

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **TOWN COUNCIL** meeting held on **TUESDAY** the **16 SEPTEMBER 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 V Whittingham
- Councillor D Wilson

Also in attendance: Mrs K Osborne, Deputy Town Clerk
 Councillor A Starr, Dorset Councillor
 Councillor N Ireland, Leader of Dorset Council

193/25 PUBLIC PARTICIPATION

No members of the public present.

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

194/25 DECLARATIONS OF INTEREST

No declarations of interest were received.

195/25 APOLOGIES FOR ABSENCE

The following tendered their apologies:

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

196/25 TO RECEIVE A PRESENTATION FROM CORFE MULLEN YOUTH TRUST ON ITS SERVICE DELIVERY MODEL.

The Lead Youth Worker and Youth Worker at Corfe Mullen Youth Trust (CMYT), and Corfe Mullen Town Council were welcomed to the meeting. The Lead Youth Worker provided an informative presentation on the youth work strategy CMYT is working towards. The service model is underpinned by a holistic approach, adaptable to meet individual need and circumstance. This includes centre-based youth work (i.e. youth centres), outreach and mobile youth work (i.e. specially adapted vehicles such as buses). It had already made a positive impact in Corfe Mullen and surrounding areas.

Corfe Mullen youth services are delivered by CMYT which is a registered charity. The Town Council acts as the sole trustee of the charity.

Following the presentation, there was an opportunity for questions. Members commented positively on the model and would welcome opportunities for joint working in the delivery of a similar model in Upton and Lytchett Minster.

197/25 MINUTES OF THE MEETING OF THE ANNUAL TOWN COUNCIL HELD ON 15 JULY 2025

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Town Council meeting held on the 15 July 2025 be accepted.

198/25 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.
- b. **Minute 262/24 Youth Provision** – see minute no 196/25.
- c. **To receive projects' update:**

Heritage Trail:

The plaques are due to be completed and delivered by the end of September. The Outside Operations Team will then start to install them around the town.

Warbler Park Improvements:

The work to improve the existing paths is due to commence in October. A footpath closure application has been made to Dorset Council and a decision is pending.

Community Events:

Remembrance Sunday Parade – 9 November. Arrangements are in place. Lytchett Minster School have agreed that the school driveway can be used again. Road closure application for Dorchester Road (between church and Randalls Hill) has been submitted. Statement on the rationale behind this year's decision has been considered by the Amenities Committee and will be recommended to Full Council for approval at the meeting.

Christmas Event – this will take place on Thursday 18 December from 5.30pm at the community centre/church. It will follow the same format as last year's.

Picnic in the Park – this will take place on Saturday 27th June 2026.

- d. **Recreation Ground Lease:**
The Turbary Trust have submitted the updated constitution with the updated lease terms, to the Charity Commission following its meeting in July. There was an automated response stating a 4 month time frame for any response. Trustees are in the process of seeking a new solicitor to progress the 75 year lease, which will be discussed at the next Trustee meeting in October.
- e. **To Consider Recruiting To A New Role Of Community Events/Funding/Liaison Officer:** The F&A Committee is recommending to Full Council the approval of the job description, person spec, salary, hours for this role.

199/25 CORRESPONDENCE:

1. A) Citizens Advice East Dorset & Purbeck Newsletter (MATCSEP25CORRA) – Members acknowledged the great support provided by the CAB advisor who attend the Town Council office.
2. B) Dorset Council Revised Proposed Traffic Regulation Order: Post Green Road, Lytchett Minster (MATCSEP25CORRB). Members agreed that the revision was an improvement.

200/25 TO RECEIVE COMMITTEE MINUTES AND TO RESOLVE RECOMMENDATIONS:

Environment & Planning Committee 22 July 2025:

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Environment & Planning Committee meeting held on the 22 July 2025 be accepted, signed by the Committee Chairperson and the following recommendation approved:

155/25 ROAD SAFETY PLAN – TO CONSIDER A MISSION STATEMENT SETTING OUT THE COUNCIL’S STRATEGIC OBJECTIVES FOR ROAD SAFETY IN THE TOWN

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to approve the mission statement setting out the Council’s strategic objectives for road safety in the Town, as attached at Appendix A.

Environment & Planning Committee 19 August 2025:

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Environment & Planning Committee meeting held on the 19 August 2025 be accepted, signed by the Committee Chairperson and the following recommendation approved:

169/25 TO CONSIDER DRAFT COMMUNITY RESILIENCE PLAN AND WINTER MAINTENANCE PLAN

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to approve the Community Resilience Plan and Winter Maintenance Plan.

