

LYTCHETT MINSTER & UPTON TOWN COUNCIL

The **ANNUAL MEETING** of the **TOWN COUNCIL** was held on **TUESDAY the 13 May 2025** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.30 p.m.

PRESENT:

- Councillor R Griffin (Chair)
- Councillor S McKell
- Councillor J R Burns
- Councillor F H Drane
- Councillor M Pryor
- Councillor S Robinson
- Councillor C Squires
- Councillor D White
- Councillor D Wilson
- Councillor R Wood
- Councillor V Whittingham (from Minute No 19/25)

Also in attendance: Mrs K Cane, Town Clerk
Mrs K Osborne, Deputy Town Clerk

01/25 TO ELECT A MAYOR FOR 2025/26 AND TO RECEIVE THEIR ACCEPTANCE OF OFFICE FORM:

Prior to the meeting, nominations for the position of Mayor were invited in accordance with the adopted procedure to elect a Mayor. The Clerk advised members that 4 nominations had been received, all of which were for Cllr Ray Griffin and thus a secret ballot was not required.

It was proposed, seconded and unanimously **RESOLVED** that Cllr R Griffin be elected as Chair/Mayor of Lytchett Minster & Upton Town Council for the 2025/26 municipal year.

Cllr R Griffin signed the Declaration of Acceptance of Office and thanked members for choosing to elect him for another term.

02/25 TO ELECT A DEPUTY MAYOR FOR 2025/26 AND TO RECEIVE THEIR ACCEPTANCE OF OFFICE FORM:

Nominations were called for in the same way as they were for the Mayor. Three nominations had been received for the role, all being for Cllr Stewart McKell.

It was proposed, seconded and unanimously **RESOLVED** that Cllr S McKell be elected as Deputy Chair/Mayor of Lytchett Minster & Upton Town Council for the 2025/26 municipal year.

Cllr S McKell signed the Declaration of Acceptance of Office and thanked members for choosing to elect him for another term.

03/25 APOLOGIES:

Apologies were received from:

Cllr C Evans (non-business)
Cllr S Gabriel (non-business).

Dorset Councillor A Brenton (non-business)

04/25 DECLARATIONS OF INTEREST

There were no declarations of interest.

05/25 PUBLIC PARTICIPATION

There were no members of the public present.

06/25 TO ELECT A CHAIRMAN OF FINANCE & ADMINISTRATION COMMITTEE:

Upon nominations being called for, it was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that Cllr R Griffin be elected Chairman of the Finance & Administration Committee.

07/25 TO ELECT THE CHAIRMEN OF COMMITTEES:

I) CHAIRMAN OF AMENITIES (AMMI)

Upon nominations being called for, Cllr M Pryor was proposed and seconded. In the absence of any further nominations, Cllr Mrs Pryor was unanimously elected Chairman of the Amenities Committee.

II) CHAIRMAN / CO-CHAIRMAN OF ENVIRONMENT & PLANNING (ENPLAN)

Nominations for the position of Chairman were called for.

Cllr W Pipe and Cllr R Burns were proposed and seconded. In the absence of any further nominations, Cllr W Pipe and Cllr R Burns were unanimously elected as Co-Chairmen of the Environment & Planning Committee.

08/25 APPOINTMENT OF COMMITTEES FOR 2025/26:

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that the committees be appointed as follows:

AMENITIES

Cllr Mrs M Pryor (Chair)
Cllr D White
Cllr F Drane
Cllr S Gabriel
Cllr R Wood
Cllr C Squires
Cllr V Whittingham*

ENVIRONMENT & PLANNING

Cllr W Pipe (Co-Chair)
Cllr R Burns (Co-Chair)
Cllr F Drane
Cllr C Evans
Cllr M Pryor
Cllr C Squires
Cllr D Wilson

*See Minute No 19/25:

Finance & Administration

Cllr R Griffin (Chair)
 Cllr J R Burns
 Cllr S McKell
 Cllr W Pipe
 Cllr M Pryor
 Cllr S Robinson
 Cllr D White

Ex-officio all committees

Cllr R Griffin – Mayor
 Cllr S McKell - Deputy Mayor

09/25 TO APPROVE THE SCHEME OF DELEGATION FOR 25/26, INCORPORATING TERMS OF REFERENCE FOR THE COMMITTEE

Members were advised that the Finance & Administration Committee and ENPLAN had reviewed their terms of reference and the document presented incorporated proposed amendments. Amenities Committee had not reviewed its terms of reference but will be doing so at its next meeting.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to accept the Scheme of Delegation and revised Terms of Reference.

