

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **TOWN COUNCIL** meeting held on **TUESDAY** the **17 JUNE 2025** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.00 p.m.

PRESENT:

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

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

67/25 PUBLIC PARTICIPATION

Four members of The Adam Practice were present. There were no other members of the public present.

68/25 TO MEET WITH REPRESENTATIVES FROM THE ADAM PRACTICE FOR UPDATE AND DISCUSSION ON LOCAL GP PROVISION.

Doctors Powell, Moore and Poon, and Business Manager, Carolyn Hattersley attended the meeting to provide an overview of the recent activity across the practice. Points of reference included:

- Activity data across all 5 surgeries
 - 11,052 calls taken in April 2025
 - 736 patient did not attend arranged appointment in April 2025.
- The Best Foot Forward Leg Club has been a great success, and pioneering in its field.
- The building Upton surgery works from is not fit for purpose.

Members thanked the Adam Practice representatives for attending and providing an informative update.

69/25 DECLARATIONS OF INTEREST

No declarations of interest were received.

70/25 APOLOGIES FOR ABSENCE

Councillors Gabriel, Whittingham and Wood tendered their apologies (non-business).

71/25 MINUTES OF THE MEETING OF THE ANNUAL TOWN COUNCIL HELD ON 13 MAY 2025

It was **PROPOSED, SECONDED** and

RESOLVED unanimously that the minutes of the Annual Town Council meeting held on the 13 May 2025 be accepted.

72/25 CLERK & OUTSIDE OPERATIONS MANAGER'S REPORT

Clerk's Report

- a. **Minute 192/24 Future burial provision at Upton Cemetery:** BCP has installed the additional drainage. All remedial works from the independent report have now been carried out. There is still an embargo on offering plots for burials.
- b. **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). A further meeting is scheduled to take place on 19 June.
- c. **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. The Neighbourhood Policing Team are also visiting the area frequently.

Neighbours are complaining about footballs being kicked against their fences. Additional 'No Ball Games' signage has now been installed.

The Council's insurers have confirmed that our policy does cover embedded trampolines.

Heritage Trail:

This preparatory work is complete and the final designs have been given to the manufacturer of the plaques.

Picnic in the Park 2025:

Plans are in place for the event on 14 June 2025.

- d. **Minutes 438/24 To consider the appointment of a Mayor's Scout and Guide.** A Scout and Guide has been appointed and will be attending the Picnic In The Park.
- e. **Turbary Trust The Council is to request that the Trust convenes an Extraordinary Meeting to consider a new constitution.** The Chair of the Turbary Trust has been advised that the Town Council solicitor cannot act for them as a solicitor due to a conflict of interest.
The recreation ground facilities does require considerable investment but the Council cannot commit to this until a longer lease is agreed. It was agreed that members of the Trust should be invited to visit the premises to see its conditions. Council were advised that one of its nominative trustees, Robin SeQueira, had submitted his resignation due to ill-health. A letter from the Council would be sent to Mr SeQueira thanking him for his time in the role. A replacement would be discussed at the next Town Council meeting.

The Outside Operations Manager's Report was received and noted.

At this point in the meeting (7.00pm), the Mayor's new Scout and Guide arrived and was introduced to Council members. Nellie Powell and Elliot Betteridge provided a brief introduction to themselves and both were commended for their presentation and courage. They then departed the meeting.

73/25 CORRESPONDENCE:

- A) Update from Police and Crime Commissioner – noted.
- B) Letter of thanks from Beacon Arts Group – noted.

74/25 TO RECEIVE COMMITTEE MINUTES AND TO RESOLVE RECOMMENDATIONS:

Environment & Planning – 20 May 2025

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Environment & Planning Committee meeting held on the 20 May 2025 be accepted and signed by the Committee Chairperson.

Amenities – 27 May 2025

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Amenities Committee meeting held on the 27 May 2025 be accepted and signed by the Committee Chairperson.

