATION

This Council resolves to:

1. **Formally oppose** the proposed closure of Hamworthy Fire Station.
 2. Write to Dorset & Wiltshire Fire and Rescue Authority, calling for Hamworthy Fire Station to be **removed from the consultation** and for the closure proposal to be **abandoned**.
 3. Encourage residents to participate in the consultation and express their concerns.
10. To agree the date and format for this year's Annual Assembly. (MATCFEB26Doc2)
 11. To receive an update on youth service provision. (MATCFEB26Doc3)
 12. To consider recent flooding in the Town and agree a response to Dorset Council (MATCFEB26Doc4)
 13. Representatives Reports (Mayoral/Dorset Council Members/LUBCA/Upton Together/Upton In Bloom/Speedwatch etc).
 14. To receive the latest financial summary of accounts. (MATCFEB26Doc5)
 15. To approve accounts for payment for February 2026 up to day of meeting, and note the full January 2026 payment list. (MATCFEB26Docs6-7)

16. To receive and note the bank reconciliations for all Council accounts up to 31 January 2026, and to note the balance sheet. (MATCFEB26Docs8-11).

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 and 19, 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. (MATCFEB26Doc12)

19. To consider proposals from Dorset Council relating to speed limit reductions and asset transfers. (MATCFEB26Doc13)

20. Date and time of next meeting (17 March 2026, 6.30pm) and close of meeting.