

Please note when merging the supporting papers with the agenda some formatting is lost.

## Notice of the next Council Meeting.

Parish Council Office: 1A The High Street, Langton Matravers, Dorset BH19 3EU

MEMBERS OF THE PUBLIC AND THE PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS  
(Public Bodies (Admission to Meetings) Act 1960) & Local Government Act 1972 s100

Parish Councillors,

You are hereby summoned to attend the following meeting:

Meeting of...	The Full Council: Langton Matravers Parish Council
Time...	19:00hrs (N.B. Wessex Water presentation starting at 18:30hrs)
Date...	Thursday 12 <sup>th</sup> October 2023
Place...	Langton Matravers Village Hall

County Councillor, the National Trust and Members of Public are cordially invited to join the meeting

Yours faithfully



Michelle Harrington Parish  
Clerk & RFO

3<sup>rd</sup> October 2023

**PLEASE NOTE WESSEX WATER ARE GIVING A PRESENTATION ON THE UPCOMING WORKS IN LANGTON MATRAVERS FROM 18.30HRS (JUST BEFORE THE MEETING)** Parish Councillors, County Councillor, National Trust representative and Members of Public are cordially invited to join

### AGENDA

**0923-1. APOLOGIES FOR ABSENCE**

To receive apologies of absence and to approve the reasons given. (Local Government Act (LGA) 1972 s85 (1))

**0923-2. DECLARATIONS OF INTEREST AND DISPENSATIONS RELATING TO ITEMS ON THE AGENDA**

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

**0923-3. NATIONAL TRUST REPORT**

To receive a report from the National Trust.

**0923-4. DORSET COUNCILLOR'S REPORT - APPENDIX**

To receive a report from the South East Purbeck Ward Member of Dorset Council.

**0923-5. PUBLIC PARTICIPATION.**

Questions from members of public.

**0923-6. MATTERS ARISING FROM PUBLIC PARTICIPATION.**

To discuss any matter arising from the Public Participation agenda item.

**0923-7. PLANNING AND LICENSING MATTERS - APPENDIX**

To receive and consider all planning and licensing matters. N.B. Any application received after the agenda publication date may still be considered during the meeting. For an up to date list of applications to be discussed please check the website.

a. Application No: P/PABA/2023/05252 (Prior Approval - Building for Agricultural/Forestry Use)

Location: Verney Farm Gully Swanage Dorset BH19 3EX

Proposal: Erect lambing shed to be 14.01m in length, 7.62m in breadth, with a height to eaves of 4.62m and a ridge height of 3.50m

Comments Due: 27th September 2023 (24hr Notice)

b. To note Dorset Council Panning decision since the last meeting.

**0923-8. PREVIOUS MEETING MINUTES – APPENDIX**

To confirm the minutes of the last Council meeting. (LGA 1972 sch 12, para 41(1))

**0923-9. MATTERS ARISING FROM THE MINUTES (NOT COVERED ELSEWHERE ON THE AGENDA).**

To note any matters arising from the minutes not covered elsewhere on the agenda.

**0923-10. CLERKS REPORT: - APPENDIX**

To discuss and agree the report and any recommendations contained within (Full details on individual recommendations are within the Clerks report supporting papers)

- a. Correspondence
  1. Timson Trust – Email to Cllr Christie
  2. Play Park Area Grounds Maintenance – Including brambles
- b. Action Log
- c. Annual Parish Assembly Date
- d. New Accounts Package (Scribe) set up
- e. Stationary

**0923-11. FINANCIAL MATTERS**

To discuss financial matters plus any recommendation and agree away forward.

- a. Monthly income and expenditure

N.B. Any invoice received after the agenda publication date may still be considered during the meeting. For an up to date list of invoices to be discussed please check the website.

Expenditure

14-Sep	Phone & Broadband	£86.30
29-Sep	Salary – Clerk & Locum Clerk	£782.24
02-Oct	ITB Grounds Maintenance (3 Months)	£1,832.20
11-Oct	Linda McMorrow	£449.50
02-Oct	Expenses	£7.20
02-Oct	NEST	£49.49
02-Oct	HMRC	£135.80
04-Sep	SSE Energy -Street Lighting	£62.09
10-Oct	DAPTC – Clerks Conference	£15.00
11-Oct	Hygiene Rolls Direct	£17.20
11-Oct	Cleaning Items	£6.79
11-Oct	BDO LLP	£378.00
Total		£3,821.81
Income		
25-Sept	Southern Electric	£70.61
28-Sept	Precept	£20,600
Total		£20,670.61

- b. Cemetery & Allotment Fee Rates

To discuss the Cemetery & Allotment fees for Financial Year 2024/25

**0923-12. COASTERING CODE OF CONDUCT - APPENDIX**

To review ahead of the Activity Providers meeting.

**0923-13. WOODLAND TRAIL**

To discuss and agree a way forward

**0923-14. DAPTC UPDATE**

To discuss and agree a way forward

**0923-15. CHAIRMAN'S ANNOUNCEMENTS**

To receive a report from the meeting Chairman.

**0923-16. PORTFOLIO HOLDER / LEAD COUNCILLOR REPORTS**

To note any update from:

- a. Ways & Means (including finance, HR, legal & governance)
- b. Planning & Housing
- c. Highways and Transport
- d. Parish Amenities (including Cemetery, allotments, playground and woodland trail) - **Annex**
- e. Parish infrastructure (including street lighting, toilets, bus shelter, parish office and utilities)
- f. Quarries / Agriculture
- g. Community & Communications (including surgery, school liaison & grant application)
- h. Environment and Tourism
- i. Emergency Planning.

## APPENDIX 19

### Dorset Council Report October 2023

We have recently held the first of a series of 'Budget Cafes' which are a great opportunity for all members to be involved with building next year's Budget - always challenging. We will update as we move through this process.

As we move into the colder months, we do see casework around highways and housing issues increase, and are always happy to help.

We are also leading on a campaign where some residents (who are on private sewerage treatment plants owned and operated by Aster) find themselves with astonishing price increases. We have requested a meeting with Aster's Regional Director, along with Richard Drax MP, and will keep everyone posted. We are compiling an email circulation list for updates so let us know if you are affected by this and would like to be added.

### Digital Champion Roadshow

The Dorset Council's volunteer digital champion service is ten years old and to celebrate is holding a 'get online' roadshow.

During national 'Get Online' week (16-20 October) the council's volunteers will be manning stalls in Sherborne, Bridport, Wool and Wimborne and anyone needing help to navigate the digital world are urged to come along.

The volunteer digital champions will be able to answer any questions people have and visitors will also get the chance to try out some tablets and take part in fun interactive quizzes.

And everyone who visits one of the volunteer digital champion stalls will be able to enter a free draw with the chance of winning a tablet of their own.

The volunteer digital champion service was set up in 2013 when Dorset Council's Superfast team realised that rolling out broadband to people was not enough to get people online.

With take-up figures of the new Superfast broadband lower than expected, the team realised that some people needed to be motivated and supported to take up the new technology now at their disposal. And the volunteer digital champion scheme was born.

Initially set up with the help of Skills and Learning, the first few digital champions were recruited and based in some of the council's libraries to provide face to face support to people needing help.

