

LYTCHETT MINSTER & UPTON TOWN COUNCIL

The **ANNUAL MEETING** of the **TOWN COUNCIL** was held on **TUESDAY the 12 May 2026** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.30 p.m.

PRESENT: Councillor R Griffin (Chair)
Councillor S McKell
Councillor M Pryor
Councillor F H Drane
Councillor J R Burns
Councillor D Wilson
Councillor W Pipe
Councillor D White
Councillor C Squires
Councillor C Evans
Councillor R Wood
Councillor V Whittingham

Also in attendance: Mrs K Osborne, Town Clerk
Mrs S Samways, Administration Officer
Mr S Lewis, Community Projects & Support Officer

01/26 TO ELECT A MAYOR FOR 2026/27 AND TO RECEIVE THEIR ACCEPTANCE OF OFFICE FORM:

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that Cllr R Griffin be elected as Chair/Mayor of Lytchett Minster & Upton Town Council for the 2026/27 municipal year.

Cllr R Griffin signed the Declaration of Acceptance of Office and thanked members for their support, choosing to elect him for another term.

02/26 TO ELECT A DEPUTY MAYOR FOR 2026/27 AND TO RECEIVE THEIR ACCEPTANCE OF OFFICE FORM:

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that Cllr S McKell be elected as Deputy Chair/Mayor of Lytchett Minster & Upton Town Council for the 2026/27 municipal year.

Cllr S McKell signed the Declaration of Acceptance of Office and thanked members for choosing to elect him for another term.

03/26 MAYOR'S GUIDE AND SCOUT 2025/26 - PRESENTATION:

Cllr Griffin thanked both the Mayor's Guide, Nellie Powell and Mayor's Scout, Elliot Betteridge for serving their Term of Office, supporting the Mayor at public and civic events. They were awarded with a certificate and a gift.

04/26 PUBLIC PARTICIPATION:

There were no members of the public present.

05/26 DECLARATIONS OF INTEREST

There were no declarations of interest.

06/26 APOLOGIES FOR ABSENCE:

Apologies were received from:
Councillor K Walker (non-business)

07/26 TO APPROVE THE SCHEME OF DELEGATION FOR 2026/2027, INCORPORATING TERMS OF REFERENCE FOR THE COMMITTEES:

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to accept the Scheme of Delegation and revised Terms of Reference.

08/26 TO ELECT A CHAIR OF FINANCE & ADMINISTRATION (F&A) COMMITTEE:

Upon nominations being called for, it was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that Cllr R Griffin be elected Chair of the Finance & Administration Committee.

09/26 TO ELECT THE CHAIR OF COMMITTEES:

I) CHAIR OF AMENITIES (AMMI)

Nominations were invited for the position of Chair of the Amenities Committee.

In the absence of any further nominations, it was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that Cllr M Pryor be elected Chair of the Amenities Committee.

II) CHAIR / CO-CHAIR OF ENVIRONMENT & PLANNING (ENPLAN)

Nominations were invited for the positions of Co-Chair for ENPLAN (Environment and Planning).

Cllr Squires was **PROPOSED** and **SECONDED** as Co-Chair of ENPLAN, (Planning). In the absence of any further nominations, it was **RESOLVED UNANIMOUSLY** that Cllr Squires be elected as Co-Chair (Planning) of the ENPLAN Committee.

Cllr Pipe and Cllr Evans were both proposed and seconded as Co-Chair of ENPLAN (Environment).

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to proceed to a secret ballot. The votes were collected by the Town Clerk and counted/verified by the Town Clerk and witnessed by the Administration Officer.

The Town Clerk announced the vote results of 8 votes to 3 votes, in favour of Cllr Evans.

it was **RESOLVED UNANIMOUSLY** that Cllr Evans be elected as Co-Chair (Environment) of the ENPLAN Committee.

Cllr Griffin thanked Cllr Pipe for all his commitment as Co-Chair of the Committee.

