

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **TOWN COUNCIL** meeting held on **TUESDAY** the **21 OCTOBER 2025** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.30 p.m.

PRESENT:

- Councillor R Griffin (Chair)
- Councillor S McKell (Vice-Chair)
- Councillor R Burns
- Councillor F H Drane
- Councillor C Evans
- Councillor M Pryor
- Councillor S Robinson
- Councillor C Squires
- Councillor K Walker (from minute no 257/25)
- Councillor V Whittingham
- Councillor D Wilson
- Councillor R Wood

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

250/25 PUBLIC PARTICIPATION

The Mayor's Guide, Nellie Powell, was welcomed to the meeting who shared her recent achievement in being successful in her application to travel to Croatia with the International Girl Guiding Group. She is required to raise £1250 towards the trip and has already raised £600. The Council congratulated her on this achievement and wished her every success in her fundraising.

There were no other members of the public present.

251/25 DECLARATIONS OF INTEREST

No declarations of interest were received.

252/25 APOLOGIES FOR ABSENCE

The following tendered their apologies:

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

253/25 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 16 SEPTEMBER 2025

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Town Council meeting held on the 16 September 2025 be accepted.

254/25 CLERK & OUTSIDE OPERATIONS MANAGER'S REPORT

Both reports were considered and noted.

Clerk's Report

P. A. C.

- 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** – a further meeting to be scheduled. An invite has been received to Purbeck Community– Celebrating Summer Success & Building Safer Futures for Young People – information on Members Area – council representatives to attend.
- c. **To receive projects' update:**

Heritage Trail:
The plaques have arrived and a couple need to be amended. Installations will be carried out by the Outside Ops Team in the next few weeks.

Warbler Park Improvements:
The works commenced on Monday 13 October and all going to plan.

Community Events:

All plans in place for forthcoming events.
- d. **Recreation Ground Lease:**
The Trust has been written to with a request to commence the 75-year transaction without waiting for the Charity Commission consent. An update on funding from the Trust towards the Recreation Ground was sought, and an invite to review their asset in line with a list of improvements drawn up. It was reiterated once again that unless there is a long lease in place we cannot go for outside funding.
- e. **To Consider Recruiting to A New Role of Community Events/Funding/Liaison Officer:** The advertisement is now live, and three applications have been received, with a further number pending via the Indeed site.
- f. **206/25 To Receive and Approve the Recommended Road Names for Planning Application 6/2019/0717 (Policeman's Lane, Phase 2).**
Harrier Drive and Brooke Way have been agreed.

255/25 CORRESPONDENCE:

- A) Update from Vikki Slade MP regarding Neighbourhood Plan Funding – in response to the Town Council contacting the MP to notes its disappointment that the Government would no longer be providing funding for the preparation of Neighbourhood Plan, the MP had raised these concerns in Parliament.
- B) Age Friendly Dorset Survey – members noted the survey for adults over 50 years which runs from 6 October until 19 December.

256/25 TO RECEIVE COMMITTEE MINUTES AND TO RESOLVE RECOMMENDATIONS:

Environment & Planning Committee: 23 September 2025

It was **PROPOSED, SECONDED** and

RAC

RESOLVED unanimously that the minutes of the Environment & Planning Committee meeting held on the 23 September 2025 be accepted and signed by the Committee Chairperson.

Amenities Committee: 7 October 2025

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Amenities Committee meeting held on the 7 October 2025 be accepted, signed by the Committee Chairperson and the following recommendations approved:

234/25 TO REVIEW THE FEE FOR THE INTERMENT OF THOSE RESIDENTS, WHO AT THE TIME OF DEATH, WERE IN A NURSING/CARE HOME OUTSIDE OF THE PARISH FOR MORE THAN TWO YEARS

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously not to adjust fees.

