

## LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **TOWN COUNCIL** meeting held on **TUESDAY** the **14 JANUARY 2025** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.30 p.m.

**PRESENT:**

- Councillor R Griffin (Chair)
- Councillors S McKell (Vice-Chair)
- Councillor J R Burns
- Councillor F H Drane
- Councillor M Pryor
- Councillor S Robinson
- Councillor C Squires
- Councillor D White
- Councillor S Gabriel
- Councillor C Evans

**Also in attendance:** Mrs K Cane, Town Clerk  
Mrs K Osborne, Deputy Town Clerk  
Councillor Nick Ireland, Dorset Council

### 380/24 PUBLIC PARTICIPATION

There were no members of the public present.

The Leader of Dorset Council, Cllr Nick Ireland, was welcomed to the meeting.

### 381/24 DECLARATIONS OF INTEREST

No Declaration of Interest had been received.

### 382/24 APOLOGIES FOR ABSENCE

Member apologies for absence were received from:

- Councillor D Wilson (non-business)
- Councillor R Wood (non-business)
- Councillor B Pipe (non-business)
- Dorset Councillor A Starr (without apologies)

### 383/24 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 17 DECEMBER 2024

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Town Council meeting held on the 17 December 2024 be accepted.

### 384/24 CLERK & OUTSIDE OPERATIONS MANAGER'S REPORT

- a. **Minute 192/24 Future burial provision at Upton Cemetery:** A report has been received, and the preliminary costs have been presented to F&A to recommend that these works get underway.
- b. **Minute 70/24 To Consider Solar Panels For The Town Council Offices –** These works are in hand.
- c. **Minute 262/24 Youth Provision –** We await the report from the meeting between DYA and LMS.

**d. To receive projects' update (redwood road play area / heritage trail / picnic in the park):**

**Redwood Road Play Area:**

Official opening in process of being organised. New signage and naming is in hand. It was further reported that the facility had been subject to some vandalism from older children. The local community policing team had been informed and the contractor had visited the site to carry out repairs.

**Heritage Trail:**

Plaque information details are currently being drawn up.

**Picnic in the Park 2025:**

Looking to work with Snows Toyota for some sponsorship for this event.

The Outside Operations Manager's report was noted positively and the team were commended on this year's external Christmas decorations.

**385/24 CORRESPONDENCE:**

A letter had been received from Lytchett Minster Parish Church thanking the Council for its recent donations of recreational equipment to the youth club managed by the Church.

**386/24 TO RECEIVE COMMITTEE MINUTES AND TO RESOLVE RECOMMENDATIONS:**

Finance & Administration Committee – 7 January 2025:

**374/24 TO CONSIDER A RESERVES MANAGEMENT POLICY**

Members received and considered a Reserves Management Policy

It was **PROPOSED, SECONDED** and **APPROVED UNANIMOUSLY** that the Reserves Management Policy be adopted subject to the following amendment:

1. Add additional information to clarify the recommended level of general reserves and incorporate measures the Town Council can take to regularly review the baseline for its general reserve levels.

**375/24 TO CONSIDER CEMETERY REPORT BY CEMETERY DEVELOPMENT SERVICES (CDS) AND ASSOCIATED COSTS FOR INITIAL REMEDIATION WORKS**

It was **PROPOSED, SECONDED** and **APPROVED UNANIMOUSLY** to instruct Cemetery Development Services to carry out initial investigations relating to surface water flooding at the cemetery at a cost of £4,550.

**376/24 TO CONSIDER MAYOR'S BURSARY / EDUCATION ALLOWANCE**

It was **PROPOSED, SECONDED** and **APPROVED** (9 in favour, 1 abstention) that the proposal to support a Mayor's Education Bursary in partnership with Lytchett Minster School and to increase the Mayoral Allowance by £1,000 to support the bursary be considered further in April 2025.

**387/24 TO SET THE PRECEPT FOR 2025/26**

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to approve the 2025/2026 precept at £481,125 and send the precept request to Dorset Council.

**388/24 TO APPROVE THE COUNCIL STATEMENT REGARDING THE PRECEPT AND BUDGET FOR 2025/26**

A statement for dissemination to residents explaining the rationale for the 12.35% increase in the precept was considered by members.

It was agreed that the statement should be amended as follows:

1. Keep the statement to 1 side.
2. Highlight the external pressures behind the increase, i.e. rise in National Insurance.

It was **PROPOSED, SECONDED AND RESOLVED** to approve the statement, subject to the agreed amendments.