10/26 APPOINTMENT OF COMMITTEES FOR 2026/27:

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that the committees be appointed as follows:

AMENITIES

Cllr Mrs M Pryor (Chair)
 Cllr D White
 Cllr F Drane
 Cllr C Squires
 Cllr R Wood
 Cllr V Whittingham
 Cllr K Walker

ENVIRONMENT & PLANNING

Cllr C Evans (Co-Chair)
 Cllr C Squires (Co-Chair)
 Cllr F Drane
 Cllr R Burns
 Cllr M Pryor
 Cllr D Wilson
 Cllr W Pipe

FINANCE & ADMINISTRATION

Cllr R Griffin (Chair)
 Cllr S McKell
 Cllr M Pryor
 Cllr C Evans
 Cllr C Squires
 Cllr W Pipe
 Cllr D White

Ex-officio all committees

Cllr R Griffin – Mayor
 Cllr S McKell - Deputy Mayor

11/26 TO CONSIDER AND APPROVE THE TIMETABLE OF COUNCIL MEETINGS FROM MAY 2026 TO MAY 2027:

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to accept the Timetable of Council meetings for May 2026 to May 2027.

12/26 TO APPOINT A COUNCIL NOMINATED REPRESENTATIVE TO THE DAPTC AREA COMMITTEE, AND A DEPUTY:

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that Cllr Evans be appointed as the Town Council's DAPTC representative and Cllr Squires be appointed as the deputy in Cllr Evans absence.

13/26 TO CONFIRM AS A TRUE RECORD OF THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON THE 14 APRIL 2026:

The minutes of the Town Council meeting held on the 14 April 2026 as circulated were amended with the addition of item vi) as follows:

542/25 TO RECEIVE A REPORT ON YOUTH SERVICE PROVISION IN THE TOWN AND CONSIDER THE RECOMMENDATIONS THEREIN:

vi) the Service Level Agreement to include a 6 month break clause.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Town Council be amended and presented at the next Town Council meeting to approve and sign.

14/26 CLERK'S & OUTSIDE OPERATIONS REPORTS:

- a) **Minute 192/24** Future burial provision at Upton Cemetery: See Minute 23/26.
- b) **Minute 262/24** Youth Provision. Following Council's approval at its last meeting to proceed with introducing youth support services, the following has taken place:

A site meeting at The Grove/Rec with YMCA Chief Operations Officer and Lead Youth Worker to discuss the operational aspects of the youth drop in session. They've agreed that The Grove building is an ideal space. It was agreed that the 2 drop in sessions

would be on a Friday after school and would commence mid-September. In the meantime, the necessary equipment would be sourced – the Community Projects & Support Officer has completed a grant application to the Purbeck Local Alliance Group which, if successful, will help to fund the equipment. A Service Level Agreement will be drawn up and agreed between the Council and YMCA prior to the service going live.

c) Recreation Ground Lease:

Both the Town Council and Turbary Trust are seeking independent valuations of the land. The Town Council has approached the District Valuers office for a quotation as the company previously used for valuations has ceased trading (retirement). The District Valuer has estimated their fee in providing a RICS Red Book compliant valuation report to be £2,250. A similar quotation has now been received from Symonds and Sampson. The District Valuer is more familiar with local authority procedures; the Clerk to report this to the next meeting. The Turbary Trust to be contacted re: their valuations obtained.

d) Data Protection & Assertion 10

The majority of members have attended training on data protection responsibilities and have set up and using the LMUTC email accounts. Those who have not set up their account are urged to do so and help can be provided.

e) Minute 305/25 Neighbourhood Plan:

Three consultants have been approached inviting them to put forward a quote to support the Council in developing the plan. Two consultants have provided a quotation and will be presented at the June Town Council meeting.

f) Annual Assembly: see Minute 15/26

g) Minute 545/25 Save Upton Heath Campaign:

