

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **TOWN COUNCIL** meeting held on **TUESDAY** the **15 JULY 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 F H Drane
- Councillor C Evans
- Councillor C Squires
- Councillor D White
- Councillor V Whittingham
- Councillor D Wilson

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

117/25 PUBLIC PARTICIPATION

No members of the public present.

118/25 DECLARATIONS OF INTEREST

No declarations of interest were received.

119/25 APOLOGIES FOR ABSENCE

The following tendered their apologies:

Councillor Robinson & Brenton (business)

Councillors Gabriel, Pipe and Pryor (non-business).

120/25 TO RECEIVE A PRESENTATION FROM THE NATIONAL TRUST REGARDING NEW INITIATIVES IN PURBECK.

Tom Clarke from the National Trust (Purbeck) was welcome to the meeting. He provided an insightful presentation on the work of the 'Purbeck Goes Wild' project. The project is a partnership of local organisations, led by the National Trust, whose main aim it to enable children residing in the Purbeck area to reconnect with the natural spaces the Purbeck area has to offer.

The scheme currently concentrates on children living within the Isle of Purbeck and local schools but it is hoped that it will move into other areas including Lytchett Minster and Upton.

121/25 TO WATCH A WEBINAR RECORDING OF THE FRESH START PROJECT (15 MINS) AND TO DISCUSS.

Members watched the Dorset Association of Parish & Town Council's (DAPTC) webinar on the Fresh Start project being led by Dorset Association of Town & Parish Council (DAPTC). The aim of the project is to work in partnership with Dorset Council in developing the findings of the Fresh Start report which was a low-key, informal research project exploring the status and prospects of towns and larger parishes in Dorset since the 2019 reorganisation of local government. In essence, the project explores the potential for towns and parishes to expand

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their role, and the need for a more effective working relationship between them and Dorset Council.

The webinar generated discussion amongst members who welcomed the project but cited that more clarity around devolution from Dorset Council was required to enable town and parish council to deliver clear communication to residents.

122/25 MINUTES OF THE MEETING OF THE ANNUAL TOWN COUNCIL HELD ON 17 JUNE 2025

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Town Council meeting held on the 17 June 2025 be accepted.

123/25 CLERK & OUTSIDE OPERATIONS MANAGER'S REPORT

Both reports were considered and noted.

Clerk's Report

- a. **Minute 192/24 Future burial provision at Upton Cemetery:** The forward plan is to assess how the new drainage works before deciding upon offering new plots. This will require closure until Spring 2026.
Following a recent visit to the cemetery, it was noted that the Letters to Heaven postbox insert had been removed and replaced with a Royal Mail type insert with collection dates and times. This had not been done by a member of staff or councillor. It has been removed and will be replaced.
- b. **Minute 262/24 Youth Provision** – An update was provided at the recent Amenities Committee Meeting.
- c. **To receive projects' update (redwood road play area / heritage trail / picnic in the park):**

Heritage Trail:
These are awaiting a logo before sending through to production. We had to seek someone who had correct software to translate our logo into the format required by the production company.

Picnic in the Park 2025:
This was discussed at the recent Amenities meeting.
- d. **Turbary Trust** The Council is to request that the Trust convenes an **Extraordinary Meeting to consider a new constitution.** Cllr Griffin has requested a meeting with the Chair – at The Grove so that they are able to see the condition of the property, and also has requested an update on their progress with the Charity Commission.
- e. **To Consider Recruiting To A New Role Of Community Events/Funding/Liaison Officer** The details of the role will be worked on over the summer recess and presented to members in September.

124/25 CORRESPONDENCE:

- A) Letter of thanks from Vikki Slade MP re Picnic in the Park – noted.
- B) CCLA Public Investment Fund Update – noted.

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125/25 TO RECEIVE COMMITTEE MINUTES AND TO RESOLVE RECOMMENDATIONS:**Environment & Planning – 25 June 2025**

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Environment & Planning Committee meeting held on the 25 June 2025 be accepted and signed by the Committee Chairperson.

