

Parish Council of Langton Matravers

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Minutes of a meeting of the Parish Council, including the Annual Parish Meeting, held at Langton Matravers Village Hall on Thursday 11th May 2023 at 7.00pm

Present: Cllr Knight in the Chair, Cllrs Pearson, Loudoun, Golob, Sutton, Vaughan-Arbuckle. 3 members of the public were also in attendance, and Tom Clarke (National Trust). Mary Sparks was present in the role of locum Clerk for the meeting. The meeting was recorded.

1. Election of Chairman. In the absence of the Vice-Chair, Council agreed to appoint Cllr Loudoun to chair this item. It was **RESOLVED: To elect Cllr Knight as Chairman**. Cllr Knight signed the Declaration of Acceptance of Office, and this was countersigned by the Clerk. Cllr Knight then took the Chair.
2. Election of Vice-Chairman. It was **RESOLVED: To elect Cllr Christie as Vice-Chairman**.
3. It was **RESOLVED: To appoint Mary Sparks as Interim Clerk for the purposes of this meeting and the submission of the AGAR**.
4. Apologies and reasons for Absence: Cllr. Christie (Illness), Cllr Brooks (other meeting).
5. Declarations of Interest: Cllr Knight declared an interest in Planning Items d) and e): near neighbour.
6. Appoint Committee members, Signatories etc. **All these were approved Nem. Con.**
 - a) Members of Committees and Working Groups: **SEDACC**: Chair, Vice Chair, Cllr Pearson. **SAC**: Cllrs V-A, Sutton, Loudoun. **Governance and Policies Working Group**: Chair, Vice-Chair, Cllrs Golob, Pearson.
 - b) Bank Signatories: Chair, Vice Chair, Cllr Pearson (Lloyd's) / Chair, Vice Chair, Cllr Pearson, Cllr Golob (Unity Trust Bank).
 - c) Internal Auditor: Do the Numbers Ltd.
 - d) Representatives on External Committees: **Timson Trust** (under review): Chair, Cllrs Golob, Loudoun. **DAPTC Purbeck**: Vice-Chair, Cllr Pearson. **LMVH Cttee**: Cllr Pearson.
 - e) Portfolio Holders (PH) and Lead Cllrs (LC), (in that order, LC's special area of interest in brackets):
 1. **Ways and Means** (inc. Finance, Legal, HR and Governance): Cllr Knight, Cllr Golob (Finance and banking).
 2. **Planning and Housing**: Cllr Golob, Cllr Sutton (Housing).
 3. **Highways and Transport**: Cllr V-A, Cllr Christie (Speed Watch).
 4. **Parish Amenities** (including Cemetery, allotments, playground and Woodland Trail): Cllr Pearson, Cllr Christie (Allotment liaison).
 5. **Parish Infrastructure** (including street lighting, toilets, bus shelters, parish office and utilities): Cllr Christie, Cllr Knight (Office Comms and IT).
 6. **Quarries/Agriculture**: Cllr Loudoun.
 7. **Community and Communications** (including surgery, School Liaison and Grant Application): Cllr Sutton, Cllr Pearson (Parish Assembly).
 8. **Environment and Tourism**: Cllr Christie, Cllr Loudoun (Trees and Hedgerows).
 9. **Emergency Planning**: Cllr V-A, Cllr Pearson.
7. Review Standing Orders, Finance Regulations, Risk and Asset Registers and other policies. Some policies have been amended. The Cemetery Regulations and Environmental Policy require some re-drafting. With these exceptions, it was **RESOLVED: To adopt/review without change (as appropriate) all other policies**. **ACTION: All documents to be annotated to reflect this and updated versions to be posted on the website**. **Cllr ?** Revisions to Cemetery and Environmental Policy to be brought to a future agenda. **ACTION: Clerk**. Following advice from the Internal Auditor, the Asset Register and Finance Regulations will be reviewed before the end of the financial year. **ACTION: Ways and Means/Policy and Governance Groups ?**

