

## LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **TOWN COUNCIL** meeting held on **TUESDAY** the **18 MARCH 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 C Evans
- Councillor B Pipe
- Councillor M Pryor
- Councillor S Robinson
- Councillor C Squires
- Councillor D White
- Councillor D Wilson
- Councillor B Wood

**Also in attendance:** Mrs K Cane, Town Clerk  
 Mrs K Osborne, Deputy Town Clerk  
 Councillor A Benton, Dorset Council  
 Councillor A Starr, Dorset Councillor

### 473/24 PUBLIC PARTICIPATION

There were no members of the public present.

### 474/24 DECLARATIONS OF INTEREST

No Declaration of Interest had been received.

### 475/24 APOLOGIES FOR ABSENCE

No apologies were received.  
 Councillor S Gabriel was absent without apologies.

### 476/24 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 18 FEBRUARY 2025

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Town Council meeting held on the 18 February 2025 be accepted.

### 477/24 CLERK & OUTSIDE OPERATIONS MANAGER'S REPORT

- a. **Minute 192/24 Future burial provision at Upton Cemetery:** See Minute No 481/24.
- b. **Minute 70/24 To Consider Solar Panels For The Town Council Offices –** The F&A Committee have reviewed 3 quotations and have made a recommendation to council - see Minute No 479/24.
- c. **Minute 262/24 Youth Provision –** Dorset Youth Association (DYA) to further investigate a shared youth provision model with Wimborne Minster, Sturminster Marshall and Colehill councils. This model would be a collective pot of money to fund youth workers who would work across the areas/sites. The youth workers would be employed by DYA. DYA is to provide figures and as LMUTC will be

potentially contributing a larger sum of money than other Councils, details on the additional services/hours we will receive.

The Mayor, Town Clerk and Deputy Town Clerk are to meet Dorset Council's Portfolio Holder for Children's Services on 10 April.

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

**Redwood Road Play Area:**

Official opening on Monday 17 February went very well. No further reports of anti-social behaviour. Options to enhance the grassed areas being considered.

**Heritage Trail:**

Plaque information is being finalized and sponsors being sought.

**Picnic in the Park 2025:**

Plans continue.

- e. **Minutes 438/24 To consider the appointment of a Mayor's Scout and Guide.**  
Initial discussions have taken place with representatives from both groups and both are supportive. Further discussion to take place with the Group Leaders.

**478/24 CORRESPONDENCE:**

- A) Members considered a licence application received from Dorset Council for The Barn (Unit 9), Lytchett Minster. No objections to the application were made.

**479/24 TO RECEIVE COMMITTEE MINUTES AND TO RESOLVE RECOMMENDATIONS:**

**451/24 TO CONSIDER A REPRESENTATION FROM BLOOR HOMES MADE TO BCP COUNCIL WITH REGARD TO THEIR STRATEGIC INTEREST IN THE LAND AROUND LYTCHETT MINSTER AND BERE FARM:**

It was **PROPOSED, SECONDED** and **RECOMMENDED** to undertake the following actions:

1. Invite Bloor Homes to a meeting with the Town Council (it was felt that early discussions and fact finding could only be a positive thing for the community, and would give an opportunity to exert influence)
2. Copies of the Jacob's Report to be sent to BCP and DC Planning.

The Town Council considered the recommendation and it was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to ratify the recommendations.

**FINANCE AND ADMINISTRATION – 4 March 2025:**

**466/24 TO CONSIDER QUOTATIONS FOR THE INSTALLATION OF SOLAR PANELS ON THE TOWN COUNCIL OFFICE BUILDING (1 MOORLAND PARADE) AND ELECT AN AGREED CONTRACTOR.**

It was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** that Quotation 1 be accepted at a cost of £5,250.00.

The Town Council considered the recommendation and it was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to ratify the recommendation.

#### **468/24 TO REVIEW AND APPROVE THE SAFEGUARDING POLICY**

It was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** to approve the revised Safeguarding Policy, subject to the agreed amendments.

The Town Council considered the recommendation and it was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to ratify the recommendation.

#### **469/24 TO REVIEW AND APPROVE A REVISED SEXUAL HARASSMENT POLICY INCLUDING ASSOCIATED RISK ASSESSMENT AND ACTION PLAN.**

It was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** to approve the Sexual Harassment Policy and accompanying risk assessment and action plan, subject to the agreed amendments

The Town Council considered the recommendation and it was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to ratify the recommendation.

#### **479/24 TO CONFIRM THE DATE AND FORMAT FOR THIS YEAR'S ANNUAL ASSEMBLY.**

Members were provided with an update on the arrangements for this year's annual assembly. It was advised that a guest speaker had not been booked yet as those approached were unavailable. Alternative options were being pursued.

Members noted their approval of the dates and format for the meeting.

