

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **TOWN COUNCIL** meeting held on **TUESDAY** the **20 JANUARY 2026** 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 M Pryor
- Councillor D Wilson
- Councillor D White
- Councillor Squires
- Councillor C Evans
- Councillor Gabriel
- Councillor S Robinson
- Councillor R Wood
- Councillor K Walker

Also in attendance: Dorset Cllr Starr
Mrs K Osborne, Acting Town Clerk
Mrs S Samways, Admin Officer
Mr S Lewis, Community Projects & Support Officer

Cllr Griffin introduced the Community Projects & Support Officer to all councillors, and welcomed Cllr Gabriel back.

383/25 PUBLIC PARTICIPATION:

There were no members of the public present.

384/25 DECLARATIONS OF INTEREST:

No declarations of interest were received.

385/25 APOLOGIES FOR ABSENCE:

The following tendered their apologies:
Councillor R Burns (non-business)
Councillor W Pipe (non-business)
Councillor F H Drane (non-business)
Councillor V Whittingham (non-business)
Dorset Cllr Brenton (non-business)

It was **PROPOSED, SECONDED** and **RESOLVED** to accept the apologies.

386/25 TO RECEIVE THE MINUTES OF THE TOWN COUNCIL HELD ON 16 DECEMBER 2025:

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

387/25 CLERK & OUTSIDE OPERATIONS MANAGER'S REPORTS:

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 are performing before deciding upon offering new plots. This will require closure until Spring 2026.
- b. **Minute 262/24 Youth Provision –** Initial proposals and financials to buy into a shared service with Corfe Mullen Youth Trust have been considered by the Finance & Administration Committee. The initial proposals have been deemed too expensive.
The Mayor, Acting Town Clerk and Community Projects & Support Officer met with the manager of the Dorset Targeted Youth Team for this area on 20 January to discuss options for youth support. It was agreed to survey pupils at Lytchett Minster school for their opinions on the type of youth service they would like.
Cllr Griffin updated members that F&A committee expressed a preference to continue and expand the current system of contributing to existing, external youth provision streams rather than a Youth Club.
Youth provision will be included on the Agenda of the next Amenities committee on 3 February 2026.
- c. **To receive projects' update:**
Heritage Trail:
Installations will be carried out by the Outside Ops Team in Jan/Feb.
Warbler Park Improvements:
Completed.
Community Events:
The Christmas Event took place on Thursday 18 December from 5.30pm. It went well although numbers were down on last year's event due to the poor weather conditions. Those who were there looked to have enjoyed the event.
The new Community Projects & Support Officer has begun preparations for the community picnic on 27 June 2026.
- d. **Recreation Ground Lease:**
Turbary Trust is still in the process of sourcing a solicitor to represent them in the negotiation of a 75 year lease. The Trust's Chair and Vice-Chair are meeting with Cllr Griffin and the Acting Town Clerk on 22 January 2026.
- e. **Minute 305/25 Neighbourhood Plan:**
See Minute 394/25.

f. Highways:

20mph speed limit Sandy Lane & adjoining roads: The Town Council's application has received delegated authority from Dorset Council. Dorset Council has now made this information public, there is no time scale yet.

Access to Lytchett Minster School, Post Green Road: A TRO will come into operation on 19th January 2026 to prohibit all motor vehicles from being driven along part of Post Green Road, Lytchett Minster from the entrance to Lytchett Minster School in a westerly direction for approximately 160 metres, between the hours of 7.45am to 9.00am and 3.00pm to 4.00pm on every school day.

Road traffic calming proposals on Dorchester Road, Lytchett Minster (approaching school) – Dorset Council has advised that this is still in design stage with the aim still being to complete the works in summer 2026. They are also looking at the possibility of introducing bus stops near the area to provide a closer alternative for the school pupils.

Dorset Council has also undertaken surveys of the crossing desire at the overbridge by Policeman's Lane and speed surveys on Dorchester Road to see whether they can reduce the speed limit from 40 to 30 for that section. Discussions are taking place about whether this can be delivered in the summer.

388/25 CORRESPONDENCE:

None

389/25 TO RECEIVE COMMITTEE MINUTES AND TO RESOLVE RECOMMENDATIONS:**Finance & Administration Committee: 13 January 2026**

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Finance & Administration Committee meeting held on the 13 January 2026 be accepted, signed by the Committee Chair and the following recommendations approved:

377/25 TO RECEIVE AND APPROVE AN UPDATED COUNCILLOR OFFICER PROTOCOL:

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to adopt the updated Member Officer Protocol.

390/25 TO APPROVE THE 2026/27 PRECEPT REQUEST TO DORSET COUNCIL AT £536,830.

NB: A dispensation was granted to all Councillors, that reside in or own a property in Lytchett Minster & Upton at the Town Council meeting on 15 July 2025 (Minute No 130/25), to enable them to participate in discussion and vote on the setting of the budget and precept (council tax).

it was **PROPOSED, SECONDED** and **RESOLVED** to approve the precept request of £536,830 to Dorset Council.

