

LYTCHETT MINSTER & UPTON TOWN COUNCIL

A **MEETING** of the **TOWN COUNCIL** was held on **TUESDAY** the **14 JULY 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 D Wilson
- Councillor C Evans
- Councillor R Wood
- Councillor V Whittingham
- Councillor K Walker
- Councillor D White
- Councillor W Pipe

Also in attendance:

- Mrs K Osborne, Town Clerk
- Mrs K Babbs, Deputy Town Clerk
- Mrs A Brenton, Dorset Councillor
- Mr A Starr, Dorset Councillor

Before business commenced, Cllr Griffin welcomed Mrs Katy Babbs to the meeting following commencement of her appointment as Deputy Town Clerk on Monday 6 July 2026.

136/26 PUBLIC PARTICIPATION:

There were no members of the public present.

137/26 DECLARATIONS OF INTEREST

Cllr V Whittingham declared an interest relating to agenda item 12, in her capacity as Chair of the Upton and Lytchett Minster Allotment Association.

138/26 APOLOGIES FOR ABSENCE:

Apologies were received from:
 Councillor C Squires (non-business)
 Councillor J R Burns (non-business)

139/26 TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 16 JUNE 2026:

It was **PROPOSED**, **SECONDED** and **RESOLVED** unanimously that the minutes of the Town Council meeting held on the 16 June 2026 be accepted and signed by the Chair.

140/26 CLERKS AND OUTSIDE OPERATIONS REPORTS

CLERK'S REPORT – July 2026

- a. **Minute 192/24 Future burial provision at Upton Cemetery:** Investigations around future burial provision are ongoing and will be presented to the Amenities Committee.
- b. **Minute 262/24 Youth Provision.** Plans are proceeding in the preparation for the new youth space operating from The Grove from September. The SLA with the YMCA is currently being agreed.

The grant from the Purbeck Local Alliance Group (LAG) to equip The Grove with recreational items (pool table, TV etc) has been received and the Community Projects and Support Officer is due to commence purchasing the equipment in consultation with the Outside Operations Team and the existing week day hirer of The Grove.

The Community Projects and Support Office is currently in the process of finalising what equipment to purchase.

- c. **Recreation Ground Lease:** As agreed at the last Town Council meeting, the District Valuer will be appointed on behalf of the Town Council to carry out the valuation of the recreation ground. They will be formally instructed once the Turbary Trust have confirmed that it has agreed to the instruction of a valuer.

The Town Clerk had a meeting with the Turbary Trust on Monday 13 July 2026, they have agreed to instruct a valuer.

- d. **Minute 305/25 Neighbourhood Plan:** The ENPLAN Committee discussed the next steps in the development of the plan at its meeting on 30 June. Discussions took place around the membership of the Steering Group and it was agreed that the Clerk would draft the Terms of Reference for the next meeting, and to proceed with a whole town leaflet drop inviting interested residents to register their interest in joining the Steering Group.

- e. **Minute 555/25 Deputy Town Clerk Recruitment:** see min 154/26
See agenda item 20.

- f. **Crime levels in the town:** The Purbeck Neighbourhood Policing Team will be hosting a pop-up community contact point at the Town Council office on the following days (11am – 12 midday):

- 23 July
- 13 August
- 10 September.

These have been publicised.

- g. **Minute 86/26 – New Town Council Website:** Aubergine has now been instructed to build a new accessible website for the Town Council. The Deputy Town Clerk and Community Projects & Support Officer are working together on the new site map and are due to have a meeting with Aubergine's Product Manager. This is to discuss next steps in the onboarding process and talk through the structure and basic layout of the site and make sure everything is aligned with the Council's requirements.

The Deputy Town Clerk and the Community Projects and Support Officer have a meeting scheduled on Thursday 23 July 2026 with Aubergine to take forward the website development.

- h. Minute 88/26 Town Council office printer renewal:** At the previous Town Council meeting Members agreed to replace the office printer via a 5 year lease agreement, and the decision to appoint a supplier was delegated to the Town Clerk, in consultation with the Mayor.