234/25 TO APPROVE MATCH FUNDS FOR NEW GOALPOSTS AT THE RECREATION GROUND AFTER SUCCESSFUL FA GRANT

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to fund the outstanding monies (£4,086) from the General Amenities budget to purchase this equipment. It was noted that although this budget had been set aside for youth provision, and whilst we continue to work towards bringing this service into the community, delays had meant it was unlikely to be achieved in this financial year, and so the monies to fund the goal posts should be used for this.

Finance and Administration – 14 October 2025

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Finance & Administration Committee meeting held on the 14 October 2025 be accepted, signed by the Committee Chairperson and the following recommendations approved:

244/25 TO CONSIDER GRANT AID APPLICATIONS

After discussion it was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to award all applicants with their requested amounts totalling £4,150 as detailed individually on the attached signed summary sheet.

246/25 REVIEW OF MANDATES/VARIABLE DIRECT DEBITS/BACS

Due to changes with Chair of Planning Committee it was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to add Cllr C Squires to the banking mandate and remove retiring Chair, Cllr R Burns.

257/25 TO CO-OPT TO THE TOWN COUNCIL

Council considered an application for co-option from Karen Walker.

It was **PROPOSED, SECONDED** and

R. A. G.

RESOLVED UNANIMOUSLY that Karen Walker be co-opted to the Town Council. Cllr Walker signed her Declaration of Acceptance Offer and formally joined the meeting.

258/25 TO RECEIVE AND APPROVE THE TOWN COUNCIL'S RESPONSE TO THE DORSET COUNCIL LOCAL PLAN CONSULTATION AND TO NOTE THE PREVIOUSLY SUBMITTED COUNCIL RESPONSE FOR THE DORSET LOCAL TRANSPORT PLAN

Members received and considered the Council's draft response to the Dorset Local Plan Options Consultation. The response incorporated contributions from councillors, officers, community feedback with valuable technical contributions from an independent planning consultant. Members acknowledged that it was a thorough response on behalf of the town.

It was **PROPOSED, SECONDED** and **RESOLVED** to approve the Council's response to the Dorset Local Plan Options Consultation subject to the approved amendments to which the Deputy Town Clerk is given the delegated authority to make and thereafter, submit the response to Dorset Council on behalf of the Town Council. The response will also be made available to the public.

It was **PROPOSED, SECONDED** and **RESOLVED** to note the Council's response to the draft Dorset & BCP Local Transport Plan which has already been submitted to Dorset Council.

259/25 REPRESENTATIVES REPORTS (MAYORAL/DORSET COUNCIL MEMBERS/LUBCA/UPTON TOGETHER/ ETC.):

Mayor - A report from the Mayor was circulated and noted.

Dorset Councillors: A report was circulated and noted.

Speedwatch: A recent SpeedWatch had taken place in Lytchett Minster.

Upton Together: Upton Together volunteers were not required to assist with the Covid vaccination clinics at the ferry port due to a lack of take up.

260/25 TO RECEIVE THE LATEST FINANCIAL SUMMARY OF ACCOUNTS:

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

261/25 TO APPROVE ACCOUNTS FOR PAYMENT FOR OCTOBER 2025 UP TO DAY OF MEETING, AND A FULL SEPTEMBER 2025 PAYMENTS LIST:

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

262/25 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 September 2025 as presented be approved.

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**263/25 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES)
AND MATTERS FOR FUTURE AGENDAS:**

1. The information and support provided by the Dorset division of Campaign to Protect Rural England (CPRE) on the draft Local Plan had proved very helpful. The Council's full response would be shared with the charity.
2. A new LMUTC flag outside the office on Moorland Parade had been installed which acknowledges the town's success in the 2024 Britain in Bloom competition.
3. The new sign above the Council office would be installed in 2 weeks.
4. The Mayor expressed his support in reintroducing the Volunteer of the Year award with separate awards for an adult and a young person.
5. Members were advised of the arrangements for this year's Remembrance Sunday commemorations.

There being no further business, the Chair closed the meeting at 7.35pm

Chair.....

Date.....

P. A. G. [Signature]
18-11-25