391/25 TO APPROVE THE COUNCIL STATEMENT REGARDING THE PRECEPT AND BUDGET FOR 2026/27:

The Acting Town Clerk presented the Town Council statement for consideration – after discussion and minor additions, it was **PROPOSED, SECONDED** and **RESOLVED** unanimously to approve this statement for publication.

392/25 TO APPROVE THE TOWN COUNCIL INTERNAL AUDIT STATEMENT/POLICY FOR 24/25:

This was reviewed and agreed there were no issues, and it was a very positive statement. It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to approve this statement.

393/25 TO APPROVE THE APPOINTMENT OF PARISH & TOWN AUDITING SERVICES FOR INTERNAL AUDIT PROVISION FOR THE 2025/26 FINANCIAL YEAR:

The Acting Town Clerk confirmed Parish & Town Auditing Services continue to provide a satisfactory internal audit service.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to appoint Parish & Town Auditing Services to carry out the internal audit for the 2025/26 financial year.

394/25 TO RECEIVE A FEASIBILITY REPORT IN PURSUING A NEIGHBOURHOOD PLAN FOR THE TOWN:

The feasibility report was discussed in detail, it was **PROPOSED, SECONDED** and **RESOLVED** unanimously to

- i) proceed with plans to create a Neighbourhood Plan for the town.
- ii) begin a promotional publicity campaign to establish a Neighbourhood Plan Steering Group inviting residents to register an interest in joining the group.
- iii) Commence the process in recruiting an independent consultant:
A qualified, independent consultant is integral to the creation of a Neighbourhood Plan. They have the legal knowledge to draw up Terms of Reference and drive the plan in the appropriate direction. Dorset Council are currently drawing up a Local Plan for publication in Summer 2026 - the Neighbourhood Plan must compliment this Local Plan. Quotes and availability of such consultants will be sought by the Acting Town Clerk. Additionally members are aware of possible Government decisions to be released in Summer 2026 which may replace any Neighbourhood Plans.

395/25 REPRESENTATIVES REPORTS (MAYORAL/DORSET COUNCIL MEMBERS/LUBCA/UPTON TOGETHER/ ETC.):

Mayor: Cllr Griffin updated members on his activities-

- i) he has liaised with the Community Projects & Support Officer re: tasks and requirements.
- ii) He met with CJ's Youth Club to establish their requirements.

- iii) He met with the current Service Manager for Dorset's Targeted Youth Worm Service for this area (with the Acting Town Clerk and Community Projects & Support Officer)

Dorset Councillors: A report was presented to members.

Upton Together: Cllr McKell advised they are continuing to support members of the public with prescription collections and similar requests.

Speedwatch: Cllr Evans updated members that the latest Speedwatch sessions have had to be cancelled due to heavy rain, one will be rescheduled; he also confirmed he will attend the Speedwatch conference at Dorset Police Headquarters on 7 March 2026.

396/25 TO RECEIVE THE LATEST FINANCIAL SUMMARY OF ACCOUNTS:

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

397/25 TO APPROVE ACCOUNTS FOR PAYMENT FOR JANUARY 2026 UP TO DAY OF MEETING, AND A FULL DECEMBER 2025 PAYMENTS LIST:

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

398/25 TO RECEIVE AND APPROVE THE BANK RECONCILIATIONS FOR ALL COUNCIL ACCOUNTS UP TO 31 DECEMBER 2025, AND TO NOTE THE BALANCE SHEET:

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously, that the bank reconciliations for all Council accounts up to 31 December 2025 as presented be approved; and the Balance Sheet was noted.

399/25 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS:

- i) Cllr Evans reported on his attendance at a presentation at Upton House regarding BCPs plans for the future of the House; a lot of work has been done to the gardens and land surrounding the House, to make it accessible and offer a variety of activities for visitors – however the House is in need of a great deal of renovation work. BCP will be dropping information leaflets into the office.
- ii) Cllr Squires reported i) he has received a number of complaints from residents about the simultaneous closure of both Upton Road and the slip road off the A35 at Upton House (plus the Twin Sails bridge being out of action) which is causing 'traffic chaos'. Cllr Squires requested the lack of collaboration between BCP and Dorset Council has negatively impacted on residents and road users be minuted; and ii) residents reporting issues with vehicles parking on the pavement of Dacombe Drive/Close – this will be added as an Agenda item for the next Dorset Council and LMUTC Highways meeting.
- iii) Cllr Pryor reported on a road traffic accident damaging the safety barrier at the end of The Crossways at the junction with Blandford Road South – the Outside Operations Team made the area safe and taped it off.
- iv) Cllr Evans advised the closing date for nominations for the Royal Garden Party is 12 February 2026 – all Town Councillors and Officers qualify – any nominations

to be submitted to the Acting Town Clerk by Monday 9 February. All nominees will feature on the Royal Garden Party website.

There being no further business, the Chair closed the meeting at 7:50pm

Chair.....

Date.....