Ricoh has been selected as the new supplier and a 5 year lease agreement has been agreed at a cost of £1,155 per annum and £5,777 across the 5 year contract. It is hoped that the new printer will be installed by the end of July.

- i. Proposed closure of Hamworthy Fire Station:** At the previous Town Council meeting it was reported that the Chief Fire Officer he would be recommending the removal 6 out of the 8 fire stations from his recommendation for closure. This did not include Hamworthy within the 6 to be saved. Instead, Hamworthy was proposed to merge with Poole Fire Station. However, since the meeting a possible reprieve has been announced in that the government has given Dorset and Wiltshire Fire and Rescue Service an extra £1.8m in one-off funding, allowing Hamworthy to be maintained for at least a year.

The Chief Fire Officer is now proposing to the Fire Authority (FA) that all 8 Fire Stations remain fully open and that the FA agree to the implementation of the Service Modernisation Programme, subject to:

1. the Authority being granted flexibility to raise council tax precept to at least the national average for fire services for 2027/28,
2. the subsequent approval of the council tax precept rise by the Authority at its meeting in February 2027; and
3. there are no other and further reductions in funding

The Chief Fire Officer has stated: "This one-off funding does not resolve the authority's long-term financial position and we continue to face a deficit in future years. However, it does provide more time for the service to make changes through our modernisation programme."

It is understood that the FA met on 30 June to consider the recommendations and agreed to withdraw the closure plans subject to government approval to increase the fire precept next year. This will be confirmed in February 2027.

The Committee was updated by Cllr Wilson regarding the proposed closure of Hamworthy Fire Station. It was reported that the station has been retained and will continue operating for a further 12 months. Cllr Griffin suggested that the Town Council send a letter expressing its approval and welcoming the decision. Members noted the update.

OUTSIDE OPERATIONS MANAGERS REPORT - July 2026:

The Outside Operations Managers report was noted by members.

CORRESPONDENCE

Noted

142/26 TO RECEIVE COMMITTEE MINUTES AND TO RESOLVE RECOMMENDATIONS

To receive Committee minutes and to resolve recommendations:

Amenities Committee 23 June 2026:

It was **PROPOSED, SECONDED and RESOLVED** unanimously that the minutes of the Amenities Committee held on Tuesday 23 June 2026 be accepted and signed by the Chair of the Committee. There were no recommendations.

Environment and Planning Committee 30 June 2026:

It was **PROPOSED, SECONDED and RESOLVED** unanimously that the minutes of the Environment and Planning Committee held on Tuesday 30 June 2026 be accepted and signed by the Chair of the Committee. There were no recommendations.

Amenities Committee 7 July 2026:

It was **PROPOSED, SECONDED and RESOLVED** unanimously that the minutes of the Amenities Committee held on Tuesday 7 July 2026 be accepted and signed by the Chair of the Committee. There were no recommendations.

143/26 TO RECEIVE AND NOTE THE COUNCIL'S ACTION PLAN FOR 2026/27 (MATCJUL26Doc1)

The Council's action plan was noted by members. The Clerk explained it would be a useful tool for councillors to track all the projects currently being undertaken by the council.

Cllr Griffin suggested going forward the report should be a standing agenda item. All Members agreed. The plan was noted.

144/26 TO CONSIDER AND NOTE THE QUARTERLY OUTREACH TRENDS FOR THE ACCESS WELLBEING HUB SESSIONS BASED AT THE TOWN COUNCIL OFFICE. (MATCJUL26DOC2)

Members considered the quarterly figures for the Access Wellbeing Hub. It was noted that the service is not as busy as hoped and that it would benefit from more publicity. Officers will feed this back to Access to Wellbeing. Members acknowledged that it is a valuable asset to the town.

145/26 TO RECEIVE A RECOMMENDATION TO REAPPOINT BREAKTHROUGH COMMUNICATIONS DATA PROTECTION SUPPORT AND ADVICE SERVICE FOR ANOTHER YEAR (MATCJUL26DOC3)

The clerk reported the service has been very useful over the past 12 months, with the toolkit and training proving invaluable.