Amenities Committee 2 September 2025:

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Amenities Committee meeting held on the 2 September 2025 be accepted, signed by the Committee Chairperson and the following recommendation approved:

183/25 TO RECEIVE UPDATE ON THE PLANS FOR FORTHCOMING CIVIC EVENTS

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to approve the public statement on the rationale for the format of this year’s Remembrance parade, for circulation in October.

Finance and Administration – 9 September 2025

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Finance & Administration Committee meeting held on the 9 September 2025 be accepted, signed by the Committee Chairperson and the following recommendation approved:

197/25 TO CONSIDER DRAFT JOB DESCRIPTION, PERSON AND PERSON SPECIFICATION FOR THE APPOINTMENT OF NEW ROLE OF COMMUNITY ENGAGEMENT AND EVENTS OFFICER

Members considered the draft job description; after discussion it was **PROPOSED, SECONDED** and

RESOLVED unanimously to i) amend the job title to Community Projects and Support Officer ii) to widen the role to make it less specific iii) 25 hours per week (with flexibility plus option of some home working) iv) salary scale SCP 08-11 and v) the advertisement to go live with an aim to have the role filled by early 2026.

201/25 TO CONSIDER THE FOLLOWING MOTION SUBMITTED BY CLLR S GABRIEL:

‘That Council, as empowered by subsections (1) and (2) of section 85 of the Local Government Act 1972, resolves to recognise that the failure of attendance of Cllr Sean Gabriel since 15 April 2025 is due to reasons of family matters and that Cllr Gabriel requests that recognition will continue until December 2025’.

It was **PROPOSED, SECONDED** and

RESOLVED unanimously to accept the motion and recognise Cllr Gabriel’s absence from Council meetings until December 2025.

202/25 TO NOTE THE RESIGNATION OF CLLR BURNS AS CO-CHAIR OF THE ENVIRONMENT & PLANNING COMMITTEE (ENPLAN) AND ELECT A NEW CO-CHAIR.

Cllr Burns resignation as co-chair of ENPLAN was noted. He would still remain as a member of the committee.

It was **PROPOSED, SECONDED** and

RESOLVED unanimously to elect Cllr Squires as the co-chair of ENPLAN as the planning lead.

203/25 TO CONSIDER A FORMAL CORPORATE RESPONSE TO THE DRAFT LOCAL PLAN & TRANSPORT PLAN.

Dorset Council had published its draft Local Plan and the deadline to comment on the proposals was Monday 13 October 2025. Members noted the importance for the Town Council to submit a comprehensive and well informed response to the consultation as part of its duty to residents. The Town Council has disseminated information to residents about the consultation in the form of banners, posters and social media updates. Residents have been actively encouraged to respond to the consultation.

At the Finance & Administration Committee on 9 September 2025, it was resolved unanimously to employ a Planning Consultant to provide ensure the Town Council returns a meaningful response to the Draft Local Plan.

It was **PROPOSED, SECONDED** and

RESOLVED unanimously to endorse the decision to employ a planning consultant to support the Council in formulating a response to the draft Local Plan consultation.

An initial meeting with a planning consultant had been arranged for 18th September at 10am and all members were encouraged to attend.

The ENPLAN Committee was tasked with leading on drafting a response within the timescales. This would need to be approved by Full Council before the 13 October deadline which will require an extra ordinary meeting of the Council. All members were encouraged to send their individual responses to the Deputy Town Clerk by 30 September so that they can be reflected in the final response.

Members were reminded that Dorset and BCP Councils were consulting on a draft joint Local Transport Plan. The Mayor was formulating a response to this with input from a resident.

204/25 TO AGREE TO MOVING THE ENVIRONMENT & PLANNING (ENPLAN) COMMITTEE MEETING FROM 30 SEPTEMBER 2025 TO 23 SEPTEMBER 2025.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to move the ENPLAN Committee meeting from 30 September 2025 to 23 September 2025 in order to consider the Council's response to the draft Dorset Local Plan

205/25 TO DISCUSS 'FRESH START' AND DISSOLVED SERVICES.

Members received a report on the 'Fresh Start' project being led by Dorset Association for Parish & Town Councils (DAPTC) and devolution of services from Dorset Council to town and parish councils.