Following the Council's decision at its last meeting to agree to contribute to the campaign by way of a grant (See Minute No 545/25), clarification was sought from the CEO of Dorset Wildlife Trust as to whether the funding was still required as the community target was met the evening of the meeting which released match funding from other sources. The CEO confirmed that additional funding was still required to secure the sale. On this basis, and the DWT signing the Council's grant funding agreement, the funds have been paid to DWT.

h) Minute 555/25 Deputy Town Clerk Recruitment:

The deadline for receipt of applications was on 1 May 2026. There has been a good response with a number of impressive applicants. The interviews will take place on 14/15 May 2026.

i) Proposed closure of Hamworthy Fire Station

The Council has responded to the consultation and is encouraging residents to do so. The consultation deadline is Friday 15 May.

The Outside Operations Report was noted.

15/26 TO REVIEW THE OUTCOME OF THE ANNUAL ASSEMBLY (ANNUAL PARISH MEETING) HELD ON 29 APRIL 2026:

It was agreed the leaflet drop to every household was successful in raising numbers of attendees, with the highest turn out for a number of years. The atmosphere was positive with a varied selection of questions from members of the public, and it was agreed Cllr Griffin managed the meeting well. After discussions including why the Annual Assembly is held, how to encourage families to attend, the possibility of a Youth Council/Forum, an annual/bi-annual Newsletter, other forms of social media, it was agreed that the Council requires a Corporate Plan to guide the Council to deliver aims and objectives.

An item 'To Consider the Format of the Annual Assembly' will be included on the Agenda of the next Town Council meeting.

16/26 CORRESPONDENCE

The following correspondence was received and noted:

a) Letter of thanks for the Grant Aid Award, from East Dorset & Purbeck Citizens Advice Purbeck.

17/26 TO RECEIVE COMMITTEE MINUTES AND TO RESOLVE RECOMMENDATIONS

Environment and Planning Committee (ENPLAN) – 21 April 2026

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Environment & Planning Committee meeting held on the 21 April 2026 be accepted and signed by the Committee Chair, there were no recommendations.

Finance & Administration Committee – 28 April 2026

579/25 TO REVIEW THE TERMS OF REFERENCE FOR THE COMMITTEE FOR RECOMMENDATION TO THE TOWN COUNCIL AT ITS ANNUAL MEETING ON 12 MAY 2026:

Members reviewed the Finance & Administration Terms of Reference; it was agreed to 1) remove membership for a Dorset Councillor (dual hatter) and 2) add a clause under 1.22 to include the appointment of staff (with the exception of the Town Clerk) and it was then **PROPOSED, SECONDED** and **RESOLVED** unanimously for these to be accepted.

580/25 TO CONSIDER PROPOSALS AND RECOMMENDATIONS FOR THE REVIEW OF THE COUNCIL'S GOVERNANCE ARRANGEMENTS:

The need for a Corporate Plan was identified to create governance arrangements to support it. It was **PROPOSED, SECONDED** and **RESOLVED** unanimously for a Lytchett Minster and Upton Town Council 5 year Corporate Plan to be established; this process will begin 2026/27 once the Deputy Town Clerk role is appointed and a Working Party formed. A review of the Council's governance structure should then follow the Corporate Plan to ensure priorities and themes align.

582/25 TO RECEIVE AND CONSIDER THE COUNCIL'S ASSET REGISTER FOR THE YEAR ENDING 31 MARCH 2026:

The detailed list of the Lytchett Minster and Upton Town Council's Fixed Assets was reviewed by Members; recent acquisitions were noted and it was **PROPOSED, SECONDED** and **RESOLVED** unanimously to accept the Asset Register.

588/25 TO RECEIVE A CONFIDENTIAL REPORT ON COUNCIL OWNED LAND AT FRAMPTON TERRACE:

The report (Ref: MAF&AAPR26Doc9) was due to be considered at the Full Council meeting on 14 April 2026, but it was deferred. It was presented to the Committee under its responsibilities for the Council's assets and to make recommendations to Full Council.