It was **PROPOSED, SECONDED and RESOLVED** unanimously that to renew the subscription with Breakthrough Communications Data Protection Support for another year at a discounted rate of £595 + VAT

- 146/26 AS A MEMBER OF THE JULIANS BRIDGE WORKING GROUP, TO SUPPORT THE COLLECTIVE DECLARATION OF 'LOCAL TRAVEL EMERGENCY' FOR THE ROAD NETWORK BETWEEN PYE CORNER, WIMBORNE AND WIMBORNE ROAD, CORFE MULLEN (INCLUDING JULIANS ROAD, JULIANS BRIDGE, LAKE GATES ROUNDABOUT, WIMBORNE ROAD TO PINE ROAD, CORFE MULLEN). (MATCJUL26DOC4)**

It was **PROPOSED, SECONDED and RESOLVED** unanimously for Lytchett Minster and Upton Town Council to sign up to the declaration of a 'local travel emergency' for the road network between Pye Corner, Wimborne and Wimborne Road, Corfe Mullen (including Julians Road, Julians Bridge, Lake Gates roundabout, Wimborne Road to Pine Road, Corfe Mullen) and to collectively report a 'local travel emergency' to Dorset and BCP councils, National Highways and Department of Transport.

- 147/26 TO RECEIVE QUOTATIONS TO UNDERTAKE THE WATER INFRASTRUCTURE IMPROVEMENTS AT THE ALLOTMENT SITE, AS PROVIDED BY UPTON AND LYTCHETT MINSTER ALLOTMENT ASSOCIATION (ULMAA), AND RESOLVE TO AWARD A GRANT OF £5000 TO ULMAA TOWARDS THE COST OF CARRYING OUT THESE WORKS, AS AGREED IN PRINCIPLE BY THE AMENITIES COMMITTEE (MATCJUL26Doc6)**

The Council considered the information relating to the repair required to the plumbing water infrastructure at Slough Lane Allotments along with the quotations provided by ULMAA to carry out these works. The Amenities Committee had previously agreed, in principle, to award a £5,000 grant towards the works subject to the provision of quotations from suitably qualified contractors.

It was **PROPOSED, SECONDED and RESOLVED** (Cllr Whittingham abstained from the vote as per her declaration of interest) to support ULMAA with these works by providing a grant of £5000, to be taken from Ear Marked Reserves (Amenity 328), under the agreement the Council is provided with regular updates.

- 148/26 TO CONSIDER AND NOTE THE 21ST CENTURY PARISH AND TOWN COUNCILLOR AND CLERK REPORT PUBLISHED BY THE UNIVERSITY OF BIRMINGHAM AND SUPPORTED BY SLCC, THE NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC), AND THE ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS (ASDO). (MATCJUL26DOC6)**

Members noted the 21st Century Parish and Town Councillor and Clerk report.

Dorset Council will be hosting two Community Conversation events, with the first being on Friday 17 July 2026. The Mayor, Town Clerk and the Community Projects and Support Officer will be attending and will report back to council following the meeting.

149/26

REPRESENTATIVES REPORTS (MAYORS/DORSET COUNCIL MEMBERS/UPTON TOGETHER/SPEEDWATCH)

Mayor: Cllr Griffin presented his report. He was pleased to report to members, that he had attended the music concert at Upton Junior School on Thursday 9 July 2026 and was overwhelmed by the quality of musicians. As such, he would like to award the school with the 'Mayors Award for Excellence' and will present them with a trophy and certificate on Tuesday 21 July 2026. Cllr White informed members that £900 was collected on the evening of the concert, which will go back into the music department.

Upton Together: Cllr Mckell reported a busy week with an increased volume of calls, noting there seems to be a lack of provision for those being discharged from hospital.

Speedwatch: Cllr Evans reported the Community Speedwatch Team had most recently been sited on Poole Road, Upton and reported several vehicles exceeding the speed limit. Cllr Wood also reported excessive speeding along Sandy Lane despite the recent new speed restriction of 20mph. Cllr Griffin noted the presence of the Civil Enforcement Officers in the town. This was very much welcomed particularly around the schools and the area by the Costa Coffee Shop.