Finance & Administration – 3 June 2025

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Finance & Administration Committee meeting held on the 3 June 2025 be accepted, signed by the Committee Chairperson and the following recommendation approved:

63/25 TO CONSIDER RECRUITING TO A NEW ROLE OF COMMUNITY EVENTS/FUNDING/LIAISON OFFICER

Members received a report presenting an initial proposal to recruit an additional member of staff within the office team from the 25/27 financial year to support community events/publicity/communications and funding. This reflected the Council's aspiration to hold more community events and increase engagement with the public. In addition, the role would provide additional administrative and front of house support which would increase resilience during annual leave and sickness. Members felt it was crucial to get the role title and supporting job description right to ensure clarity for the individual fulfilling the role.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to agree in principle to the recruitment of an additional member of office staff subject to a full job description, person specification and salary options.

75/25 TO ELECT CLLR S MCKELL AS A NOMINATIVE MEMBER OF THE TURBARY TRUST FOR A 4 YEAR TERM.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to elect Cllr S McKell as one of the Town Council's nominative members of the Turbary Trust for a 4 year term.

76/25 TO CONSIDER THE TOWN COUNCIL SUPPORTING AN ENGINEERING SCHOLARSHIP.

A proposal had been previously put forward to Council to introduce a scholarship to financially support students from Lytchett Minster School wishing to study an engineering degree. This would fundamentally involve the Town Council contributing an annual grant to the scheme as well as other sponsors, such as local businesses. Initial discussion with the Head of Lytchett Minster School had been positive.

It was noted that more clarity around the parameters of the scholarship was required, such as the nomination process, who would make the decision on a successful applicant and who would administer it. It was also felt that it should be retitled to a STEM scholarship.

It was **PROPOSED, SECONDED** and **RESOLVED (7 in favour; 2 abstentions)** to agree in principle to developing a STEM Scholarship, subject to a full and detailed proposal being brought back to the Town Council for consideration.

77/25 TO APPROVE THE POOLE TOWN WESSEX AGREEMENT WITH REGARDS TO USE OF UPTON RECREATION GROUND FOOTBALL FACILITIES.

It was **PROPOSED, SECONDED** and **RESOLVED** to approve the agreement with Poole Town Wessex Football Club for use of Upton Recreation Ground football facilities, subject to the agreement including a provision that the Club is not able to sell pre-packed food to the general public.

78/25 TO CONSIDER AND NOTE THE INTERNAL AUDITOR'S REPORT FOR THE YEAR ENDING 31 MARCH 2025.

The report from the Internal Auditor was received and noted.

79/25 TO RECEIVE AN UPDATED FIXED ASSET REGISTER AS AT 31 MARCH 2025.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to approve the fixed asset register as at 31 March 2025.

80/25 TO CONSIDER AND APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR YEAR ENDING 31 MARCH 2025.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that the Annual Governance Statement for 2024/25 be approved for signing by the Town Mayor and Town Clerk.

81/25 TO CONSIDER AND APPROVE THE ACCOUNTABILITY STATEMENT FOR THE YEAR ENDING 31 MARCH 2025.

Members received the Accountability Statement year ending 31 March 2025 which has been signed by the Responsible Finance Office.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that the Accounting Statement for 2024/25 be approved for signing by the Town Mayor.

82/25 TO CONFIRM AND NOTE THE DATES FOR THE NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF THE UNAUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that the dates for the exercise of public rights be 19 June 2025 – 30 July 2025.

83/25 TO CONFIRM THAT THERE ARE NO CONFLICTS OF INTEREST WITH BDO THE EXTERNAL AUDITOR AND FOR THE MAYOR AND RFO TO SIGN THE DECLARATION

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that there is no conflict of interest with BDO LLP and the Mayor and RFO signed the declaration to confirm this.

84/25 TO CONSIDER SUPPORTING PROPOSAL TO INCREASE ROAD SAFETY FOR PUPILS ACCESSING LYTCHETT MINSTER SCHOOL.

Members considered a proposal from Dorset Council to introduce a small scheme to try and improve safety and access for pupils arriving at Lytchett Minster school from the north.