After discussion it was **PROPOSED, SECONDED** and **RESOLVED** that the Council does not dispose of any of its land at Frampton Terrace, Poole Road, Upton.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously that the minutes of the Finance & administration Committee meeting held on the 28 April 2026 be accepted and signed by the Committee Chair.

18/26 REPRESENTATIVES REPORTS (INCLUDING MAYORAL/LUBCA/UPTON IN BLOOM/UPTON TOGETHER)/DORSET COUNTY COUNCIL MATTERS.

Mayor's Report: The Mayor's report was noted.

LUBCA: Cllr Burns reported on the recent AGM, where the VenFest was formally disbanded, and all remaining funds have been allocated to worthy causes; the Art Strand is flourishing and the Hall use is good.

Cllr Griffin commented on the very useful and positive work done by LUBCA.

Upton Together: Cllr McKell reported they are still providing a service for some residents requiring help; they have recently been in receipt of new donations.

Cllr Pipe advised he has invited the Police Commissioner to attend a future Town Council meeting regarding recent reports of a spate of crimes/ anti-social behaviour (Roberts Way/ The Crossways/ Recreation ground) ; the Clerk will send a list of meeting dates to the Commissioner. The Clerk has also contacted Dorset Police requesting a more visible presence, and for the town to be included in the Police pop-up events.

Speedwatch: The recent session saw 341 vehicles passing in 1 hour with 2 offenders exceeding the speed restriction. Speedwatch groups have scheduled a more formal calendar for the coming year, in order to gain a regular Police presence at their events.

Dorset Councillors: nothing to report.

19/26 TO REVIEW AND ADOPT THE FOLLOWING:

The following policies and procedures were presented to Members for consideration and approval.

- a) Insurance Renewal YLL-272006-5263 Year 1 of 3
- b) Health and Safety Policy 2026
To be amended:
 - 1) Page 1 add ' and Councillors, visitors and contractors'
 - 2) Page 5 to schedule a Fire Drill during meeting time
- c) Standing Orders 2026
- d) Financial Regulations 2026
- e) Risk Management Strategy & Action Plan
Focussing on adequate training for staff and councillors, and ensuring 'Business Continuity' is included.
- f) Asset Register
- g) Code of Conduct
This was previously based on Dorset Council's code, however the Local Government Association policy template was adopted.
- h) Complaints Procedure
- i) Review of Data Protection/GDPR Policies/Freedom of Information Procedures including:
Data Protection Policy
Privacy Policy Notice
Records Management Policy and Retention Schedule
Model Publication Scheme
To include publicity
Information Security Policy
Data Breach Policy
- j) Civic Protocol
- k) Press/Media Policy

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to approve and adopt the above documents.

Members noted their appreciation to the Town Clerk for her efforts compiling the documents successfully.

20/26 TO APPROVE FOR THE PERIOD OF 2026-27:

- a) the use of variable direct debit for payment of utilities;

b) to confirm the Town Council's bank signatories as;

Unity Accounts:

Cllr R Griffin

Cllr S McKell

Cllr M Pryor

Cllr B Pipe

Cllr D White

Cllr C Squires

Mrs K Osborne

CCLA:

Mrs K Osborne

Cllr R Griffin

Cllr S McKell

c) the use of BACS payments for the payment of invoices and salaries;

d) use of Government Procurement Card (VISA) as directed by the Town Clerk/Deputy Town Clerk, with direct debit in place for full balance payments monthly;

e) to approve that the payment of staff salaries by BACS during the August recess is delegated to the Town Clerk and in their absence the Deputy Town Clerk.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that these be approved for 2026/27.

21/26 TO REAFFIRM THE COUNCIL'S COMMITMENT TO THE CIVILITY AND RESPECT PLEDGE FOR 2026-27:

Members reviewed the pledge previously made by the Council in 2023.