Since then, the army of volunteers grew and there are now 45 digital champions based at 39 locations across the county – from Verwood in the east to Lyme Regis in the west; and from Weymouth in the south to Gillingham in the north.

And in the last decade they have helped around 15,000 people in their face-to-face appointments and a further 3,500 over the phone since the Digital Hotline was launched in 2020.

### Preventative treatments for Dorset's roads in October

Work continues in October to preserve more of our roads using a preventative treatment called [micro-surfacing](#).

Micro-surfacing seals the road, improves the texture and prevents water ingress. It is a cost-effective treatment for worn, but not structurally failing, roads that keeps them in good condition. It also adds reinforcement to the existing surface.

The work will be carried out by our contractors, Kiely, and affected households will receive a [leaflet](#) before the works start.

Due to the equipment size and number of vehicles used to carry out the work, roads will be closed for the treatment to be carried out.

Road closures will be from 8am to 5pm. An onsite team member will be available to address any queries.

Please look for advance notice signs which will be put out before the start of work. The signs will also contain contact information. Residents will also be asked to not park vehicles on the road/verges when the work is due to start: 'No parking' boards will be erected 2-3 days in advance.

A note about micro-surfacing

On application, the micro-asphalt may look 'open' with some loose chippings. However, after a few weeks (or longer, depending on traffic volumes) the material will bed in. It is not recommended that the material is rolled as this brings the 'binder', which sits below the surface, to the top; this would affect the final texture and performance. The contractor may sweep up any excess chippings.

### **Dog-related PSPOs – Latest consultation results published**

[A recent consultation](#) gathered views from residents, visitors, businesses, and other organisations about a dog-related Public Spaces Protection Order (PSPO) across the Dorset Council area.

[These views](#) will be used to create a new Order that will give clarity and consistency for both dog-owners and non-owners. Councillors will make the final decision on the controls to be included in the new Order.

[The consultation](#), that was open for 10 weeks, was available online and paper copies were available in libraries and on request.

4,221 responses were received. 80% of responses were from local residents, with 16.5% from visitors and 2.8% from other. 62% of responses came from dog owners. 9.5% of the respondents considered themselves having a disability.

Questions were asked about whether dogs should be kept on leads in certain areas, and if dogs should be permitted into cemetery graveyards, public gardens and sports pitches.

There were also questions about how people felt about restrictions on specific beaches across Dorset.

The one significant change this time is that the current restriction to keep dogs on leads on Lyme Regis's Front Town Beach during the winter is not recommended for inclusion in the new order.

The full report and recommendations will be going to [Place and Resources Overview Committee on 5 October](#) and then to [Cabinet on 7 November](#).

If the [recommendations](#) are agreed, and the order is not appealed, the new dog-related PSPO will come into effect on 1 January 2024.

To view the complete report, [visit the Dorset Council website](#).

### **Bright Spots for Dorset Children in Care**

Results of a recent survey show that the majority of children in care in Dorset feel their life has got better since coming into care.

The 'Bright Spots' survey, which was commissioned by Dorset Council, was carried out by Coram Voice and asked the views of children and young people in care between the ages of 4 and 17.

The report set out six factors associated with wellbeing: trusted and available social workers, having good friends, liking school, seeing siblings as often as they want, feeling safe and settled, having trusted and sensitive carers.

For all children and young people having good friends and trusting and supportive relationships were really important. This included trusted carers and social workers.

Liking school influenced well-being for all age groups and feeling safe where they lived and settled was also important for children in care whether they were aged 4 or 17.

Seeing mothers, fathers, brothers and sisters as often as they wanted was highlighted by all age groups.

82% of children in Dorset in the age range 8 to 17 who had been taken into care felt that their life had got better since coming into care.

All of the primary school children aged between 8 and 11 had a trusted adult in their life. One child commented: 'I love my life now and I don't want to change it because I love my carers and my dog.'

The survey also compared some of the findings with national studies to give an indication of how Dorset compares with other local authorities.

47% of young people (11-17) had had the same social worker for the last 12 months, compared to 34% in other local authorities.

97% of young people (11-17yrs) answered that they were taught life skills at least 'sometimes' (like cooking healthy food, washing clothes or using money). This was higher than the average proportion in other local authorities (89%).

There were also some areas for improvement which will be picked up as actions over the coming year.

### **Is your child due to start Secondary or Upper school in September 2024?**

Parents/carers will need to apply by Tuesday 31 October 2023 for the best chance of getting a place at their preferred school. This applies to all children moving from primary to secondary school, or middle to upper school in September 2023.

Finding the right school place for your child is important for any parent/carer. [The admissions pages](#) will provide you with all the information you need to apply, and you can also check out our [parents' guide](#) for information about the different types of schools and the way to apply to each one.

### **School application deadlines:**

If your child is due to start secondary or upper school in September 2024, you should [apply now](#) to avoid disappointment. Parents/Carers must apply by **31 October 2023**.

If you're not able to apply [online](#) you can download a Word document from the [admissions pages](#) or contact the School Admissions Team on 01305 221060, or email: [admissions@dorsetcouncil.gov.uk](mailto:admissions@dorsetcouncil.gov.uk)

For further information or SE Purbeck Ward queries, please contact

**Clr Cherry Brooks**

[clrcherry.brooks@dorset.gov.uk](mailto:clrcherry.brooks@dorset.gov.uk)

**07512897908**

## APPENDIX 22b

Meeting Discussed	Planning App Number	Location	Proposal	Comment	Decision	Decision Date
Aug-23	P/TRT/2023/03986	Spyway Orchard - adjacent to 4 Spyway Mews, Langton Matravers, BH19 3BQ	(A) Sycamore stems x3 - Fell. (B) Sycamore - Fell. Replant with two fruit trees in Aster's land away from boundary of 4 Spyway Mews. Alternative work, if felling is not considered appropriate - Reduce crowns of the Sycamores back to boundary line of 4 Spyway Mews. c) P/HOU/2023/04121: Location: Tykes Fold Toms Field Road Langton Matravers Dorset BH19 3HN Proposal: Convert loft space and install pitched roof dormers & roof windows. Extend rear patio to include new steps. Alterations to windows & doors.	No objection, subject to a minimum of 4 fruit trees being re-planted.		
Aug-23	P/HOU/2023/04121	Tykes Fold Toms Field Road Langton Matravers Dorset BH19 3HN	Convert loft space and install pitched roof dormers & roof windows. Extend rear patio to include new steps. Alterations to windows & doors.	No objection as in keeping with surrounding area.	Granted	20 Sep 23
Jul-23	P/FUL/2023/02662	27 The Kings Arms High Street Langton Matravers BH19 3HA	Erect single storey extension and carry out minor internal alterations.	No Objection, but a full assessment of the ventilation (for the Kitchen ) should be undertaken, including noise and smell to adjoining and nearby properties. Waste Provision has been omitted from the plans and this must be addressed as a matter of Urgency. Officers should ensure that parishioners' comments on P/LBC/2023/02 are taken into account in relation to this application.	Withdrawn	12 Sep 23

