

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **TOWN COUNCIL** meeting held on **TUESDAY** the **17 February 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 R Burns
- Councillor D Wilson
- Councillor D White
- Councillor Squires
- Councillor C Evans
- Councillor R Wood
- Councillor V Whittingham
- Councillor K Walker

Also in attendance: Mrs K Osborne, Acting Town Clerk (ATC)
Mrs S Samways, Admin Officer
Dorset Cllr Alex Brenton

412/25 PUBLIC PARTICIPATION:

There were no members of the public present.

413/25 DECLARATIONS OF INTEREST:

No declarations of interest were received.

414/25 APOLOGIES FOR ABSENCE:

The following tendered their apologies:
Councillor F H Drane (non-business)
Councillor W Pipe (non-business)
Councillor S Gabriel (non-business)
Councillor S Robinson (non-business)

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

415/25 TO RECEIVE THE MINUTES OF THE TOWN COUNCIL HELD ON 20 JANUARY 2026:

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Town Council meeting held on the 20 January 2026 be accepted.

416/25 CLERK & OUTSIDE OPERATIONS MANAGER'S REPORTS:

Both reports were considered and noted.

417/25 CORRESPONDENCE:

None

418/25 TO RECEIVE COMMITTEE MINUTES AND TO RESOLVE RECOMMENDATIONS:

a) Amenities Committee 3 February 2026

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Amenities Committee meeting held on the 3 February 2026 be accepted, signed by the Committee Chair and the following recommendations approved:

405/25 TO RECEIVE A REPORT ON CIVIC AND COMMUNITY EVENTS AND CONSIDER THE RECOMMENDATIONS THEREIN.

Remembrance Sunday Parade:

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to adopt the parade format and route along Lytchett Minster School driveway for all future Remembrance Sunday Parades.

407/25 TO RECEIVE AN UPDATE REPORT ON YOUTH SERVICES AND APPROVE RECOMMENDATIONS.

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

1. To refer the review of youth services back to the Town Council as it does not fall within the Committee's terms of reference.
2. The allocated budget for youth services to be removed from General Amenities (304) budget and a new 'Youth Service' budget line be added to 'Finance' (100) which will hold all youth related funding.

406/25 TO REVIEW AND APPROVE THE ALLOTMENT MANAGEMENT AGREEMENT WITH UPTON AND LYTCHETT MINSTER ALLOTMENT ASSOCIATION (ULMAA) FOR THE PERIOD 2026-2029:

Members reviewed the Allotment Management Agreement with ULMAA; Point 3.2.3 requires confirmation on the definition of 'living outside the Parish' with ULMAA – subject to this it was **PROPOSED, SECONDED** and **RESOLVED** unanimously to approve the revised Allotment Management Agreement 2026-2029 and proceed with entering the 3 year agreement with ULMAA.

408/25 TO RECEIVE PROPOSALS TO REINTRODUCE THE VOLUNTEER OF THE YEAR AWARDS FOR THE TOWN:

It was **PROPOSED, SECONDED** and **RESOLVED** (with 1 vote against) to approve the scheme criteria for the Volunteer of the Year

419/25 TO CONSIDER A MOTION SUBMITTED BY CLLR C SQUIRES:

The following motion was considered:

In accordance with Standing Order 7(a), I wish to move the following special motion regarding the application of cemetery fees:

That the Council resolves that 'resident fees' shall apply where either of the following conditions is met:

1. *The deceased was living within the parish at the time of their death; or*

2. *The deceased had moved out of the parish solely for the purpose of entering a care home, nursing home, hospice or supported living accommodation, and remained in such care until their death.*

**For the purposes of Category 2, acceptable evidence shall include the individual's final council tax bill together with a brief confirmation from a care home, supported living provider, social services or other suitable documentation demonstrating that the move was necessitated by health or care needs and that such care continued until death. Where an individual moved in with family because they could no longer live independently, a letter from the family may be accepted. No medical details are required, and additional confirmation from a GP or social worker shall not be necessary where the existing evidence is sufficient.*

Note: *This motion maintains the Council's existing policy permitting the burial of non-residents, including long-term former parishioners. The amendment ensures fairness by applying the resident fee to those who were compelled to leave the parish due to care needs rather than personal choice.*

Proposed: Cllr Charlie Squires

Seconded: Cllr Ray Griffin

Supported: Cllr Stewart McKell, Cllr Mikka Pryor, Cllr Clive Evans

This motion was discussed, and subject to the removal of 'accommodation' in Item 2, it was **PROPOSED, SECONDED** and **RESOLVED** unanimously to approve this motion.

420/25 TO CONSIDER A MOTION SUBMITTED BY CLLR C SQUIRES:

The following motion was considered :

OPPOSITION TO THE PROPOSED CLOSURE OF HAMWORTHY FIRE STATION

This Council resolves to:

1. **Formally oppose** the proposed closure of Hamworthy Fire Station.
2. Write to Dorset & Wiltshire Fire and Rescue Authority, calling for Hamworthy Fire Station to be **removed from the consultation** and for the closure proposal to be **abandoned**.
3. Encourage residents to participate in the consultation and express their concerns.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to approve this motion, subject to the addition of information regarding the importance of the experienced Rescue arm of the service at Hamworthy Station, with both the fishing industry and leisure sailing activities in the area.