10/25 TO APPOINT A COUNCIL NOMINATED REPRESENTATIVE TO THE DAPTC AREA COMMITTEE, AND A DEPUTY

It was proposed and seconded and **RESOLVED** that Cllr C Evans be appointed as the Town Council's DAPTC representative and Cllr C Squires be appointed as the deputy in Cllr Evans' absence.

11/25 MINUTES

The minutes of the Town Council meeting held on the 15 April 2025 as circulated were confirmed and signed.

12/25 CLERK'S & OUTSIDE OPERATIONS REPORT

- a. **Minute 192/24 Future burial provision at Upton Cemetery:**
 Ditch clearance has been undertaken, as well as A350 gully clearance. Quotations are being sought regarding installation of additional drainage. There is still an embargo on offering plots for burials until the above is completed.
- b. **Minute 70/24 To Consider Solar Panels For The Town Council Offices** – the installation has been completed.
- c. **Minute 262/24 Youth Provision** – A recent meeting took place with Wimborne Minster and Corfe Mullen Town Councils who are keen to look at joint working options to share the cost of a youth worker(s).

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

Redwood Road Play Area:

No further asb issues since the Easter school holidays. The Police have been very proactive and have met with the perpetrators and their parents.

Neighbours are complaining about footballs being kicked against their fences. Agree to install more signage.

Heritage Trail:

This preparatory work is almost complete.

Picnic in the Park 2025:

Plans continue

- e. **Minutes 438/24 To consider the appointment of a Mayor's Scout and Guide.** Both the Scout and Girl Guides groups are very much in support of this and wish to nominate individuals. The introduction of a Mayor's Scout & Guide is included in the Civic Protocol presented at agenda item 16j.
- f. **Minute 479/24 Annual Assembly Update** This took place on 30th April and was a positive meeting. 20 people were in attendance. The presentation from Dr David Badger on canine first aid was informative and well received.
- g. **Turbary Trust** A meeting was held between Cllr Griffin and their Chair on 25 April which was a productive meeting.

The Outside Operations Report was noted.

13/25 CORRESPONDENCE

The following correspondence was received and noted:

- A) Letter from Dorset Council to Vikki Slade MP regarding speed reduction request Huntick Road;
- B) Update from Dorset Council on 20mph speed reduction applications in Dorset;
- C) Letter of thanks from Citizens Advice Purbeck and East Dorset.

14/25 TO RECEIVE COMMITTEE MINUTES AND TO RESOLVE RECOMMENDATIONS

Environment and Planning Committee (ENPLAN) – 22 April 2025

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the ENPLAN Committee meeting held on the 22 April 2025 be accepted, signed by the Committee Chairperson and the following recommendations endorsed:

546/24 TO REVIEW COMMITTEE TERMS OF REFERENCE.

The following changes to be made:

- 1.3 To elect Co-Chairmen and Vice-Chairman for each Civic Year. **The Vice-Chairman to act as Chairman in the absence of either Co-Chairmen.**
- 1.4 To oversee the following:
 - Planning applications
 - Lytchett Bay View
 - Tree management, including tree planting
 - Municipal flowerbeds
 - Flooding
 - Street furniture, such as litter bins, notice boards, bus shelters, dog waste bins, flag poles and **HERITAGE**

Finance & Administration Committee – 29 April 2025

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Finance & Administration Committee meeting held on the 29 April 2025 be accepted (subject to Cllr S Robinson apologies being added), signed by the Committee Chairperson and the following recommendations endorsed:

561/24 TO CONSIDER CYCLE TO WORK SCHEME.

After considering the contents of the report, members considered it was a positive action to take.

It was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** that the Town Council sign up to CycletoWork to offer staff the benefit of the cycle to work scheme.

562/24 TO CONSIDER THE INSTALLATION OF A SMART TV IN THE COUNCIL CHAMBER.

It was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** to purchase a Smart TV for the Council Chamber, subject to the following adjustments, which members recognised would come in at an extra cost.

