

**LYTCHETT MINSTER & UPTON TOWN COUNCIL**

Minutes of the **AMENITIES COMMITTEE** meeting held on **TUESDAY** the **31 March 2026** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.30 p.m.

**PRESENT:** Councillor M Pryor (in the Chair)  
Councillor D White (Vice-Chair)  
Councillor R Griffin (ex-officio)  
Councillor S McKell (ex-officio)  
Councillor F H Drane  
Councillor C Squires  
Councillor R Wood

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

**516/25 PUBLIC PARTICIPATION:**

No members of the public were present.

**517/25 DECLARATIONS OF INTEREST:**

No declarations of interest were received.

**518/25 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from:  
Councillor V Whittingham (non-business)

**519/25 CLERKS REPORT:**

1. **Minute 516/24 Plans community and civic events** - See Minute 521/25.
2. **Minute 192/24 To Review Future Burial Provision Within the Town and To Receive Any National Updates Regarding Policies to Address this Matter.** See Minute 519/25.
3. **Minute 49/25 To Receive And Approve The Hire Agreement With Poole Town Wessex FC For Use Of The Recreation Ground Pitches And Facilities.** See Minute 522/25.
4. **Minute 406/25 To Review and Approve the Allotment Management Agreement with ULMAA:** The ULMAA Committee have reviewed the agreement for 26/29 and are happy to sign it on the basis that the requirement for ULMAA to be registered with DEFRA for the keeping of chicken is removed as this is not possible under DEFRA policy (it has to be an individual) and add that it is the requirement of the allotment holder to register.

- 5. Minute 408/25 To introduce the Volunteer of the Year Awards:** This has now been publicised widely and the deadline for nominations is Friday 3 April. A number of nominations have already been received, a reminder to the schools and church will be sent. It is recommended that the Committee convenes to review applications and select the successful applicants by way of an extraordinary meeting to ensure that arrangements can be made to announce the winners at the Annual Assembly on 29 April.

**520/25 CORRESPONDENCE:**

None.

**521/25 TO RECEIVE A REPORT UPDATING THE COMMITTEE ON THE ARRANGEMENTS FOR THIS YEAR'S PICNIC IN THE PARK:**

The Community Projects & Support Officer (CPSO) presented a report updating the committee on the arrangements; ideas for any LMUTC 'give-aways' on the Town Council stand were asked for. A branded LMUTC tablecloth will be sourced, which can also be used at future civic events.

Cllr McKell advised the motorbikes have yet to confirm their attendance.

The CPSO will contact the Lees Estate re possibility of supplying hay bales.

Cllr Griffin advised the theme of the Town Council exhibition will be 'History of the Town' and requested any photos, items or memories that could be included.

The idea of a local business being contacted to sponsor the event was raised however, it was felt the event should remain a community event this year; with the possibility that the 2027 event be made more commercial by approaching all local businesses re: contributions.

The CPSO confirmed a leaflet drop to every household has been arranged to advertise the Annual Assembly; if successful and effective this can be used to promote future events. Paid Facebook advertising was also suggested.

The CPSO will invite the Leader of Dorset Council, High Sheriff and Lord Lieutenant of Dorset and the Police & Crime Commissioner, amongst others.

**522/25 TO REVIEW THE EFFECTIVENESS OF THE DRAINAGE WORKS AT UPTON CEMETERY AND CONSIDER ITS RE-OPENING TO NEW INTERMENTS:**

The Clerk presented a report detailing the improvement in ground conditions following the drainage works; despite the very heavy rainfall in the first two months of 2026 the ground water level has not resulted in the deep, standing water which previously prevented access to graves on the right hand side of the North Cemetery.

It was **PROPOSED, SECONDED AND RESOLVED UNANIMOUSLY** to accept the six points below:

1. To re-open the cemetery to new interments with immediate effect, but exclude the land running alongside Blandford Road North (subject to a test dig to confirm what depth can be offered).
2. The cemetery fees to remain unchanged for 2026/27, as attached. These will be reviewed in Autumn 2026 as part of the Budget 2027/28 process.
3. The arrangements for this year's inspection is delegated to officers to take place before July 2026; the Clerk to circulate a date to members.