8. Annual review of Cllrs' Declarations of Interest. These have to be reviewed by Cllrs at least annually on the DC website. **ACTION: Clerk to find out more about access to DC website and report back.**
9. National Trust Report: Mr Clarke reported dangerous cracks in a cave at **Winspit**: the Trust has placed warning signage and commissioned a safety report. **Activity Providers** have received training on visitor management: the **revision of the Code of Conduct** will follow the results of the inquest into the fatality which occurred at Hedbury, probably in November. **Environmental data collection continues**, including seabird monitoring. A bench in memory **Gaia Pope** has been installed overlooking Dancing Ledge. The group working on **mass participation events in the area** is making good progress. There are toilets at Spyway Barn for activity groups, and **Portaloos** will be installed at Spyway Car Park at Whitsun. Cllr Pearson asked if there could be a 'parish only' meeting with the Trust about plans for the **South Purbeck Nature Reserve**. **ACTION: Tom C.**
10. Dorset Cllr's Report: None.
11. Public Participation: The meeting was adjourned for this item.
- a) A member of the public was disappointed that others who had contravened Cemetery Regulations had not been asked to e.g. remove plastic flowers. He circulated photographs of a proposed headstone for Burial Plot A1. The meeting was reconvened.
12. Matters Arising from Public Participation: Cllr Knight thanked the person for drawing these contraventions to Council's attention: the Council will ensure that regulations are properly followed. Cllr V-A noted that this seems an opportune time to re-visit the regulations to improve clarity and consistency. **ACTION: Cllr Pearson to contact groundsmen re: removal of plastic flowers.**
13. Planning Matters:
1. Receive comments from the public on the following applications 11/03/23-12/04/23:
None.
 - a. [P/HOU/2023/02084](#) **Location**: Durlsmere The Hyde Langton Matravers BH19 3HE **Proposal**: Erect rear garden room/studio and alter existing decking. **No Objection.**
 - 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. **No Objection.**
 - 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. **No Objection.**
Cllr Knight left the room. Cllr V-A chaired the next two items.
 - d. [P/FUL/2022/07055](#) **Location**: Langton Manor Farm House Langton Matravers BH193EU **Proposal**: Form driveway, from approved new access from highway to dwelling and parking spaces. Alterations and repair to walls. Form pedestrian access from highway with gate. **No Objection.**
 - e. [P/LBC/2022/07056](#) **Location**: Langton Manor Farm House Langton Matravers BH193EU **Proposal**: Form driveway, from approved new access from highway to dwelling and parking spaces. Alterations and repair to walls. Form pedestrian access from highway with gate. **No Objection**
- Cllr Knight re-joined the meeting.
3. Decisions since last meeting: None
 4. Any other Planning Matters: **ACTION: The interim Clerk will help Cllr Knight to feed back planning decisions to DC .**
14. The Minutes from the Meeting 13th April 2023, and the Confidential Minutes from that meeting were confirmed to be a correct record and signed. The Internal Auditor had advised that the Chair of the meeting should initial each page in the Minute Book as well as signing at the end of the minutes. This was done.
15. Matters Arising from the Minutes.

- a) Item 12. Registration with the **ICO** will be done when the new banking arrangements are finalised. **ACTION: Cllr Knight.**
- b) Item 13. The setting up of the Council's **Unity Trust Bank** account has been successful: many thanks are due to Cllr Golob. Some funds have already been transferred from Lloyd's.
- c) Item 14. The purchase of **SCRIBE** has been held off until the work on the new bank account is complete. **ACTION: Cllr Knight, PGWP.**
- d) Item 15. Mark Gracey, IT expert, has not yet responded re: new **Office hardware**. This also applies to item 16, **Office productivity proposals**. **ACTION: Cllr Knight, PGWP.**
- e) Item 19. Heavy Quarry vehicles on road: **ACTION: Cllr Brooks to be sent a copy of 13th April Minutes with a request for feedback on her report to DC Highways.**
- f) Item 20. **Langton Coronation Tea**. Cllr Pearson reported a happy event with c. 140 attendees. It was proposed that LMPC write a letter of appreciation to the organisers. **ACTION: Clerk.** Residents of Acton had enjoyed a Coronation lunch party.
- g) Item 9. Cllrs V-A and Pearson had attended the **Swanage Emergency Planning meeting** on 21st April.
- h) Item 26a) Cllrs Pearson and Christie have organised a public meeting for the community on 25th May at 7pm in LMVH to discuss the **development of the OMH site**.
- i) Item 22. **Pre-School grant**. Cllr Loudoun asked if items could be bought for the Pre-School to the value of the grant, to save on VAT cost: it seems unlikely this is allowed. **ACTION: Cllr Knight to check.**
16. The Clerk's Report for 04/04/23 - 3/05/23 was received.
- a) Item 3a) After discussion it was **RESOLVED: To ask the community at the public meeting on 25th May if they would like Council to apply for Community Asset status for the tennis courts at Old Malthouse School.** **ACTION: Cllr Pearson to put on meeting agenda.**
- b) Item 1b) It was **RESOLVED: To renew LMPC insurance with Gallagher's for another year under the current terms.** It was agreed to review terms later in the year. **ACTION: PGWP ?**
- c) Item 1g) It was **RESOLVED: To allow SSE to install a 'smart' meter for the toilet block.**
- d) Item 3g) The Internal Auditor had advised that Cllrs should have a parish email address. Cllr Knight will pursue options with Mark Gracey. **ACTION: Cllr Knight.**
17. Chairman's Announcements: None.
18. Cemetery Report. (Cllr Pearson) A request had been made to purchase a plot on the South side of the cemetery near the wall. It was agreed to sell it on the understanding that if it proves to be too shallow, another will be substituted. **ACTION: Cllrs Pearson, Loudoun and Clerk to inspect before contacting applicant.** Cllr Loudoun will contact the groundsman to ensure that he strims right up to the south wall, and knocks back the bracken. **ACTION: Cllr Loudoun.**
19. Allotment report: None.
20. Highways report. (Cllr V-A) a) The **bid for 20mph** had been approved by DC, subject to TRO consultation. Cllr V-A suggested that residents be invited to respond positively when the consultation appears in the newspaper. It is estimated that 15-20 roundels may be needed to advise traffic. Cllr V-A has drafted a letter of thanks to DC for supporting LMPC's request, and it was agreed that this should be sent. The school will be advised of the proposed change in speed limit, and invited to support at DC.
- b) It was agreed to re-open negotiations with DC Highways about the **dangerous state of the footway by the church.** **ACTION: Cllr V-A.**
- c) Cllr V-A had asked Sadie Pickernell of Aster homes about the proposed new signage **at the south end of Durnford Drove/Spway Orchard junction**. Signage is out to contract: Cllr V-A suggested temporary signs. It was proposed that LMPC members introduce themselves to new residents at Spyway Orchard: **ACTION: Cllr Sutton.**