Amenities – 8 July 2025

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Amenities Committee meeting held on the 8 July 2025 be accepted, signed by the Committee Chairperson and the following recommendations approved:

111/25 TO CONSIDER OPTIONS FOR THE UPGRADE OF THE CLOCK AT THE CLOCKTOWER SITE.

Members considered the report and **PROPOSED, SECONDED AND RESOLVED** to appoint Smith of Derby to undertake to replace the clock faces and supply new mechanism at a cost of £9,475 (excl VAT).

112/25 TO REVIEW THE PICNIC IN THE PARK EVENT, RECORD LEARNING OUTCOMES AND TO DISCUSS DATE OF FUTURE EVENT.

It was **PROPOSED, SECONDED** and **RESOLVED** to hold a Community Picnic on 27 June 2026 and commence the arrangements as soon as possible.

113/25 TO RECEIVE A PROPOSAL TO DELIVER FITNESS CLASSES ON THE RECREATION GROUND.

The report contents was noted and, subject to confirmation of the instructor's public liability insurance and the content of the promotional material (provided at the Town Council meeting), it was **PROPOSED, SECONDED** and **RESOLVED** to permit the classes to be delivered on the recreation ground.

126/25 TO CONSIDER THE FOLLOWING MOTION: 'TO CALL FOR THE GOVERNMENT TO PROVIDE DEDICATED FUNDING FOR NEIGHBOURHOOD PLANS.'

Following the Government's announcement that it is to withdraw funding for Neighbourhood Plans from March 25, Lytchett Minster & Upton Town Council acknowledges that:

- Neighbourhood planning empowers local communities to shape the development and growth of their areas through the creation of Neighbourhood Plans.
- The preparation of Neighbourhood Plans requires significant time, expertise, and financial resources, often placing a burden on parish and town councils.
- Neighbourhood Plans contribute to more democratic, locally-informed planning decisions and support the delivery of sustainable development aligned with community needs and aspirations.

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Therefore it was **PROPOSED, SECONDED** and **RESOLVED** to:

1. Call upon His Majesty's Government to provide increased and sustained funding to support the development, review, and implementation of Neighbourhood Plans.
2. Request that the Government ensures funding is accessible to all communities, to promote inclusivity and fairness in the planning process.
3. Write to local MP, Vikki Slade and the Secretary of State for Housing, Communities, and Local Government to communicate this resolution and advocate for enhanced support for neighbourhood planning.

127/25 TO CALL FOR NOMINATIONS TO SERVE AS A NOMINATIVE MEMBER OF THE TURBARY TRUST FOR A 4 YEAR TERM.

Following the resignation of Robin SeQueira as a Council nominative member of the Trust, Councillors Evans and Wilson advised that they were willing to fulfil this role/

It was **PROPOSED, SECONDED** and **RESOLVED (7 in favour; 1 abstention)** that Councillor Evans be a nominative member of the Turbary Trust for a 4 year term.

128/25 TO DISCUSS WAYS IN WHICH TO CELEBRATE THE TOWN.

A report, authored by the Mayor, was considered putting forward a proposal to celebrate the town in the form of a free event, sponsored by the Town Council, bringing together people and organisations who contribute significantly to the well-being of our residents and have helped to create our Town's community spirit.

The principle of such an event was supported on the basis of a civic thanksgiving type event to be held towards the end of the civic year, around March. Additional information would be provided at a future meeting.

129/25 TO DISCUSS THE SAFE PLACES SCHEME AND CONSIDER WHETHER THE COUNCIL WISH TO PARTICIPATE.

The Town Council has been approached by Wimborne Minster Town Council (WMTC) and invited to join a scheme called Safe Places which is to be piloted across East Dorset.

The scheme is a national one, but will be led locally by Dorset Council and Wimborne Minster Town Council. The essence of the scheme is to designate local businesses and public buildings to be approved to act as "havens" for children, individuals with special needs, vulnerable adults or anyone using our public spaces who needs extra support when they feel lost, threatened, or overwhelmed.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to agree in principle to join the pilot Safe Places scheme, subject to more details around the workings of the scheme and the financial commitments required.

130/25 TO GRANT A DISCLOSURE OF PECUNIARY INTEREST (DPI) TO ALL MEMBERS WITH REGARDS TO THE SETTING OF THE PRECEPT UNTIL JANUARY 2029.