Jun-23	P/FUL/2023/02662	27 the King's Arms High Street Langton Matravers BH19 3EU	Erect single storey extension and carry out minor internal alterations.	No Objection. It was noted that the Public notice of development from DC had not arrived in time for the applicant to be able to display it in a timely manner: ACTION: Cllr Brooks to take back to Planning Dept.	Withdrawn	12 Sep 23
May-23	P/FUL/2022/07055	Langton Manor Farm House Langton Matravers BH193EU highway with gate.	Form driveway, from approved new access from highway to dwelling and parking spaces. Alterations and repair to walls. Form pedestrian access from	No Objection.	Granted	08 Sep 23
May-23	P/LBC/2022/07056	Langton Manor Farm House Langton Matravers BH193EU	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.	Granted	08 Sep 23

# Parish Council of Langton Matravers

MINUTES OF THE PARISH COUNCIL MEETING OF LANGTON MATRAVERS PARISH COUNCIL HELD ON THURSDAY 14<sup>TH</sup> SEPTEMBER 2023 IN THE VILLAGE HALL. THE MEETING COMMENCED AT 7.00PM

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**PRESENT:**

Cllr **Knight** (Chairman), Cllr **Christie** (Vice Chairman), Cllr **Pearson**, Cllr **Sutton** & Cllr **Vaughan-Arbuckle**.

**IN ATTENDANCE:**

Cllr **Brooks** (Dorset Council), & Dr Mary **Sparks** (Locum Clerk)

5 Members of Public

**ABSENT:**

Cllr **Golob**, Cllr **Loudoun**, Mr **Clarke** (National Trust)

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It was noted this meeting is being recorded. All recordings will be deleted once the draft minutes are typed.

**0923-17. APPOINTMENT OF LOCUM CLERK**

Dr Mary Sparks was welcomed as the locum Clerk for the September 2023 meeting, and thanked for her time.

**0923-18. APOLOGIES FOR ABSENCE**

Apologies have been received from Cllr Loudon, Cllr Golob & Mr Clarke (National Trust) and accepted by all.

**0923-19. DECLARATIONS OF INTEREST AND DISPENSATIONS RELATING TO ITEMS ON THE AGENDA**

No declaration was made. NB this does not preclude any later declarations.

**0923-20. NATIONAL TRUST REPORT**

It was noted a "Save the date" regarding a meeting review of activity provider licensing in South Purbeck has been received. The date is 7<sup>th</sup> November at 5pm at the Cumulus Outdoors Residential Centre, BH19 2PX. It was noted Cllr Christie and the Clerk would normally attend the review meeting.

**ACTION:** Clerk to respond to invite stating 2 members of Langton Matravers Parish Council will attend the meeting.

**ACTION:** Clerk to add to October agenda a discussion on what Langton Matravers Parish Council would like to raise at the meeting review of activity provider licensing in South Purbeck on 7<sup>th</sup> November, plus confirm attendance.

**0923-21. DORSET COUNCILLOR'S REPORT**

Cllr Brooks submitted a written report before the meeting, this was noted. Cllr Brooks asked if a copy of her report was published on the Langton Matravers Parish Council website. It was stated a copy of her report does form part of the agenda pack which is available on the website.

Cllr Brooks clarified the need for the Dorset Housing Strategy and the Local Plan, stating the Local plan is a 30 year plan with the strategy being a 5 year plan which is constantly updated. Cllr Brooks encouraged all Councillors to fill in and submit the Strategy survey.

Cllr Brooks stated there is a new Hedge to Hedge project, which will see a merging of working practices. The example given was previously the grass was cut by one department, the footpath was often cut by another, all rising swept into the gutter and with waste services attending to swept it all up, sometimes thought this was not all happening on the same day. The Hedge to Hedge project will see part of waste services under Environment and Highways control, which will mean all work will be carried out at the same time, as they are going along.

Cllr Brooks stated Glenn Hannam has taken on the role of Community Highways Officer for Purbeck replacing Ian Styring.

**0923-22. PUBLIC PARTICIPATION**

The meeting was adjourned.

Richard Purchase, Chairman of Governors, for St George's Church of England VA Primary School, Langton Matravers gave an update on the proposal for St George's Church of England VA Primary School to join a Multi Academy Trust (MAT).



A member of the public wished to inform the Parish Council on several matters:

1. A resident needed hospital treatment after falling on the pavement last week.
2. The broken water manhole cover outside the King's Arms has been covered with a very thick rubber mat. This has solved the issue of walking sticks and people tripping on the broken manhole, however the mat is very thick and a trip hazard of its own.
3. There has always been a large number of vehicles park down the High Street, however now there are lorries / large vehicles parking and blocking the pavement and drop kerb access. Access from the bus stop southerly on the pavement outside the old Cemetery is frequently blocked, to the point pedestrians cannot walk along the path and have to walk in the road.

A member of the public wished to echo the previous concerns raised plus request:

1. The pavement outside the church which is almost the same height of the road be altered to be a normal height kerb.
2. Is the Purbeck Local plan going to be adopted into the Dorset Local Plan?

A member of the public wished to inform the Parish Council

1. The Woodland Trail gates are constantly being left open. Can the Parish Council arrange for a return swing on the gate, so that it doesn't stay open.
2. There is a large branch down across the Woodland Trail path.
3. The metal gate into the school field, is wide open. The lock is attached onto the latch so the gate can not be shut.
4. The School field grass had been left between cuts for so long, that the rising are very thick. It makes it impossible to play football in the area, plus it is likely to kill the grass underneath.

A member of the public wished to inform the Parish Council there will be a Pass Slow and Wide ride taking place on Sunday. There is also the wish to have footpaths across Purbeck join up to enable, riders, cyclists and walkers to not have to use the main A351.

The meeting was reconvened.

#### **0923-23. MATTERS ARISING FROM PUBLIC PARTICIPATION**

Cllr Brooks stated things have been learnt from the Purbeck Local Plan, and are being taken through into the Dorset Plan, which is due to be submitted in 2024. The Housing Strategy Plan does include questions around the social housing need.

Cllr Brookes stated any accident on the pavement should be reported to Dorset Council. Cllr Brooks offered to take this issue up with Dorset Council and report back. This was accepted.

Cllr Vaughan-Arbuckle stated:

1. He has attended 2 meetings with Dorset Council regarding the pavements.  
Cllr Vaughan-Arbuckle stated fixing a pavement is not a quick process, they cost a lot of money, they require input from organisations such as Heritage, and conservation officers. Cllr Vaughan-Arbuckle stated residents should rest assured he has this project firmly in his sights and will not let it drop.
2. In regards to the parking, he has spoken to the Police Commissioner representative and has been told this matter will be taken up to the Police Commissioner.
3. in regards to the manhole cover, Wessex Water have attended on several occasions, placing a large bright yellow mat across the broken manhole cover. This mat is very visible and also has tarmac around it, so should not be considered a trip hazard.

Cllr Knight stated the playing field is held under licence by St George's Church of England VA Primary School and they are responsible for the upkeep.

**ACTION:** Clerk to write to St George's Church of England VA Primary School head teacher reminding them that the Parish Council have a license to use the field outside of school time, and we politely request they ensure the maintenance is suitable to ensure children can use the area to play.