It was **PROPOSED, SECONDED** and

RESOLVED UNANIMOUSLY to reaffirm that Council's commitment to the Civility and Respect Pledge.

22/26 TO RECEIVE A REQUEST FOR THE HIRE OF FOOTBALL PITCHES AT UPTON RECREATION GROUND:

Following the Amenities Committee meeting (31 March 2026) where it was agreed to renew the agreement with Poole Town Wessex Football Club (Youth) for another year of exclusive use of the football pitches at Upton Recreation Ground, an enquiry from an adult male football club was received. The Clerk responded to this enquiry explaining the Town Council no longer hires out pitches on an ad hoc basis due to the exclusive agreement with PTFC Wessex Youth. This response has been challenged by the applicant on the grounds of excluding access to a community space. Members considered this. It was highlighted the agreement is permissible under 'Permitted Use' in the lease with the land owner, Turbary Trust. The potential issue of safeguarding was highlighted, with adult and youth teams using the facilities at the same time. Members concluded their decision to renew the exclusive contract was made (for the period September 2026 to May 2027) and final. It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to honour the agreement confirmed and not allow additional ad hoc pitch bookings.

23/26 TO RECEIVE A REPORT ON THE FUTURE OF BURIALS AT UPTON CEMETERY:

At the Amenities committee meeting (31 March 2026), it was agreed to re-open the cemetery to new burials with immediate effect (excluding land parallel to Blandford Road North A350 and subject to a positive test dig). This was based on the ground surface being much drier following drainage works last year. The test dig completed by an independent grave digger found that the groundwater levels remain high potentially

preventing any grave being dug to regulations, which specify six inches of earth between each coffin in a grave, plus three feet of earth between the final coffin and the surface. The high water level is due to the impermeable clay rich soil. Interments of ashes can still be offered. Historic pre-purchased graves exist in the North cemetery, these will need to be assessed, and Grant holders advised accordingly, if necessary.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to no longer offer new burial plots in the north section of the cemetery. An item will be included on the Agenda of the next Amenities committee meeting ' To consider the use of the central space in the south Cemetery for burials'.

24/26 TO RECEIVE A REPORT ON THE STEM BURSARY:

Members received an update on the STEM award scheme.

Following a series of interviews on 28th April and 5th May at Lytchett Minster Secondary School – which were attended by the Mayor, Community Projects and Support Officer (CPSO), members of the Lees family, and various school staff – students were selected as outstanding ambassadors for the Sciences, Technology, Engineering, and Mathematics in the following categories:

- Phoebe Sutton – Y13 Star Student (£2,500)
- Izzy Mellor – Y12 Multi-Subject STEM Ambassador (£1,000)
- Anna Alldridge – Y12 Biology STEM Ambassador (£1,000)
- Annabelle Jakubas – Y12 Physics STEM Ambassador (£1,000)
- Alexia Chamnipa-Lee – Y12 Chemistry STEM Ambassador (£1,000)
- Nerwen Stubbs – Y12 Maths STEM Ambassador (£1,000)
- Arthur Gould – Y12 Design Technology STEM Ambassador (£1,000)

The Town Clerk will arrange to deposit the Town Council portion of the funds into an account controlled by the school. Overseen by the school, the Y12 STEM winners may then withdraw their award from this account, to spend on item(s) or experience(s) that will assist them with their study. They will keep receipts, and also report on their progress in a year's time. The Y13 student will receive their total prize as an unrestricted fund, and shall also report back on their experiences in a year's time.

The sponsors for the award and the winners will be invited to the next Full Town Council meeting (Tuesday 9th June), where the winners will be presented with certificates from the Town Council. The Community Projects and Support Officer is also awaiting written testimonials from the prize winners, and is currently putting together a statement for both local and national press, who will be invited to the school's prizegiving ceremony on Thursday 16th July (9:10-11:10am). It was suggested the recipients could present on how the STEM grant assisted them, at the Town Council Annual Assembly 2027

25/26 TO INSTRUCT THE INTERNAL AUDITOR 'PARISH & TOWN AUDITING SERVICES' FOR THE 2026/27 ACCOUNTS:

On behalf of the Council, Cllr Griffin commended the Clerk on navigating the year end accounting process so successfully. It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to instruct Parish & Town Auditing Services to act for the Town Council for the 2026/27 accounts.