This will be shared to residents encouraging them to respond to this proposal.

421/25 TO AGREE THE DATE AND FORMAT FOR THIS YEAR'S ANNUAL ASSEMBLY:

After discussion it was **PROPOSED, SECONDED** and **RESOLVED** unanimously to hold the 2026 Annual Assembly on Wednesday 29 April 2026 at 6:30pm at St. Dunstons' Church; with the format as last year:

- Introduction and Welcome by Town Mayor;
- Report by Town Mayor;

- Presentation of Grant Aid Certificates;
- Presentation to winners of Volunteer of the Year Awards;
- Public Open Forum;
- Guest Speaker – Dorset Council officer, Neighbourhood Plan.

422/25 TO RECEIVE AN UPDATE ON YOUTH SERVICE PROVISION:

It was reported that the Community Projects & Support Officer was preparing a full report outlining proposals for youth service provision in the town. This will include the feedback from a survey completed by students at Lytchett Minster School students. The report will be presented at the next Town Council meeting in March.

423/25 TO CONSIDER RECENT FLOODING IN THE TOWN AND AGREE A RESPONSE TO DORSET COUNCIL:

Cllrs Squires and Wilson presented a detailed report evidencing the recent significant flood issues impacting Lytchett Minster, particularly regarding Parcel 4 of land put forward in the Dorset Local Plan Options Consultation for possible future housing development. Although the consultation had finished, Members felt it was important that these issues were highlighted to Dorset Council.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to submit this report to Dorset Council Planning Policy team, in its entirety, including additional photographs from the February 2026 flooding.

424/25 REPRESENTATIVES REPORTS (MAYORAL/DORSET COUNCIL MEMBERS/LUBCA/UPTON TOGETHER/ ETC.):

Mayor: Cllr Griffin presented his report.

Dorset Councillors: A report was presented to members. Dorset Cllr Brenton agreed to forward a pothole report to the Acting Town Clerk.

Upton Together: Cllr McKell advised entry forms for the Easter Bonnet competition (at the Easter Egg hunt) are available from the Town Council Office; the poster will be added to FaceBook and noticeboards.

Speedwatch: Cllr Evans updated members that the latest Speedwatch sessions have again been cancelled due to heavy rain, one is rescheduled for 19 February 2026.

425/25 TO RECEIVE THE LATEST FINANCIAL SUMMARY OF ACCOUNTS:

The latest financial summary up to 30 January 2026 were noted.

426/25 TO APPROVE ACCOUNTS FOR PAYMENT FOR FEBRUARY 2026 UP TO DAY OF MEETING, AND A FULL JANUARY 2026 PAYMENTS LIST:

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

427/25 TO RECEIVE AND APPROVE THE BANK RECONCILIATIONS FOR ALL COUNCIL ACCOUNTS UP TO 31 JANUARY 2026, AND TO NOTE THE BALANCE SHEET:

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously, that the bank reconciliations for all Council accounts up to 31 January 2026 as presented be approved; and the Balance Sheet was noted.

428/25 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS:

- i) The Acting Town Clerk advised 2 nominations for The Royal Garden Party had been received and Cllr Clive Evans name was drawn and forwarded to DAPTC for the final selection draw.
- ii) Cllr Griffin reported on 2 upcoming civic events (Dorchester and Weymouth) if any members wished to attend.
- iii) Cllr Griffin updated members on the progress of the STEM Bursary award scheme. This will be launched in March 2026, with 6 x £1,000 awards available to Year 12 students and 1 x £1,500 award available to Year 13 students. Lytchett Minster School will manage the nomination and selection process, and the Town Council will provide the funding by way of a grant to the school.
- iv) Cllr Griffin reported on mental health support to pupils in schools – this is being offered at Lytchett Minster School but not Upton Infants/Junior Schools, despite them meeting the metrics. He is following this up with the relevant bodies.
- v) Cllr Evans reported on 1st Lytchett Scouts holding a Quiz Night (open to all) on 7 March 2026 at The Community Centre.
- vi) Cllr Whittingham reported the Scout Group (including Squirrels, Beavers, Cubs and Scouts) will be taking on an allotment plot.

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

429/25 TO RECEIVE AN UPDATE ON STAFFING MATTERS:

Members received the report and noted the update.

430/25 TO CONSIDER PROPOSALS FROM DORSET COUNCIL RELATING TO SPEED LIMIT REDUCTIONS AND ASSET TRANSFERS:

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to support Dorset Council's proposals to reduce the speed limit on a number of roads in Lytchett Minster and Upton, and additionally proposing a further reduction to 20mph on Dorchester Road, Lytchett Minster at the exit from Lytchett Minster school.

Cllr Burns raised an issue with the blue/green colour ways of the associated map being difficult for many to see clearly – this would be fed back to Dorset Council.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to request Dorset Council's management plans for the two areas of interest for asset transfer; site meetings with Dorset Council to ascertain further details will be requested.

431/25 DATE AND TIME OF NEXT MEETING AND CLOSE OF MEETING:

The next meeting of the Town Council is Tuesday 17th March at 6:30pm at 1 Moorland Parade.

There being no further business, the Chair closed the meeting at 8:05pm.

Chair.....

Date.....

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