Cllr Christies stated he had walked the Woodland Trail today, and has removed the branch blocking the path. Plus, the metal gate onto the field is padlocked, however if you lift the padlock you can close the gate.

**ACTION:** Clerk to add Woodland Trail discussion to the October agenda.

#### **0923-24. PLANNING MATTERS**

0923-8(1a) Application No: P/VOC/2023/04979  
Location: Land south of North Lease Farm Knitson To Valley Road Knitson BH20 5JB

Proposal: Demolition of existing building and erection of a new dwelling house (with variation of condition 2 of planning permission P/FUL/2021/05628 - to amend approved plans)  
Comment: No objection.  
Application No: P/TRT/2023/05106  
Location: Langton House Durnford Drove Langton Matravers BH19  
Proposal: Tree works as specified in Dorset Council tree survey dated 29/03/2023.  
Replanting details to be confirmed.  
Comment: -

**ACTION:** Cllr Loudon to look into this application, inclusive of the replanting, and comment back to the Clerk to then submit, using delegated powers hereby granted.

**ACTION:** Clerk to submit planning decisions to Dorset Council.

**0923-25. DORSET COUNCIL HOUSING STRATEGY**

Cllr Knight had submitted a proposed draft version of the Dorset Council Housing Strategy questionnaire before the meeting. This was discussed.

The following amendment was suggested and approved

Q10 "Levels of affordable houses agreed at the planning stage Should be enforced, and not deleted or modified thereafter"

"In selecting areas for building as planning applications the views of local people should be given a high priority and when overruled feedback should be provided. "

**ACTION:** Clerk to amend draft version to include within Q10 "Levels of affordable houses agreed at the planning stage Should be enforced, and not deleted or modified thereafter.

In selecting areas for building as planning applications the views of local people should be given a high priority and when overruled feedback should be provided." Then submit to Dorset council.

**0923-26. MINUTES FROM PREVIOUS MEETING**

The minutes from the full council meeting held on Thursday 13<sup>th</sup> July 2023 were approved and signed as a correct record of the meeting.

**0923-27. MATTERS ARISING FROM THE PREVIOUS MINUTES (NOT COVERED ELSEWHERE ON THE AGENDA).**

A spelling mistake "Astra" should read "Aster" within the previous minutes and Action log was noted and corrected.

No further issue was raised.

**0923-28. CLERK'S REPORT**

0923-12(a) Correspondence.

**Acton Field:** It was noted a formal request from the original sender, had been received to delete the Acton Field correspondence.

**ACTION:** Clerk to delete Acton Field correspondence from records including the website.

**Pass Wide & Slow:** Correspondence was submitted before the meeting, this was discussed. Councillors felt and agreed Langton Matravers Parish Council should be informed of any path / bridleway works within the parish. Cllr Vaughan-Arbuckle agreed to attend any meeting regarding this topic and report back to the Parish Council.

**New Dorset Council Highways contact:** It was noted this was discussed during the Dorset Councillor Report.

**Highways Improvement Request:** Correspondence was received requesting the Parish Council consider Highways Improvement request for speed claiming along Durnford Drive. It was agreed to take the Community Speed Watch Team down Durnford Drive to gather speed evidence.

**Academy Consultation Letter:** It was noted this was discussed during the Public Participation. It was noted the Parish Council had not been formally asked for an opinion. The Parish Council agreed the Clerk should write to Richard Purchase formally and thank him for attending the Parish Council meeting and for the informative presentation and we will watch with interest for development.

**ACTION:** Clerk to write to Richard Purchase formally and thank him for attending the Parish Council meeting and for the informative presentation and we will watch with interest for development.

0923-12(b) Action Log

An action log was submitted before the meeting, this was noted.

A statement was submitted before the meeting, detailing PAT testing and Sanitary Waste as requested. It was noted these items will be discussed under finance.

**0923-13(c) DAPTC Clerks Conference**

A request to financially support the Clerk to attend the DAPTC Clerks conference was submitted before the meeting. It was noted the financial help is to cover the cost of travel and admission, noting as the Clerk works for three Parish Councils, the overall cost will be split equally between each Parish Council. It was agreed to support the Clerk up to the value of £25.

**0923-13(d) New Council Advert**

A draft advert created advertising the Councillor role was submitted before the meeting.

The following proposals were discussed:

1. The advert should include the offer for potential candidates to attend NALC training, paid for by the Parish Council.
2. The advert should include the LMPC logo.

**0923-13(e) Written Reports**

A statement was submitted before the meeting, regarding legal advice on Agenda's and requesting Councillors submit written reports to accompany monthly meeting agenda's, this was noted.

**0923-29. FINANCE MATTERS**

A report detailing the monthly bank balances, income and expenditure was submitted before the meeting, this was noted.

It was noted within the Finance report, where there is income relating to the Cemetery a plot number and subject matter (i.e. memorial or interment) will be added to future reports.

The expenditure of £3,030.78 was agreed, and the income of £950.00 noted.

**ACTION:** Clerk to process payments.

PAT Testing. A statement was submitted before the meeting recommending PAT testing be carried out, within the office and Public toilets.

It was agreed to accept the quote from Contractor 2 subject to the frequency requirement of PAT Testing.

**ACTION:** Clerk to contact contractor 2 to accept the quote for PAT Testing subject to the frequency requirement

Sanitary Waste. A Statement was submitted before the meeting regarding supply and empty of all sanitary waste bins from 1st December 2023 onwards.

It was agreed to accept the quote from Contractor 1.

**ACTION:** Clerk to contact Contractor 1 to accept the quote for Sanitary waste collection.

**0923-30. CHAIRMAN'S ANNOUNCEMENTS.**

A verbal report was given by Cllr Christie as Vice Chairman of Langton Matravers Parish Council regarding his and the Clerks attendance of the South East Purbeck Parish's meeting with the National Trust. This was noted.

**0923-31. PORTFOLIO HOLDER / LEAD COUNCILLOR REPORTS**

Portfolio Holders / Lead Councillors were invited to give a verbal update within their area:

- a. Ways & Means (including finance, HR, legal & governance) - Nothing to report
- b. Planning & Housing - Nothing to report
- c. Highways and Transport

Cllr Vaughan-Arbuckle stated Tony Burden from Dorset Council has confirmed the TRO for the 20mph application is planned for September.

Wessex Water are attending the October meeting from 18:30.

**ACTION:** Clerk to place Public Notice from Dorset Council regarding Wessex Water proposed works around the Parish.

- d. Parish Amenities (including Cemetery, allotments, playground and woodland trail)

Cllr Pearson stated a local stonemasons have stated our new regulations do not adhere to their code for fixing memorials. It was noted the Clerk and Cllr Pearson are working on new regulations and plan to present these next month.

Cllr Pearson noted there is a DAPTC meeting next month. All Councillors are invited to email Cllr Pearson or Cllr Christie with any issue they wish to have raised with DAPTC.

**ACTION:** Clerk to add DAPTC update on October agenda.

- e. Parish infrastructure (including street lighting, toilets, bus shelter, parish office and utilities - Nothing to report
- f. Quarries / Agriculture - Nothing to report
- g. Community & Communications (including surgery, school liaison & grant application)

Cllr Sutton gave a verbal report on her attendance to the Action for Health and Care Meeting. It was noted the key concern raised was the loss of Chemotherapy services from Wareham Hospital.