26/26 TO RECEIVE AND CONSIDER A LIST OF EAR MARKED RESERVES AS AT 31 MARCH 2026:

Following completion of the 2025/26 Year End process, an Ear Marked Reserve re: Youth Services was created. Members considered the list, it was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to accept the Ear Marked Reserves as listed, as at 31 March 2026.

27/26 TO RECEIVE, REVIEW AND APPROVE THE YEAR END FINAL ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2026:

Having reviewed the accounts, it was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to accept the Year End Final Accounts for the year ending 31 March 2026.

28/26 TO RECEIVE THE LATEST FINANCIAL SUMMARY OF ACCOUNTS

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that the financial summary of accounts be approved.

29/26 TO RECEIVE AND APPROVE THE BANK RECONCILIATIONS FOR ALL COUNCIL ACCOUNTS:

Due to the Year End accounting process, the Clerk was unable to complete the bank reconciliations and these will be brought to the next meeting for approval.

30/26 TO APPROVE ACCOUNTS FOR PAYMENT FOR MAY 2026 UP TO DAY OF MEETING, AND A FULL APRIL 2026 PAYMENT LIST:

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

31/26 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS:

- a) Cllr Griffin read an email from former Town Clerk, Karen Cane thanking everyone for her celebration evening, and sending her best wishes to everyone.
- b) Cllr Griffin reported on Upton in Bloom achievements over the year, including the Horticultural Show, crafting sessions with Scouts & Guides, Poetry Competition, Collaboration with Dorset Wildlife Trust etc; thanks were given to all the volunteers.
- c) Cllr Griffin – Lytchett Minster School has invited the Town Council to its annual fair on 11 July 2026, if any Councillors wish to attend.
- d) Cllr Griffin – reminded all members of the Poole Beating of the Bounds on Saturday 16 May, if any Councillors wish to attend.
- e) Cllr Griffin – the Royal British Legion are holding a commemoration for the 110th anniversary of the Battle of the Somme.
- f) Cllr Griffin – Upton Manor Care Home are holding a Dog Show, 22 May 2pm to 4pm.
- g) Cllr – Upton Manor Care Home they are hosting a coffee morning in aid of Dementia Action week, 20 May 10am to 12 noon.

- h) Cllr Squires – reminded everyone the consultation re: Hamworthy Fire Station possible closure ends 15 May 2026. He reports they have responded to numerous calls out, and asked Dorset Cllr A Starr to appeal to the Chair of the local fire authority on our behalf.
- i) Cllr Burns – Purbeck Arts week will be taking place from 27 May to 7 June – with an information point at Rollington Barn.
- j) The Clerk reported an unknown team have been playing football at the recreation ground on Wednesday evenings, preventing contracted PTFC Wessex from using their pitches. Cllr Griffin will visit the Rec on Wednesday evening.
- k) Cllr Evans – reported on the very dilapidated condition of the garage block at Upton Triangle shops (some privately owned, some sub-let). Recently a resident fell on the uneven paving. The management company has folded, so there is no one to accept responsibility. The Clerk to contact Dorset Council Planning Control (David Kitkat) re: the very poor state of the garages on safety grounds.

Cllr Pipe left the meeting at this point.

32/26 DATE AND TIME OF NEXT MEETING (16 JUNE 2026, 6:30pm) AND CLOSE OF MEETING:

The next meeting of the Town Council will be Tuesday 16 June 2026 at 6:30pm.

There being no further business, the Chair closed the meeting at 8:30pm.

Chair.....

Date.....