4. The perimeter knee rail to be removed due to its poor condition. This will not be replaced to improve the appearance of the cemetery and make it more accessible for strimming.
5. To note the update regarding the future scattering area; the Committee has previously agreed to introduce a scattering area beyond the Oak tree in the new cemetery; final design proposals yet to be drawn up. The Clerk and Outside Operations Manager to liaise and confirm this project is currently on hold.
6. To note the works required to replace the clay pipe running under the pathway over the ditch and note the quotations received to date; a third quote is awaited.

Cllr McKell enquired about the 'Letters To Heaven' post box. The Clerk confirmed this is emptied routinely; despite a notice advising this is not a Royal Mail post box, a stamped letter was posted in it.

Cllr Pryor advised the cemetery is well maintained however is subject to frequent fly tipping. Cllr Pryor also commented on the poor condition of the water tap in the South Cemetery – the wooden upright is fragile and not secure. The Outside Operations team will assess and update.

**523/25 TO REVIEW THE TERMS OF REFERENCE FOR THE COMMITTEE FOR RECOMMENDATION TO THE TOWN COUNCIL AT ITS ANNUAL MEETING ON 12 MAY 2026:**

It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to accept the current Terms of Reference until the imminent Governance Review.

Cllr White highlighted the importance of considering item 1.3 'To administer the Council's facilities, assets, services and activities' for the Governance Review.

**524/25 TO NOTE THE VACANCY ON THE COMMITTEE FOLLOWING RESIGNATION OF A COUNCILLOR AND RECOMMEND TO FULL COUNCIL A SERVING COUNCILLOR TO FILL THE VACANCY:**

A serving Councillor has put themselves forward to fill this vacancy. It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously that Cllr Walker's is appointment as a member of the Amenities Committee.

**525/25 TO REVIEW THE HIRE AGREEMENT WITH POOLE TOWN WESSEX FC FOR USE OF THE RECREATION GROUND PITCHES AND FACILITIES, AND AGREE THE TERMS OF RENEWAL FOR 2026/27:**

The Clerk presented a report updating members on the successful first year of this hire agreement. The Team are keen to renew and continue using the pitches, with a view to also using the Grove for refreshments (subject to having volunteers). It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to renew the agreement with Poole Town Wessex FC for the exclusive use of the recreation ground pitches and facilities between 1 August 2026 – 31 May 2027 for a total sum of £10,000, and as per the agreement at Appendix 1. The price has remained unchanged for this renewal, but the team will be advised the fee will be reviewed from 2027, possibly with a view to also extending the contract term.

**526/25 TO RECEIVE UPDATES FROM AMENITIES CHAMPIONS**

**Allotments:**

**Cllr Mikka Pryor**

The Allotment inspection will be due May/June 2026.

**Recreation Ground, Play Area and Pavilion**

**Cllr Stewart McKell.**

No issues to report.

**Cemetery:**

**Cllr Mrs Mikka Pryor**

No issues to report.

**Redwood Road Play Area REDDIES**

**Cllr Stewart McKell**

Due to the vacancy, it was **PROPOSED, SECONDED** and **RESOLVED** unanimously for Cllr McKell to be Amenities Champion for REDDIES Play Area.

No issues to report.

**527/25 TO RECEIVE COMMITTEE FINANCIAL SUMMARY OF ACCOUNTS AND RESERVES UPDATE:**

Members noted the contents of the reports.

**528/25 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS**

1. Cllr McKell advised of the 2026 Easter Egg Hunt and Easter bonnet competition on Sunday 6 March 2026, asking for volunteers to help on the day.
2. Cllr Griffin reminded members of the two vacancies on Town Council, this will be raised at the Annual Assembly on Wednesday 29 April 2026. Cllr Griffin also requested any items to be included in the Town Council presentation at Annual Assembly.
3. Cllr Griffin advised members that Norfolk District Council are using £50k of their Reserves to help their residents in need, via a food bank; is this something LMUTC could consider? The Community Projects & Support Officer informed members the Access To Wellbeing drop-in can issue the vouchers for use at Food Banks.
4. Cllr Griffin notified members that as an alternative to donating clothing to charity shops, a Christian charity Roots to Routes (Hill Street, Poole) accepts donations.

The next full Town Council meeting to be held on Tuesday 14 April 2026 at 1 Moorland Parade, Upton commencing at 6.30 pm.

**There being no further business, the Chair closed the meeting at 19:20 pm.**

Chair.....

Date.....