Cllr Sutton has been in contact with the citizens advice and has leaflets which the public are invited to take a copy if necessary. Cllr Sutton will give a copy to the clerk for the office.

- h. Environment and Tourism - Nothing to report
- i. Emergency Planning.

Cllr Vaughan-Arbuckle stated he and Cllr Pearson had a meeting today with the Dorset Resilience Officer, Claire Jennings. Cllr Vaughan-Arbuckle recommended Claire Jennings be invited to attend the November meeting from 18:30 to give a formal short presentation followed by questions and answers.

**ACTION:** Cllr Vaughan-Arbuckle to invite Claire Jennings to the November meeting.

It was noted Langton Matravers Parish Council already have high vis waste coats stored in the Parish office. Cllr Vaughan-Arbuckle state there would be cost to approve next month approx. £100 for the installation of the three norths plaque.

**0923-32. DATE OF NEXT MEETING**

The next meeting:

Date: Thursday 12<sup>th</sup> October 2023

Location: Langton Matravers Village Hall

Time: 19:00

Meeting closed at 21.25

## Appendix 25

### Clerks Report.

#### a. Relevant Correspondence received (not newsletters)

##### 1. Save the Date - Dorset AONB Annual Forums 2023

We would be delighted if a representative from your Council could join us at one of the Dorset Area of Outstanding Natural Beauty Partnership's Annual Forum meetings taking place in Bridport, Blandford Forum and Furzebrook.

This is an opportunity for you to hear about Dorset AONB Partnership's recent activity and plans for the coming year that you may want to get involved in, such as the new Community Tree programme, Nature Recovery plans, 'Access for All' improvements and Planning issues. We are also very keen to hear from you about the landscape opportunities and concerns in your area.

Meetings are being held in:

- Bridport on Wednesday 1st November, 6-8.30pm
- Blandford Forum on Tuesday 7th November, 6.30-9pm
- Furzebrook on Wednesday 8th November, 6-8.30pm

Sandwiches and hot drinks will be available during the meeting.

I will email you again next week with further details and a link to book your place.

##### 2. Play Park Area Grounds Maintenance – Including brambles

"Since the play area was opened we have noticed that the caretaking of the whole area is very half hearted.

When the caretakers, gardeners or groundsman or however they are described arrive, the time spent is minimal and the job poorly done. A little grass cutting seems to be all the men are capable of doing, and with very little effort.

As the Parish Council have taken over the maintenance of the wall, surely that should include keeping it clear of brambles, nettles and fast growing weeds, especially in a children's play park? These are now growing over into our drive and out onto the corner of the road. This is hampering our view of traffic coming from the West. We have a blind corner to the East and are having to drive into the middle of the road before having any view at all.

Most years in the past we have had to ask Dorset County Council (as it was then) to get the walls cleared and have also spoken to Dorset Council this year, without any effect. However as it seems you have a contract for the play area then would you kindly see that the job is done properly? Surely we should not have to bring this to anyone's attention?

We requested that the play area was not brought right down to the North East corner because of the problems we have had with people jumping over into our drive. Only this week seven young adults did just that and some directly into the road.

This evening, four young boys have walked onto our drive and jumped over the wall and straight into the play area. This is our property and yet the councillors seem oblivious to the fact of how dangerous this is. We have constant abuse and foul language directed at us should we dare to respond which is very discourteous to ourselves.

We should not have to involve the Police as has been previously suggested by one councillor.

A short while ago we saw a cyclist knocked off his bike by a delivery van reversing over the road and unable to see properly. The cyclist was not going at great speed and was dressed properly. It was only his new helmet that saved him from serious injury.

There have been accidents in the past and it is only a matter of time before someone is seriously hurt. A 20 mile per hour speed restriction will not solve this problem.

We would welcome a timely response. "

**b. Action Log**

Action Number (year number / consecutive number)	When Initiated?	Who is Actioned?	Title	Details	Status (progress description plus colour code: Red - no progress; Amber - action in progress; Green - action completed) - Yellow action required during next meeting.	Present at last meeting	Complete
0923-4	14/09/2023	Clerk	National Trust	Clerk to respond to invite stating 2 members of Langton Matravers Parish Council will attend the meeting.	Replied	Oct-23	y
0923-4	14/09/2023	Clerk	National Trust	Clerk to add to October agenda a discussion on what Langton Matravers Parish Council would like to raise at the meeting review of activity provider licensing in South Purbeck on 7 <sup>th</sup> November, plus confirm attendance.	Added	Oct-23	y
0923-7	14/09/2023	Clerk	Playing field Condition	Clerk to write to St George's Church of England VA Primary School head teacher reminding them that the Parish Council have a license to use the field outside of school time, and we politely request they ensure the maintenance is suitable to ensure children can use the area to play.	Email sent	Oct-23	y
0923-7	14/09/2023	Clerk	Woodland Trail	Clerk to add Woodland Trail discussion to the October agenda.	Added		
0923-9	14/09/2023	Clerk	Dorset Housing Strategy	Clerk to amend draft version to include within Q10 "Levels of affordable houses agreed at the planning stage Should be enforced, and not deleted or modified thereafter. In selecting areas for building as planning applications the views of local people should be given a high priority and when overruled feedback should be provided." Then submit to Dorset council.	Comment from Cllr VA added and reply submitted	Oct-23	y
0923-12a	14/09/2023	Clerk	Correspondence-Acton Field	Clerk to delete Acton Field correspondence from records including the website.	Removed	Oct-23	y

0923-12a	14/09/2023	Clerk	School Governors	Clerk to write to Richard Purchase formally and thank him for attending the Parish Council meeting and for the informative presentation and we will watch with interest for development.	Email sent 19-08-23	Oct-23	y
0923-13	14/09/2023	Clerk	Payments	Clerk to process payments.	Paid	Oct-23	y
0923-13	14/09/2023	Clerk	Pat Testing	Clerk to contact contractor 2 to accept the quote for PAT Testing subject to the frequency requirement			
0923-13	14/09/2023	Clerk	Sanitary Waste	Clerk to contact Contractor 1 to accept the quote for Sanitary waste collection.			
0923-15	14/09/2023	Clerk	Wessex Water	Clerk to place Public Notice from Dorset Council regarding Wessex Water proposed works around the Parish.	Notices ready for placement. Notice on agenda in noticeboards	Oct-23	y
0923-15d	14/09/2023	Clerk	DAPTC Update	Clerk to add DAPTC update on October agenda.	Added	Oct-23	y
0923-15i	14/09/2023	Cllr VA	Emergency Planning	Cllr Vaughan-Arbuckle to invite Claire Jennings to the November meeting.			
0823-1	10/08/2023	Cllr's	Gov.uk Emails	Councillors to set up their gov.uk email address.			
0823-7	10/08/2023	Cllr VA	Sycamores and overhanging trees	Cllr Vaughan-Arbuckle to take photos of effected areas and submit to Dorset Council Highway via the portal.			
0823-10	10/08/2023	Clerk	Cllr Brooks Chase	Clerk to contact Cllr Brooks and ask for an update, on Heavy Quarry Vehicles or Wessex water main replacement	16-08-23 Email sent to Cherry		
0823-10	10/08/2023	Cllr Pearson & Clerk	Cemetery	Clerk & Cllr Pearson to meet with Ian Bugler			