**389/24 TO APPOINT CLLR SQUIRES TO THE AMENITIES COMMITTEE**

It was **PROPOSED, SECONDED AND RESOLVED** to appoint Cllr Squires as a member of the Amenities Committee.

**390/24 TO CONSIDER CHANGING THE DATE OF TOWN COUNCIL MEETINGS**

It was noted that it has long been the case for town council meetings to be held on a Tuesday evening. In recent times, this has conflicted with Dorset Council meetings which has meant that the town's Dorset councillors have been unable to attend, including the "double-hatted" councillor who serves on both the town council and Dorset council.

It was agreed that the clash in meetings dates did not warrant a change to the town council meeting routine and any actions/matters relating to the Dorset councillor would be fed back to them following the meeting.

**391/24 TO APPROVE THE APPOINTMENT OF PARISH & TOWN COUNCIL AUDITING SERVICES FOR INTERNAL AUDIT PROVISION FOR 2025/26**

It was **PROPOSED, SECONDED AND RESOLVED** to appoint Parish & Town Auditing Services to carry out the Council's internal audit for 2025/26.

**392/24 TO APPROVE THE TOWN COUNCIL'S INTERNAL AUDIT STATEMENT 25/26 & REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 24/25**

It was **PROPOSED, SECONDED AND RESOLVED** to approve the town council's Internal Audit Statement 25/26 & Review of Effectiveness of Internal Audit 24/25

### **393/24 TO CONSIDER THE MINISTRY OF HOUSING, COMMUNITIES & LOCAL GOVERNMENT (MHCLG) CONSULTATION ON STANDARDS AND CONDUCT**

It was highlighted that this was an important piece of consultation for the sector. Members and employees of the council were encouraged to respond individually.

Members agreed that the council should provide a corporate response to the consultation. A draft response would be put forward to the Council at its next meeting on 18 February 2025.

### **394/24 REPRESENTATIVES REPORTS (MAYORAL/DORSET COUNCIL MEMBERS/LUBCA/UPTON TOGETHER/UPTON IN BLOOM ETC.):**

**Mayor** - A report from the Mayor was circulated. It was noted that the Mayor had had a constructive meeting with the headteachers of the Infant and Junior schools. It was agreed that the Amenities Committee should review the fee charged to the Junior School for use of the recreation ground as part of the budget setting process for 2026/27.

**Dorset Councillors:** A report from the Dorset Council Councillors was circulated.

The Purbeck Blueprint was noted favourably by members. This will be a model for working with the NHS strategically, to explore ways to bridge areas of duplication and cross-purposes with Social Care, Health and Childrens' services. This prompted discussions regarding the principle of Community Cohesion. Cllr Robinson agreed to explore a brief to develop a multi-agency roundtable meeting hosted by the town council.

It was agreed to invite representatives of the Adam Practice to a town council meeting to provide an update on their services following their visit a few years ago.

**Speedwatch** It was hoped that a Speedwatch session would be organised for later this month, depending upon the weather conditions.

**Upton Together:** Cllr McKell reported that day to day support continues. He had recently met with Corfe Mullen Foodbank to consider opportunities for joint working and share good practice.

**Upton In Bloom:** Nothing to report.

### **395/24 TO RECEIVE THE LATEST FINANCIAL SUMMARY OF ACCOUNTS:**

This was reviewed by the Council and it was **PROPOSED, SECONDED** and **RESOLVED** unanimously, that the financial summary of accounts be approved.

### **396/24 TO APPROVE ACCOUNTS FOR PAYMENT FOR JANUARY 2025 UP TO DAY OF MEETING, AND A FULL DECEMBER 2024 PAYMENTS LIST:**

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously, that the accounts for payment as presented be approved.

### **397/24 TO RECEIVE AND APPROVE THE BANK RECONCILIATIONS FOR ALL COUNCIL ACCOUNTS:**

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously, that the bank reconciliations for all Council accounts up to 31 December 2024 as presented be approved.

**398/24 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS:**

1. It was noted that the community Christmas event was a great success and that free events are significant to a number of families in the town.
2. To add agenda item 'To discuss a community cohesion format' to the February Town Council agenda.

**Due to the nature of the following business to be transacted under agenda item 20, the Council RESOLVED to exclude the Press and Public, Under the Public Bodies (Admission to Meetings) Act 1960.**

**399/24 TO DISCUSS STAFFING MATTERS (CONFIDENTIAL)**

A confidential staffing report was considered.

It was **PROPOSED, SECONDED AND RESOLVED** unanimously to endorse the recommendations in the report.

**There being no further business, the Chair closed the meeting at 8.00pm**

Chair.....

Date.....