The purpose of the 'Fresh Start' project is to reach agreement with Dorset Council for a fresh basis upon which all local councils will work with the unitary council going forward. Dorset Council has created a workstream to look at partnership working with parish and town councils as well as the voluntary sector.

DAPTC has organised a conference for its member councils on 30 October 2025 to explore the benefits, challenges, and pitfalls of devolving services and assets to town and parish councils. Dorset Council is supporting the event with guest speakers including Dr Catherine Howe, Chief Executive, and Council Leader, Nick Ireland.

Members considered an internal document listing services currently delivered by Dorset Council that could be devolved to the Town Council, highlighting any potential issues associated with delivery and financial implications.

DAPTC is also gathering member councils positions relating to devolution and their appetite for taking on additional services to be shared with Dorset Council. They have asked councils to consider 3 scenarios and select which one best described their appetite for devolution and advise them by 30 September as to which scenario they are in. This was not binding. Members considered these 3 scenarios.

It was **PROPOSED, SECONDED** and **RESOLVED**

1. To note the content of the report;
2. That the Town Council is closest to Scenario 2 as follows (with the caveat that this position may change):

Cautious Collaboration – "Interested, But Need Clarity"

Position: The council is open to the idea of double devolution but requires more information, support, and assurances before committing to any transfer of responsibilities.

206/25 TO RECEIVE AND APPROVE THE RECOMMENDED ROAD NAMES FOR PLANNING APPLICATION 6/2019/0717 (POLICEMAN'S LANE, PHASE 2).

The developer, Wyatt Homes, has requested the Town Council to provide them with the associated road name(s) for the above planning application of 69 residential houses and 23 apartments at Policeman's Lane, Upton (Phase 2). The suggested names put forward were Lapwing Way and Harrier Drive, inspired by local bird species.

It was **PROPOSED, SECONDED** and **RESOLVED** to suggest the following road names

1. Harrier Drive
2. Annette Brooke Way in honour of the late MP, Dame Annette Brooke.

207/25 REPRESENTATIVES REPORTS (MAYORAL/DORSET COUNCIL MEMBERS/LUBCA/UPTON TOGETHER/ ETC.):

Mayor - A report from the Mayor was circulated.

Dorset Councillors: A report was circulated.

Speedwatch: Two Speedwatch sessions had taken place in the town since the last meeting. The one held in Lytchett Minster generated 52 speeding tickets in 2 hours.

Upton Together: Upton Together volunteers would be assisting with the forthcoming Covid vaccination clinics at the ferry port and doctors surgery.

208/25 TO RECEIVE AND NOTE THE EXTERNAL AUDITOR'S REPORT AND CERTIFICATE, SECTION 3 (PART 3 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)) FOR THE YEAR END 31ST MARCH 2025.

Members received the report which confirmed that the external auditor had deemed that the information in the Council's AGAR 24/25 was in accordance with proper practices.

The auditor had noted a couple of comments and actions would be put in place to address these.

209/25 TO RECEIVE THE LATEST FINANCIAL SUMMARY OF ACCOUNTS:

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

210/25 TO APPROVE ACCOUNTS FOR PAYMENT FOR SEPTEMBER 2025 UP TO DAY OF MEETING, AND A FULL JULY & AUGUST 2025 PAYMENTS LIST:

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

211/25 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 August 2025 as presented be approved.

**212/25 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES)
AND MATTERS FOR FUTURE AGENDAS:**

1. Members were reminded that the architects appointed by Dorset Council to carry out preparation work for a Dorset-wide Design Code would be visiting the town council on 10th October from 9.30am.

213/25 Due to the nature of the following business to be transacted under the next agenda item (agenda item 21), the Council RESOLVED to exclude the Press and Public, Under the Public Bodies (Admission to Meetings) Act 1960.

214/25 TO RECEIVE A RECOMMENDATION FROM THE FINANCE & ADMINISTRATION COMMITTEE FOLLOWING THE REVIEW OF STAFF SALARIES

Members received the confidential staffing report and considered the recommendation therein.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to approve;

1. a pay increase of 2 Spinal Column Points (SCP) for the Town Clerk, Deputy Town Clerk and Administration Officer, to be backdated to 1 September 2025.
2. A £1 per hour pay uplift for the Weekend Caretaker, to be backdated to 1 September 2025.
3. All staff salaries to be reviewed annually in September, following appraisals and to complement the budget setting process for the following year

There being no further business, the Chair closed the meeting at 8.40pm

Chair.....

Date.....