#### **480/24 TO REVIEW AND AGREE THE CEMETERY AND RECREATION GROUND/GROVE FEES FOR 2025-2026**

Members considered a proposal to increase fees to 3% or 5% for 2025/26.

It was **PROPOSED, SECONDED AND RESOLVED (11 in Favour, 1 Against)** to increase the Cemetery and Recreation Ground/Grove fees by 5% (rounded up to the nearest pound).

#### **481/24 TO CONSIDER THE INTERIM SURVEY REPORT ON LAND DRAINAGE AT UPTON CEMETERY.**

Council has previously approved the instruction of the CDS Group to carry out an interim site investigation at the cemetery to identify options to prevent the wet ground conditions. The findings and proposals were considered.

It was **PROPOSED, SECONDED AND RESOLVED UNANIMOUSLY** to action the recommendations from the report listed below and monitor the outcome on the ground conditions prior to considering the installation of additional drainage:

1. Clean out existing ditch (East) (in-house grounds maintenance contractor)
2. Carry out further investigation and cleansing to the highway drainage (Dorset Council Highways Authority)
3. Clean out existing ditch (West) (in-house outside operations team)

#### **482/24 TO MAKE A CORPORATE DECISION TO MITIGATE THE IMPACT FROM THE DESTRUCTION OF HIGHWAY GRASS VERGES IN THE TOWN.**

The destruction of highways verges in the town has been a historical issue and continues to persist. A report was presented to Members outlining the many actions taken by the Town Council to date to prevent this, and the impact and barriers of each method. It was noted that the grass verges are not in the tenure of the Town Council – they are the responsibility of Dorset Council. Dorset Council's code of practice for addressing damage to verges was circulated – a threshold is to be met which is extensive in terms of the degree of damage. It was also highlighted that Dorset Council does not have the resources to reinstate and not take enforcement action to address this behaviour.

It was **PROPOSED, SECONDED AND RESOLVED** to obtain a definitive stance from Dorset Council on what it would permit the Town Council to place on highway grass verges to prevent vehicular access. Following receipt of a final response, a bespoke and costed response to each affected verge would be compiled by officers in consultation with the Mayor.

#### **483/24 TO RECEIVE AN UPDATE ON NATIONAL PLANNING REFORM.**

Members received and noted the government's planning reforms through the Infrastructure and Planning Bill.

#### **484/24 REPRESENTATIVES REPORTS (MAYORAL/DORSET COUNCIL MEMBERS/LUBCA/UPTON TOGETHER/UPTON IN BLOOM ETC.):**

**Mayor** - A report from the Mayor was circulated.

**Dorset Councillors:** A report from the Dorset Council Councillors was circulated. Particular reference was made to:

Community Day Opportunities – Dorset Council is currently consulting on the potential to change its current model of day services for people with infirmity or disability to be more flexible and person centred, moving away from traditional formal institutions and closer to their own communities. The consultation is open until 9 June and it may be that Upton will be able to develop new services as a result. It was agreed that this should be added to the next Town Council agenda with supporting documentation.

Purbeck Blueprint - The Purbeck Blueprint is the name given to a new model of working with NHS Integrated Neighbourhood Teams and based on learning from Weymouth & Portland, Our Thriving Communities and Communities For All engagements will become a model for working with local areas in the future. This is currently at the stage of engaging with local GPs but will become more visible, working with charities, schools

and town/parish councils over time. The next stage is for 3 further Teams across North Dorset.

**Speedwatch:** It was reported that two sessions had recently taken place in Lytchett Minster. The group's next visit will be to Upton.

**Upton Together:** Arrangements were well underway for the Easter Egg Quiz Hunt on Easter Sunday. The Clarion had donated funding to the purchase of the chocolate Easter eggs.

#### **485/24 TO RECEIVE THE LATEST FINANCIAL SUMMARY OF ACCOUNTS:**

The latest financial summary up to 28 February 2025 were noted.

#### **486/24 TO APPROVE ACCOUNTS FOR PAYMENT FOR MARCH 2025 UP TO DAY OF MEETING, AND A FULL FEBRUARY 2025 PAYMENTS LIST:**

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

#### **487/24 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 28 February 2025 as presented be approved.

#### **488/24 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS:**

1. A representative from the Council had been invited by Dorset Council to attend a meeting to discuss sustainable travel options between Lytchett Matravers and Lytchett Minster School. It was agreed that Cllr Wilson attends.
2. The Turbary Trust had approached the Council regarding the possibility in resurrecting the CIO. The Mayor would respond formally to this.

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

#### **489/24 TO DISCUSS STAFFING MATTERS**

Members received a staffing report putting forward recommendations for staff salary increases. The staff involved left the meeting.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously, to approve the pay increased of 2 Spinal Column Points (SCP) for the staff members referred to in the report. A salary review across all staff would take place in September 2025.

**There being no further business, the Chair closed the meeting at 8.30pm**

Chair.....

Date.....

DRAFT