0823-11(3)	10/08/2023	Clerk	Sanitary Waste	Clerk to arrange for a Sanitary bin for the disabled toilets.	16-08-23 Email sent to William asking confirmation of current supplier 17-08-23 Email received from William confirming Contractor as Initial Hygiene. 22-08-23 Call to IH to confirm contract Start and end date and price for extra bin. Advised to email Account Manager roisin.hine@rentokil-initial.com email sent immediately. 24-08-23 Email received stating contract is a 12 month rolling contract with the anniversary date of 1st December. See Annex for recommendations		
0823-11(3)	10/08/2023	Clerk	PAT Testing	Clerk to confirm when PAT testing will be carried out.	16-08-23 Email sent to William asking what other than office and PC's may need PAT Testing 22-08-23 Costings & PAT test date investigated, costings reported to Council in September. See Annex for recommendations		
0823-11(4)	10/08/2023	Clerk	Cllr Vacancies	Clerk to create an advert to fill Councillor vacancies. To place on website, noticeboards, social media and print as flyers for distribution at local events.	Prepared & added to September agenda. 14-09-23 Approved with the addition of the LMPC logo	Oct-23	y
0823-13	10/08/2023	Cllr VA	Astra Signage (Spyways)	It was agreed Cllr Vaughan-Arbuckle contact an Aster representative about the signage and if no signage is in place by the end of the month, to escalate higher within Aster.			



0823-13	10/08/2023	Cllr VA	Malthouse Junction	Council support Cllr Vaughan-Arbuckle continuing to investigate Highways improvements (Malthouse junction) with Stephen Mepham.			
0823-13	10/08/2023	Cllr VA	Water Cover outside Pub	Cllr Vaughan-Arbuckle to investigate.			
0823-16	10/08/2023	Clerk	Budget	Clerk to add £1,000 for "Emergency planning" to ear marked reserves in the 24-25 Budget.	Included in Scribe set up and Budget report submitted Oct 23	Oct-23	y

**c. Annual Parish Assembly**

Having found a timeline created by Mary Sparks some time ago, I notice that in the past Langton Matravers Parish Council have usually set the Annual Parish Assembly date in October.

According to the Local Government Act 1972 (Sch 12, part 3, para14)

“14(1)The parish meeting of a parish shall assemble annually on some day between 1st March and 1st June, both inclusive, in every year.

(2)Subject to sub-paragraph (1) above and to sub-paragraph (3) below, parish meetings shall be held on such days and at such times as may be fixed by the parish council or, if there is no parish council, by the chairman of the parish meeting.

(3)In a parish which does not have a separate parish council the parish meeting shall, subject to any provision made by a grouping order, assemble at least twice in every year.

(4)The proceedings at a parish meeting shall not commence earlier than 6 o'clock in the evening.

(5)A parish meeting shall not be held in [F1premises which at the time of the meeting may, by virtue of a premises licence or temporary event notice under the Licensing Act 2003, be used for the supply of alcohol (within the meaning of section 14 of that Act)] , except in cases where no other suitable room is available for such a meeting either free of charge or at a reasonable cost.”

**Recommendation:** To discuss and set a date for the Langton Matravers Parish Council Annual Parish Assembly, plus agree a working party to co-ordinate the event planning.

**d. Scribe Set Up**

**Cost Centres & Cost Codes:**

Scribe Accounting package uses a standard practice of “Cost Centres” & “Cost Codes.”, which aids easy data extraction.

The idea of a Cost Centre is to have the main areas of business separated, so that at the click of a button (or two!) you can see the financial implications for a specific area i.e., Cost Centres could be Administration, Allotments, & Cemetery.

Cost Codes are unique codes allocated to specific items within a cost centre. i.e., within Administration you would have 1 cost code for wages & 1 cost code for printing along with various others.

Recommended Cost Centres & Cost Costs. (Items in Blue are income) (Items in brackets are notes for Scribe and will not form part of the final title)

**Cost Centre: Administration**

1002	Expenses
1004	Furniture/fixture/fittings (Asset Register)
1006	National Insurance Contributions
1008	Pension Contributions
1010	Salary
1012	Hardware Purchases (Asset Register)
1014	Inspections (PAT)
1016	Membership Fees (SLCC)
1018	Rent
1020	Stationary / Postage / Copying / Printing / T-phone /B-band /Comp S-ware (Domain & hosting & Software Licences (Microsoft & Scribe)
1022	Training Course Cost (Officers)
1098	Sundries

**Cost Centre: Allotments**

Code	Title
2002	Equipment Purchases (Asset Register)
2004	Insurance
2006	Maintenance / Repairs
2008	Membership Fees (Associations)
2010	Rent
2012	Water
2098	Sundries
2502	Annual Fees

**Cost Centre: Cemetery**

Code	Title
3002	Equipment Purchase (Asset Register)
3004	Grass Cutting
3006	Grounds Maintenance
3008	Repairs & Maintenance
3010	Membership Fees (ICCM)
3098	Sundries
3502	Deeds / Rights
3504	Donations
3506	Interment
3508	Memorial Installation / Re-engraving

**Cost Centre: Grants & Donations**

Code	Title
5002	Donations
5004	Grants
5052	Donations
5054	Grants

**Cost Centre: Highways**

Code	Title
6002	Electricity
6004	Furniture/fixture/fittings (Asset Register)
6006	Maintenance / Repairs
6008	Refuse
6098	Sundries

**Cost Centre: Play Park & Play Field**

Code	Title
7002	Equipment Purchases (Asset Register)
7004	Furniture/fixture/fittings (Asset Register)
7006	External Inspection Fee
7008	Grass Cutting
7010	Insurance
7012	Repairs & Maintenance
7065	Sundries

**Cost Centre: Governance**

Code	Title
4002	Bank Charges
4004	Election Costs
4006	Expenses (members)
4008	Insurance
4010	Professional Services (Audit, Legal & HR)
4012	Membership Fees (DAPTC)
4014	Training Course Cost (Members)
4016	Village Hall Rent
4018	VAT
4098	Sundries
4052	Interest (Bank)
4054	Sundries

**Cost Centre: Precept & CIL**

8002	Precept
8004	CIL

**Cost Centre: Toilet Block**

Code	Title
9002	Cleaning
9004	Electricity
9006	Inspections (PAT)
9008	Furniture/fixture/fittings (Asset Register)
9010	Maintenance / Repairs
9012	Rent
9014	Sanitary Bin Collection
9014	Water Supply & Removal
9098	Sundries

## Reserves:

When looking at reserves, we must take into account what is stated within The Joint Panel on Accountability and Governance (JPAG) – Practitioners Guide. (Page 38 details reserves, general reserves, and earmarked reserves). The Joint Panel on Accountability and Governance (JPAG) is responsible for issuing proper practices about the governance and accounts of smaller authorities. Its membership consists of sector representatives from the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and the Association of Drainage Authorities (ADA). Together with stakeholder partners representing the Department for Levelling Up, Housing and Communities (DLUHC), the Department of Environment, Food and Rural Affairs (DEFRA), the Chartered Institute of Public Finance and Accountancy (CIPFA), the National Audit Office (NAO), and a representative of the external audit firms appointed to smaller authorities.