Dorset Councillor Report: Members discussed the shortage of local housing, noting that no new council houses are being built and that there is no longer a dedicated team to support their provision. Concerns were raised over the viability of planning applications and the lack of government progress in addressing housing needs. Members agreed that there is an urgent need to press for more local housing, although it was noted that Dorset Council has been resistant due to affordability concerns.

150/26

TO APPROVE THE NEWLY APPOINTED DEPUTY TOWN CLERK (KATY BABBS) AS AN ADDITIONAL MANDATE/SIGNATORY TO THE COUNCIL'S UNITY AND CCLA BANK ACCOUNTS, AND AS AN ADDITIONAL USER OF THE COUNCIL'S GOVERNMENT PROCUREMENT CARD (VISA). (MATCJUL26DOC7)

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

1. To update the Council's bank mandates for Unity Trust and CCLA accounts for the purposes of adding Katy Babbs, Deputy Town Clerk, as a signatory to the accounts, and to set up and authorise online payments.
2. To add Katy Babbs as a user of the Council's Governance Procurement Card

151/26 TO RECEIVE THE FINANCIAL SUMMARY OF ACCOUNTS FOR JUNE 2026. (MATCJUL26DOC8)

The financial summary of accounts for June 2026 was noted.

152/26 TO APPROVE ACCOUNTS FOR PAYMENT FOR JULY 2026 UP TO DATE OF MEETING, AND NOTE THE FULL JUNE 2026 PAYMENTS LIST. (MATCJUL26Docs9-10)

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

153/26 TO RECEIVE AND APPROVE THE BANK RECONCILIATIONS FOR ALL COUNCIL ACCOUNTS UP TO 30 JUNE 2026, AND TO NOTE THE BALANCE SHEET. (MATCJUL26Docs11-15)

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously, that the bank reconciliations for all Council accounts up to 30 June 2026 as presented be approved;

Unity Bank	£51,048.29
CCLA	£540,42.28
Unity Fixed 2 Year	£100,000
Petty Cash	£133.05

The Clerk informed members that the majority of the precept had been transferred to the CCLA account to maximise the interest rate.

The Balance Sheet was received and noted.

154/26 ITEMS OF REPORT (INCLUDING PUBLICITY OPPORTUNITIES) AND MATTERS FOR FUTURE AGENDAS:

Cllr Wilson informed members of an event at Corfe Castle taking place on Friday 24 July 2026 with the Bournemouth Symphony Orchestra.

Cllr Evans reminded all member to update their Register of Interests on the Dorset Council website. This deadline for this is Friday 17 July 2026.

Cllr Griffin reported that attending the Lytchett Minster School Summer Fayre on Saturday 11 July 2026 had been beneficial, mainly for promoting the Heritage Trail and obtaining some comments from the young people to pass to the Community Projects and Support Officer.

Cllr Wilson mentioned the South Lytchett Manor Campsite had received positive feedback relating to the Heritage Trail and are happy to hold local leaflets.

155/26 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.

156/26 TO RECEIVE A CONFIDENTIAL STAFFING REPORT AND CONSIDER THE RECOMMENDATIONS THEREIN. (MATCJUL26Doc16)

Members noted the report.

The Town Clerk was pleased that the Town Council now has a full complement of staff and the Deputy Clerk has settled in well.

The clerk informed members that the Community Projects and Support Officer (CPSO) had successfully completed his six month probationary period following his appointment in January 2026. His committed to the role has been exemplary and he is a real asset to the council.

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

1. Endorse the CPSO's successful completion of the contractual 6 month probation and confirm his permanent employment with the Council.
2. Award the CPSO a two salary scale point increase.

157/26

DATE AND TIME OF NEXT MEETING, AND CLOSE OF MEETING

The next meeting of the Town Council is the Annual Meeting on Tuesday 15 September 2026 at 6:30pm.

There being no further business, the Chair closed the meeting at 7.50pm

Signed.....

Dated.....