

Parish Council of Langton Matravers

May 2023 Agenda

Parish Councillors are hereby summoned to attend the following Parish Council meeting to be held on Thursday 11th May 2023 at 7pm in Langton Matravers Village Hall. County Councillor, the National Trust and members of the public are cordially invited to join the meeting.

1. Election of Chairman.
2. Election of Vice-Chairman.
3. Appoint Mary Sparks as Interim Clerk for the purposes of this meeting and the submission of the AGAR.
4. Apologies and reasons for absence.
5. Declarations of interest in agenda items.
6. Appoint Committee Members, Signatories etc. (see separate schedule).
 - a. Members of Council Committees and Working Groups
 - b. Bank Signatories
 - c. Internal auditor
 - d. Representatives on external committees
 - e. Portfolio Holders and Lead Councillors
7. Review Standing Orders, Finance Regulations, Risk and Asset Registers and other Policies.
8. Annual Review of Declarations of Interest.
9. National Trust report.
10. Dorset Cllr's report.
11. Public Participation.
12. Matters Arising from Public Participation.
13. Planning Matters (See separate agenda below).
14. Confirm and sign Minutes from 13th April 2023.
15. Matters arising from the Minutes (not covered elsewhere on the agenda).
16. Receive the Clerk's Report for the period from 09/03/23-05/04/23.
17. Chairman's Announcements.
18. Cemetery report (Cllr Pearson).
19. Allotment report (Cllr Pearson).
20. Highways report (Cllr V-A).
21. Emergency planning report (Cllr V-A).
22. Three Norths Plaque update (Cllr V-A).
23. Financial Matters:
 - a. Additions to Council funds since the last Meeting
 - i. £ 20,600.00 1st half precept
 - ii. £ 4,653.03 CIL (Spyway Barn)
 - iii. £ 350.00 Internment fee plot E4 (Elizabeth Selman)
 - iv. £ 30.00 Additional inscription on Memorial fee (Oakeshott)
 - v. £240.00 Memorial fee (Audley)
 - vi. £750.00 Burial plot E73 (Clark)
 - vii. £30.00 Additional inscription on Memorial fee (Walters)
 - b. Payments by cheque or online payment to be made since last Meeting:
 - i. £ 310.12 Jenny Marshall (Clerk's salary March 2023)
 - ii. £ 1772.35 Jenny Marshall (Clerk's salary April 2023)

- iii. £ 502.83 Jenny Marshall (HMRC payments)
- iv. £ 320.00 Do the Numbers (auditor)
- v. £ 1778.40 Corbin Fencing (school fencing)
- vi. £ 295.37 SSE (electricity PCs)
- vii. £ 391.50 Mary Sparks (Clerking support)
- viii. £ 462.02 Linda McMorrow (cleaning of PCs Apr)
- ix. £ xxx.xx Ian Bugler (grounds maintenance)

c. Payment by Direct Debit:

- i. £ 75.56 NEST - Contributions to Clerk's pension (April)
- ii. £ 527.57 HMRC NI and Tax (Apr)
- iii. £ 76.61 XLN Telecom for phone and broadband (April)

d. Other Financial Matters

- i. End of year accounts,
- ii. Council's reserves
- iii. Receive internal auditor's report,
- iv. Approval of AGAR,
- v. Multipay card
- vi. Quarterly VAT reclaims.

24. Items for next agenda

25. Confidential session

26. To set the date of the next Council for 7pm on 11th May 2023

LANGTON MATRAVERS PARISH COUNCIL PLANNING AGENDA

1. Receive comments from the public on the following applications 11/03/23-12/04/23.
 - a. P/HOU/2023/02084 **Location:** Durlsmere The Hyde Langton Matravers BH19 3HE **Proposal:** Erect rear garden room/studio and alter existing decking.
 - b. P/TRC/2023/02267 **Location:** Hill View Cottage Old Malthouse Lane Langton Matravers BH19 3JA **Proposal:** Bird Cherry - Reduce crown size - reduce height by approximately 3 metres and the lateral branches by approximately 1.5 metres.
 - c. P/TRC/2023/02309 **Location:** Little Durnford Old Malthouse Lane Langton Matravers BH19 3JA **Proposal:** T1 Cypress - Fell to ground level. T2 Pine - Fell to ground level.
2. Make decisions as above:
3. Decisions since last meeting: None.
4. Any other Planning Matters: None.

1. Relevant Correspondence received:

- a. Invitation received to attend a desk top emergency planning exercise.
- b. *Gallagher's invitation to renew insurance under last year's terms.***
- c. Play area inspection confirmed for May by Playsafety.
- d. Internal Auditor's Report received.
- e. Received updated guidance from DAPTC on "Acceptance of Office" forms.
- f. Received reminder from DAPTC to appoint representatives.
- g. *Received an "instruction" from SSE that we must arrange a date to install a new smart-meter.***
- h. Ionos advised that the Council domain name will renew automatically.
- i. Information received that the Direct Debit from the Clerk's bank account has been cancelled.
- j. Information from DC that Household Support Fund reopens 3rd May.
- k. Information received from DC that LMPC's application for 20mph speed limit had been improved in principle subject to consultation and signage costing.

2. Actions Taken:

- a. Annual accounts completed.
- b. Pre audit checks completed.
- c. Audit successfully completed.
- d. AGAR prepared ready for approval and submission.
- e. Unity Bank Account set up, initial funds transferred and preparation for the sweep from Lloyds under way.
- f. Pay reconciliation complete
- g. NI and Tax reconciliation complete.

3. Items Pending

- a. Community Asset Status for tennis courts at Old Malthouse School.
- b. Obtaining further quotes from broadband providers.
- c. Investigation of Mailchimp and email updates.
- d. Setting up Direct Debits awaiting transfer of funds to Unity bank account.
- e. ICO Registration (awaiting above).
- f. Advice being sought from IT advisor on new computer hardware.
- g. Advice being sought from IT advisor on new computer software (***the email solution may need to change to accommodate the internal auditor's recommendation that Cllrs have a parish email address***).
- h. Scribe accounting system on hold until new computer in place and bank transfer complete.

4. Item requiring Council comment/approval.

- a. See items marked in ***bold italics*** above.

The final date for receipt of correspondence to be included on the agenda for the next Full Council Meeting is Tuesday 31st May 2023 (i.e. 7 working days before the meeting).