The aim of the scheme is to improve the safety of those pupils travelling to school on foot or bike from Lytchett Matravers via Foxhills Road, bridleways, then a short section of Post Green Road. Dorset Council's Road Safety Team have highlighted that this stretch of Post Green Road isn't a safe environment, with heavy traffic at school times and the requirement for children to walk on a narrow, busy section of road with no protection from motor vehicles.

The proposal is to ban entry into Post Green Road at the junction with the school access, thereby giving room on Post Green Road to have a short section of 'virtual' footway (ie, buff paint, but no kerbing) linking the bridleway to a new crossing point at the school entrance. Post Green Road would remain two-way, so residents beyond this point can still travel westbound (or eastbound), but will only be able to enter from the west, not from the Huntick Road direction. Parents and staff seeking to access the school can still approach from both directions. A Traffic Regulation Order for the no-entry scheme and Dorset Council hoped to start public consultation on the proposal very soon.

Members viewed the proposal positively and it was **PROPOSED, SECONDED** and **RESOLVED (8 in favour; 1 abstention)** to support Dorset Council's proposal for a Traffic Regulation Order to ban entry into Post Green Road at the junction with the school access to improve safety for those pupils travelling to school.

85/25 REPRESENTATIVES REPORTS (MAYORAL/DORSET COUNCIL MEMBERS/LUBCA/UPTON TOGETHER/ ETC.):

Mayor - A report from the Mayor was circulated. Particular reference was given to the Picnic In The Park event organised by the Town Council the weekend previously. It was a great success and all staff were thanked for their hard work organising the event. Deputy Town Clerk, Kate Osborne, was thanked for project managing the event. If Council decide to hold another event next year, it should be organized under certain conditions. The Amenities Committee will consider this fully at its next meeting.

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

Speedwatch: Further sessions had taken place. Dorset SpeedWatch had withdrawn its request to the Town Council for funding to replace the current equipment. It was reported that the Council's SID in Lytchett Minster was not working.

Upton Together: The group continue to support the residents of the town. A recent prescription delivery identified a vulnerable couple which was reported back to the pharmacy and local health services have put in support as a result.

86/25 TO RECEIVE THE LATEST FINANCIAL SUMMARY OF ACCOUNTS:

The latest financial summary up to 31 May 2025 were noted.

87/25 TO APPROVE ACCOUNTS FOR PAYMENT FOR JUNE 2025 UP TO DAY OF MEETING, AND A FULL MAY 2025 PAYMENTS LIST:

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

At this juncture, Cllr Pipe left the meeting (8.08pm).

88/25 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 31 May 2025 as presented be approved.

89/25 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS:

1. A number of members recently attended an Environment Agency Open Day which focussed on flooding resilience. Cllr Wilson spoke to a member of staff at the event regarding the Jacobs Report who agreed to make further enquiries that the data within the report was still relevant. He is awaiting a response.
Cllr Wilson circulated a 1 page summary of the Jacobs Report for Members.
2. The Mayor reported that he had attended 2 meetings of the Lytchett Matravers Neighbourhood Plan Working Group which is reviewing its current plan for the parish. The review is well advanced and public consultation is due to commence. A

representative of Lytchett Minster & Upton was invited to attend to establish if there was any grounds to include Lytchett Minster in the plan but it was concluded that the review is too far advanced. A neighbourhood plan for Lytchett Minster would need to be driven by its residents.

3. The Town Clerk provided an update on the sink hole which has appeared at the top end of Moorland Parade and has now required the top entrance to be closed off due to the health and safety risks. As per the title deed, this area is the responsibility of the proprietors of 6 Moorland Parade being the Pet Partnership. However, the Town Council are receiving the complaints and the perception is that it's the Council's responsibility. Legal advice from the Council's insurers was being pursued.
4. Members were encouraged to watch the DAPTC video summarising 'The Fresh Start' report.

There being no further business, the Chair closed the meeting at 8.35pm

Chair.....

Date.....