Our internal auditor when auditing our work, will ensure we are abiding by the JPAG Practitioners Guide as will the external auditor. Concern was raised with the clerk over reserves and previous advice obtained so the Clerk emailed our current Internal Auditor and asked for her comment with regards to keeping not just short term ear marked reserves but also unknown term & long term ear marked reserves, with an example of a unknown term for the toilet block / office building roof repairs. This was the response. “Earmarked reserves towards major repairs on buildings are fully valid - if a roof has a 30 year life, holding a pot of money aside for that makes complete sense”

By having various reserves, it would enable the Council to ensure there is money set aside “Earmarked” for a specific project, whether this be a long term, short term or unknow term project. I.e., by having an Office Equipment Reserve, we can ensure there is a sufficient level of money earmarked for any office equipment, such as a new laptop or printer when required.

Setting up the reserve as soon as a potential expenditure is identified could enable a small amount to be added to the Earmarked Reserve each year, rather than one year suddenly having to find a large percentage of money within one Precept. This is especially important when it comes to the more expensive items such as a new roof on the Toilet Block / Office or new playground equipment.

An extract from JPAG on General Reserves states:

“The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority’s general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.”

An extract from JPAG on Earmarked and other Reserves states:

“None of the above in any way affects the level of earmarked and/or capital receipts reserves that an authority may or should hold. 5.38. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting), and should be separately identified and enumerated.”

Reserve levels.

JPAG states General Reserves should be between 3 months – 12 months net revenue expenditure. This is a large scope regarding the possible level, however during the clerk’s CiLCA training advice was given that a Parish Council approximately the same size as Langton Matravers would hold 9 – 12 months net revenue expenditure.

## Recommended Reserves

### Earmarked

- R1 General Reserves
- R2 Allotments – (General repairs, i.e. fence & shed)
- R3 Cemetery – (General repairs, i.e. boundary wall, stone built building (shed), New extension work.)
- R4 Cemetery – (Donated money for memorial repairs)
- R5 Elections
- R6 Emergency Planning
- R7 Grants - Donations
- R8 Highways (20 mph Calming Fund, Lighting)
- R9 Office Equipment
- R10 Parish Office refurbishment Fund
- R11 Play park – (General repairs & new equipment)
- R12 Toilet Block – (General repairs, emergency plumbing)
- R13 Training

By creating the reserves above, including some of the smaller reserves, this will allow us to set an amount of money to one side so it is there should it be needed, however if it is not used one year to remain there but most importantly not be budgeted for again within the following years Precept. I.e., in the Financial Year (FY) 21/22 if Council budgeted £500 for training, but only used £100 then what happens to the other £400 at the end of the FY. If it was added to the general reserves, and we then again budgeted another £500 in FY 22/23, we need to justify why we didn't spend the money and why we are raising the same level again through Precept. It is therefore recommended to allocate £500 to a training reserve. If then £100 is spent on training in one year, then the following year if the reserve level was considered to be adequate then the budget would be £100 to replace the money spent, or the reserve level could be altered, either way possibly reducing the level of Precept.

### **Recommendations within the report:**

1. To approve the Cost Centres and Cost Codes
2. To approve the Reserve Funds

## Budget

When setting the budget, Council must agree the budget before setting the Precept, both the budget setting and the Precept level agreement must be minuted. As this has already taken place for FY22/23 but with the installation of Scribe seeing new cost centres and cost codes being implemented, this would see a change to the budget and therefore must have Council approval and be minuted.

The below table shows in the first two columns what the Council have approved for this FY already, and then in the end two columns the recommended new budget.

Please note the final total within the budget matches so there is no change in the overall budget, it is simply just minor amendments within the cost centres, cost codes and reserves.

<b>Cost Centre: Administration</b>		<b>Receipt Approved</b>	<b>Purchases Approved</b>	<b>Receipt Proposed</b>	<b>Purchases Proposed</b>
<b>Code</b>	<b>Title</b>				
1002	Expenses				300.00
1004	Furniture/fixtue/fittings (Asset Register)				
1006	National Insurance Contributions				1,500.00
1008	Pension Contributions				600.00
1010	Salary		16,400.00		14,000.00
1012	Hardware Purchases (Asset Register)				
1014	Inspections (PAT)				
1016	Membership Fees (SLCC)				
1018	Rent				
1020	Stationary / Postage / Copying / Printing / T-phone /B-band /Comp S-ware (Domain & hosting & Software Licences (Microsoft & Scribe)		2,400.00		2,300.00
1022	Training Course Cost (Officers)		250.00		250.00
1098	Sundries				100.00
<b>SUB TOTAL - Administration</b>		<b>0.00</b>	<b>19,050.00</b>	<b>0.00</b>	<b>19,050.00</b>

<b>Cost Centre: Allotments</b>					
<b>Code</b>	<b>Title</b>				
2002	Equipment Purchases (Asset Register)				
2004	Insurance		150.00		<b>150.00</b>
2006	Maintenance / Repairs		100.00		100.00
2008	Membership Fees (Associations)				
2010	Rent				
2012	Water				
2098	Sundries		50.00		50.00
2502	Annual Fees	1,500.00		<b>1,500.00</b>	
<b>SUB TOTAL - Allotments</b>		<b>1,500.00</b>	<b>300.00</b>	<b>1,500.00</b>	<b>300.00</b>

**Cost Centre: Cemetery**

Code	Title
3002	Equipment Purchase (Asset Register)
3004	Grass Cutting
3006	Grounds Maintenance
3008	Repairs & Maintenance
3010	Membership Fees (ICCM)
3098	Sundries
3502	Deeds / Rights
3504	Donations
3506	Interment
3508	Memorial Installation / Re-engraving
<b>SUB TOTAL - Cemetery</b>	

	3,300.00
	500.00
	100.00
1,000.00	
2,000.00	
<b>3,000.00</b>	<b>3,900.00</b>

	3,300.00
	500.00
	100.00
1,000.00	
2,000.00	
<b>3,000.00</b>	<b>3,900.00</b>

**Cost Centre: Governance**

Code	Title
4002	Bank Charges
4004	Election Costs
4006	Expenses (members)
4008	Insurance
4010	Professional Services (Audit, Legal & HR)
4012	Membership Fees (DAPTC)
4014	Training Course Cost (Members)
4016	Village Hall Rent
4018	VAT
4098	Sundries
4052	Interest (Bank)
4054	Sundries
<b>SUB TOTAL - Governance</b>	

	800.00
	500.00
	400.00
	250.00
	200.00
2,300.00	3,700.00
100.00	
<b>2,400.00</b>	<b>5,850.00</b>

	800.00
	500.00
	400.00
	250.00
	200.00
2,300.00	3,700.00
100.00	
<b>2,400.00</b>	<b>5,850.00</b>