- Increase screen size to 75" as minimum
- Replace wall mount with trolley mount to increase flexibility

In response to the recommendation at minute no 561/24, an updated quotation had been requested and received. Members of the Town Council considered

the quotation and it was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to accept the quotation from Rejuvenate IT (quote 106050) of £1786 with the addition of a webcam (if required).

15/25 REPRESENTATIVES REPORTS (INCLUDING MAYORAL/LUBCA/UPTON IN BLOOM/UPTON TOGETHER)/DORSET COUNTY COUNCIL MATTERS.

Dorset Councillors:

Cllr Robinson provided a verbal update to Members.

Upton Together:

Cllr McKell reported that the Easter Egg Hunt was a great success and 134 eggs were distributed at the event.

Due to the poor uptake in the Covid vaccinations, recent clinic at the Port had been cancelled and U2G volunteers were stood down. This was noted as a concern.

The Mayor's report was noted.

16/25 TO RECEIVE AND APPROVE:

The following policies and procedures were present to Members for consideration and approval:

- a) Insurance Renewal YLL-272006-5263 Year 3 of 3
- b) Health and Safety Policy 2025
- c) Standing Orders 2025
- d) Financial Regulations 2025
- e) Risk Management Strategy & Action Plan
- f) Asset Register
- g) Code of Conduct
- h) Complaints Procedure
- i) Review of Data Protection/GDPR Policies/Freedom of Information Procedures including:
Data Protection Policy
Privacy Policy Notice
Records Management Policy and Retention Schedule
Model Publication Scheme
Information Security Policy
Data Breach Policy
- j) Civic Protocol
- k) Press/Media Policy

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to approve and adopt the above documents.

Members noted their appreciation to the Town Clerk and office staff in compiling the documents.

17/25 TO APPROVE FOR THE PERIOD 2025-2026

- a) the use of variable direct debit for payment of utilities; and

- b) the use of BACS payments for the payment of invoices and salaries;
- c) use of Government Procurement Card (VISA) as directed by the Town Clerk/Deputy Town Clerk, with direct debit in place for full balance payments monthly;
- d) the payment of staff salaries by BACS during the August recess is delegated to the Town Clerk and in her absence the Deputy Town Clerk.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that these be approved.

18/25 TO REAFFIRM THE COUNCIL'S COMMITMENT TO THE CIVILITY AND RESPECT PLEDGE

Members reviewed the pledge previously made by the Council in 2023.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to reaffirm that Council's commitment to the Civility and Respect Pledge.

19/25 TO CO-OPT A MEMBER TO THE TOWN COUNCIL

Council considered an application for co-option from Victoria Whittingham.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that Victoria Whittingham be co-opted to the Town Council and to sit on the Amenities Committee. Cllr Whittingham signed her Declaration of Acceptance Offer and formally joined the meeting.

20/25 TO DISCUSS THE OUTCOME OF MEETING WITH BLOOR HOMES

Members reflected on the pre-meeting with representatives from Bloor Homes who presented their strategic land interest at Lytchett Minster and Bere Farm. It was noted that no formal plans had been drawn up and the land was still in the ownership of the Lees family.

Members noted that it was a very useful meeting and highlighted their concerns regarding the need for flooding mitigation measures to be put in place as part of any future housing development. Also noted as issues for consideration was infrastructure, education and well-being services, which should additional housing ever come forward would cause further pressures on an already burden services.

It was agreed that a dialogue should be kept open with Bloor Homes. A letter would be sent thanking them for attending and requesting that they keep the Town Council updated on the development of the plans.

21/25 TO RECEIVE THE LATEST FINANCIAL SUMMARY OF ACCOUNTS

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that the financial summary of accounts be approved.

22/25 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 30 April 2025 as presented be approved.

23/25 TO APPROVE ACCOUNTS FOR PAYMENT FOR MAY 24 UP TO DAY OF MEETING, AND A FULL APRIL 24 PAYMENT LIST

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

24/25 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS

1. It was noted that Swanage Town Councillor, Cllr Bill Trite had sadly passed away.
2. At the request of a resident, Members were informed of the declining population of rabbits across the UK as a result of Rabbit Haemorrhagic Disease 2.

There being no further business, the Chair closed the meeting at 8.15pm.

Chair.....

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Date.....

