

# LYTCHETT MINSTER AND UPTON TOWN COUNCIL



There will be a Meeting of the Town Council to be held on **Tuesday 18 February 2025** at **The Council Offices, 1 Moorland Parade, Moorland Way, Upton, BH16 5JS** at **6.30 pm**.

**Signed: Karen Cane, Town Clerk  
12 February 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.  
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.

**Karen Cane CiLCA PSLCC  
Town Clerk**

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1 Moorland Parade, Moorland Way, Upton, Poole, Dorset BH16 5JS

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4. To receive the Minutes of the Meeting of the Town Council held on 14 January 2025.
5. To receive the Clerk's and Outside Operations Manager's Report.
6. Correspondence: Citizens Advice EDP January 2025 Newsletter.
7. To receive Committee minutes and to resolve recommendations:

**ENPLAN – 21 January 2025:**

**410/24 TO CONSIDER AN APPLICATION TO DORSET COUNCIL FOR YELLOW LINES (TRO) AT WARBLER/HEIGHTS ROAD**

Members voted 7 for, with 1 abstention to request Dorset Council to consider yellow lines (TRO) at the location as identified on the map (Appendix C). It was noted that there have been several accidents and many more near misses due to cars double parked in this area. It was agreed that the lay-by should not have TRO's.

It was therefore **PROPOSED, SECONDED** and **RECOMMENDED** to send a request to Dorset Council for yellow lines (tro) at Warbler/Heights Road.

**AMENITIES – 4 February 2025:**

**420/24 TO RECEIVE A REQUEST FROM UPTON & LYCHETT MINSTER ALLOTMENT ASSOCIATION (ULMAA) TO KEEP CHICKENS ON THE ALLOTMENT SITE:**

It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to agree to the request in principle, subject to additional details being provided by ULMAA including a proposed draft agreement with allotment holders wishing to keep chickens.

**421/24 TO CONSIDER OPTIONS FOR THE SCATTERING OF ASHES AT UPTON CEMETERY:**

It was **PROPOSED, SECONDED** and **RECOMMENDED** to defer this item until completion of this survey and receipt of the findings.

**423/24 TO DISCUSS CIVIC AND COMMUNITY EVENTS FOR 2025:**

**Christmas 2025**

It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to arrange the event for 18 December 2025 in a similar format; the Deputy Clerk to book the Community Centre, Church and Lounge.

**Karen Cane CiLCA PSLCC  
Town Clerk**

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### **Community Picnic In The Park**

It was **PROPOSED, SECONDED** and **RECOMMENDED** to book the children's entertainer, Jamie Jigsaw for a 2 hour fete package.

### **Remembrance 2025**

It was **PROPOSED, SECONDED** and **RECOMMENDED** to continue with the parade off the highway but look to have a road closure between the South Lytchett Manor Caravan Park and New Road during the service at the memorial to prevent interruptions from traffic noise; this shorter road closure would be managed by a traffic management company. The RBL will be updated.

8. To consider the Corporate Response to the Ministry of Housing, Communities & Local Government (MHCLG) Consultation on Standards and Conduct.
9. To approve calendar of meetings for 2025/26.
10. To discuss long term aspirations for Upton Recreation Ground.
11. To discuss a date and format for the Annual Assembly.
12. To consider the appointment of a Mayor's Scout or Guide.
13. To approve SLCC Membership for the Deputy Town Clerk at a cost of £355.
14. Representatives Reports (Mayoral/Dorset Council Members/LUBCA/Upton Together/Upton In Bloom/Speedwatch etc).
15. To receive the latest financial summary of accounts.
16. To approve accounts for payment for February 2025 up to day of meeting, and note the full January 2024 payment list.
17. To receive and note the bank reconciliations for all Council accounts up to 31 January 2025. To note latest balance sheet.
18. 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 19, the Council should resolve to exclude the Press and Public, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted (Public Bodies (Admission to Meetings) Act 1960).**

19. To receive and discuss a letter of complaint.

The next meeting of the Town Council will be held on Tuesday 18 March 2025 at 1 Moorland Parade, Upton commencing at 6.30pm.

**Karen Cane CiLCA PSLCC  
Town Clerk**

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