d) There have been infringements by Harbour View Construction, who are **developing part of OMH site**, of LMPC's Construction Management Plan. Cllrs V-A and Christie are monitoring the situation and are liaising with Mr Jack Clapcott.

Cllr V-A was thanked by the Chair for all his hard work on these various matters.

21. Emergency Planning. (Cllr V-A) The first draft of Langton's Emergency Plan has been circulated. A Village Hall representative is needed, and possibly an Acton rep. ?

22. Three Norths Plaque. (Cllr V-A) Plans have been circulated, and the approval of the landowner gained. It was **RESOLVED: To approve the setting up of the plaque as per the proposed design.**

23. Financial Matters: a) Additions to Council funds since the last Council Meeting:

- i. £ 20,600.00 1st half precept
- ii. £ 4,653.03 CIL (Spyway Barn)
- iii. £ 350.00 Internment fee, Plot E4 (the late Elizabeth Selman)
- iv. £ 30.00 Additional inscription fee, Plot E11 (the late Christel Oakeshott)
- v. £240.00 Memorial fee, Plot R11 (the late Marion Audley)
- vi. £750.00 Sale of Burial plot, Plot M4 ?. E73 (Mr and Mrs Clark)
- vii. £30.00 Additional inscription fee, Plot J19 (the late Angela Walters)

b. Note Payments by cheque or online 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. £1,500.00 St Georges Preschool (£137. Grant)
- x. £600.00 Dorset Council (SID deployment)

c. Payments 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) It was **RESOLVED: To approve the End of Year Accounts 2022-3.**

ii) **Council Reserves**. The Internal Auditor had advised that reserves cannot be kept for maintenance: therefore the Old Cemetery and Cemetery Maintenance funds have been rolled into the Playground Replacement Fund. Reserves should be reviewed every six months.

iii) **The Internal Auditor's Report** was received. **ACTION: GPWP.**

iv) **AGAR**. A) It was **RESOLVED to approve the Annual Governance Statement.**

B) It was **RESOLVED to approve Section 2 (Accounting statements).**

v) It was **RESOLVED: To approve the use of a Multipay Card.** Set up under the Unity Trust Bank, this will be used for discretionary Council purchases (e.g. online) up to £600. Card debts will be paid every month.

vi) As recommended by the Internal Auditor, **VAT claims** will in future be made quarterly.

24. Items for next Agenda: None. Asset Register, Finance and Cemetery Regs for future agendas.

25. Confidential Item.

26. Date of next Council meeting: 8th June 2023 at LMVH at 7pm.

The meeting closed c.9.40pm.

Signed:.....

Date:

DRAFT