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It was **PROPOSED, SECONDED** and **RESOLVED (7 in favour; 1 abstention)** to grant a dispensation to all members and co-opted members of Lytchett Minster & Upton Town Council to enable them to set the precept under the Local Government Finance Act 1992 until the next ordinary election of the Council in May 2029.

131/25 TO RECEIVE AN UPDATE ON THE SINK HOLE AT MOORLAND PARADE.

Members received an update report on the sink hole which has appeared at the top accessway to the parade. This area of the parade comes under the title of 6 Moorland Parade. As a result this access has had to be closed and vehicles diverted to the entrance near to the Town Council office.

Since the report was written, a specialist contractor has been onsite to carry out the repairs which is believed to be under the instruction of the title owner of 6 Moorland Parade.

Members noted the update.

132/25 TO RECEIVE AN UPDATE ON THE TENANCY OF OFFICES AT 1B MOORLAND PARADE AND TO CONSIDER QUOTATIONS TO REPLACE THE VELUX WINDOWS.

Members were informed that the current tenant of 1B Moorland Parade was due to vacate at the end of August and would be carrying out remedial works to ensure that the space is returned to the town council in the condition it was let at the start of the lease.

Discussions with 2 potential new tenants were taking place.

Upon inspection of the offices, it was evidence that the Velux windows require replacement. Members were presented with three quotations for their replacement.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to accept quotation 1 at a cost of £3,265.

133/25 TO CONSIDER THE TOWN COUNCIL SUPPORTING A STEM SCHOLARSHIP


At the Town Council meeting on 17 June 2025, members agreed in principle to develop a STEM (Science, Technology, Engineering & Maths) Scholarship, subject to a full and detailed proposal being brought back to the Town Council for consideration.

A proposal was presented at the meeting by Cllr Griffin.

The following comments were made:

- Remove 'Personal donations from the Mayor' as one of the funding options, and include 'personal donations' under 'External Sponsorship'.
- What is the application process and what will be included in the application form?
- Concern around the selection process and it being too subjective.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously agreed that the following actions be carried out in the development of the scheme:

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- Refine the application process and criteria for selection – engage with Lytchett Minster school for further guidance.
- Draft an application form.
- To include a separate budget line in the Council's budget for the scheme, as opposed to a grant, and approach Lytchett Minster School to administer the funds.

134/25 REPRESENTATIVES REPORTS (MAYORAL/DORSET COUNCIL MEMBERS/LUBCA/UPTON TOGETHER/ ETC.):

Mayor - A report from the Mayor was circulated. Particular reference was given to the Mayor's Civic Day which was a huge success. The day focused on visits to Harbour View Burial Ground, Lytchett Bay View and Lytchett Minster School.

Dorset Councillors: A report was not available.

Speedwatch: A Speedwatch would be taking place in the town this week.

Upton Together: A £50 donation had been received from The Motorbike Club.

135/25 TO RECEIVE THE LATEST FINANCIAL SUMMARY OF ACCOUNTS:

The latest financial summary up to 30 June 2025 were noted.

136/25 TO APPROVE ACCOUNTS FOR PAYMENT FOR JULY 2025 UP TO DAY OF MEETING, AND A FULL JUNE 2025 PAYMENTS LIST:

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

137/25 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 June 2025 as presented be approved.

138/25 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS:

1. Upton Infant School is hoping to raise funds for new IT whiteboard screens via the Tesco Blue Token scheme.
2. The Mayor had attended Upton Infant School's talent show today and was honoured to be a judge. It was an amazing show.
3. Members and the Town Clerk recently attended a Dorset Council Local Plan briefing. The review was due to enter the public consultation phase in mid-August. There were no plans for a consultation event to be held in Lytchett Minster and Upton, with the closest being in Lytchett Matravers. This was noted disappointingly. The plan will see a significant increase in the housing targets to be delivered across Dorset which are imposed by central government.
4. The Community Art Group is holding a scarecrow competition in the town.

There being no further business, the Chair closed the meeting at 8.50pm

R.A.G.

Chair.....

R. A. Griffin

Date.....

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