**Cost Centre: Grants & Donations**

Code	Title
5002	Donations
5004	Grants
5052	Donations
5054	Grants
<b>SUB TOTAL - Grants &amp; Donations</b>	

	2,000.00
<b>0.00</b>	<b>2,000.00</b>

	2,000.00
<b>0.00</b>	<b>2,000.00</b>

**Cost Centre: Highways**

Code	Title
6002	Electricity
6004	Furniture/fixture/fittings (Asset Register)
6006	Maintenance / Repairs
6008	Refuse
6098	Sundries
<b>SUB TOTAL - Highways</b>	

	1,500.00
	100.00
	100.00
<b>0.00</b>	<b>1,700.00</b>

	<b>1,500.00</b>
	100.00
	100.00
<b>0.00</b>	<b>1,700.00</b>

**Cost Centre: Play Park & Play Field**

Code	Title
7002	Equipment Purchases (Asset Register)
7004	Furniture/fixture/fittings (Asset Register)
7006	External Inspection Fee
7008	Grass Cutting
7010	Insurance
7012	Repairs & Maintenance
7065	Sundries
<b>SUB TOTAL - Play Park &amp; Play Field</b>	

	8,900.00
<b>0.00</b>	<b>8,900.00</b>

	8,800.00
	100.00
<b>0.00</b>	<b>8,900.00</b>

**Cost Centre: Precept & CIL**

Code	Title
8002	Precept
8004	CIL
<b>SUB TOTAL - Precept &amp; CIL</b>	

41,200.00	
<b>41,200.00</b>	<b>0.00</b>

<b>41,200.00</b>	
<b>41,200.00</b>	<b>0.00</b>

**Cost Centre: Toilet Block**

Code	Title
9002	Cleaning
9004	Electricity
9006	Inspections (PAT)
9008	Furniture/fixture/fittings (Asset Register)
9010	Maintenance / Repairs
9012	Rent
9014	Sanitary Bin Collection
9014	Water Supply & Removal
9098	Sundries
<b>SUB TOTAL - Toilet Block</b>	

	6,400.00
<b>0.00</b>	<b>6,400.00</b>

	4,500.00
	1,500.00
	100.00
	100.00
	200.00
<b>0.00</b>	<b>6,400.00</b>

**Grand Total****48,100.00 48,100.00****48,100.00 48,100.00**



**Reserves****Earmarked**

		<b>Current</b>	<b>Proposed</b>
R1	General Reserves	43,121.00	28,882.00
R2	Allotments		2,000.00
R3	Cemetery	13,000.00	13,000.00
R4	Cemetery - Donated Memorial Fund		572.00
R5	Elections		3,500.00
R6	Emergency Planning		1,000.00
R7	Grants - Donations		500.00
R8	Highways	2,000.00	2,000.00
R9	Office Equipment		1,000.00
R10	Parish Office refurbishment Fund	4,000.00	4,000.00
R11	Play park	12,333.00	12,500.00
R12	Toilet Block		5,000.00
R13	Training		500.00
<b>Total of Earmarked Reserves</b>		<b>74,454.00</b>	<b>74,454.00</b>

(N.B As agreed in August)

**Recommendation**

1. To approve the amended budget as set out above.
2. To approve the amended reserves as set out above.

**e. Office Stationary**

Over the last few weeks, whilst working from the office it has become apparent that there are several items of stationary / equipment which needs purchasing / replacing. For example Whole punch, calculator, charging lead and carry case for the laptop, bin bags, kettle descale. The clerk has looked on the Viking Direct website and can purchase all except the laptop charger and carry case which will need to come from another supplier (Dell for the charger). The items from Viking are going to cost approx. £80 + VAT and the laptop items approx. £90. The Clerk request permission to purchase the above plus other necessary items after consultation with the Chairman and Vice Chairman.

Report Author: Michelle Harrington – Clerk and Financial Responsible Officer.

## Code of Conduct for Outdoor Activities in South Purbeck

### Introduction

This document has been drafted as an agreed code of conduct for all providers facilitating outdoor activities in South Purbeck, specifically at the sites of Dancing Ledge, Hedbury Quarry and East Man, Winspit.

#### Objectives:

1. To help manage sustainable access to these sites.
2. To build operator awareness of potential issues for the local community and other users.
3. To guide all parties towards a safer and cleaner use of the sites.
4. To preserve the natural beauty and ecology of the site.

This document is not a guide on how to run outdoor activities safely.

It is required that groups using the ledge will have appropriate risk assessments, insurance, licensing and suitably qualified and experienced staff running their sessions.

### Hours of Operation and Group Activity Numbers

Maximum Participant Numbers - In Summary;

	Dancing Ledge	Hedbury Quarry	East Man
Monday – Saturday (Daytime)	96 – Total	45 - Coasteering 15 – Climbing 64-Total? 16 per provider	45 - Coasteering 15 – Climbing 64-Total? 16 per provider
Bank Holidays & Sunday	48	30 - Coasteering 15 – Climbing 48 Total? 16 per provider	30 - Coasteering 15 – Climbing 48 Total? 16 per provider
Evenings – Tuesday, Wednesday & Thursday only	24	24 16 per provider	24 16 per provider

Additional Notes;

One providers group will not exceed 24 at a specific location.

Numbers are for clients only and do not include instructors and client staff.

No provider can have more than one group in the morning, one in the afternoon and one in the evening at a specific site.

Afternoon and evening groups must not be adding to numbers at site, or approach prior to their session.

Evening sessions are not permitted on days of the week unspecified in the table.

Bookings to be made by email - [purbeck@nationaltrust.org.uk](mailto:purbeck@nationaltrust.org.uk)

### **Transport & Vehicles**

Due care and consideration must be taken with vehicle movements and parking.

Parking outside of the Spyway car park must be conducted with full consideration for local residents.

Vehicle movements should be kept to a minimum.

Coaches must not be waiting in Durnford Drove at any time; their pick-up point will be located in Acton.

No buses or coaches to be parked at the bus stop in the village.

School drop off & pick up times should be avoided where possible (0815-0900 and 1445-1530).

Minibus movements in to Worth Matravers are controlled by a Traffic Regulation Order. For further information on accessing Worth Matravers with a vehicle with more than 12 passenger seats, contact Dorset County Council.

### **Changing**

Changing to be conducted in a discrete and private way.

### **Footpath Access**

*Confirm with the National Trust what they want us to do and then add map to this document.*

Please follow the footpaths to the top of the hill above the ledge then use the path to the west of the stonewall which finishes at the ledge stile.

Observe footpath restrictions when in operation.

## **Toileting**

It is not appropriate to use the car park, hedges or gardens as toilets. Groups to be briefed before session.

Users will provide their own toilet kits and take away any faeces or sanitary products (as is normal practice in most American National Parks).

## **Group Management**

Please be aware that some people may find your group intimidating.

Whilst groups of children that are well managed are acceptable, gentlemen's groups and parties of challenged teenagers may well need careful management. At peak times it would be more appropriate to use a remote location.

The back quarry wall is not appropriate for 'taster/introductory' groups. It may be appropriate for 1/1 or climbing coaching work normally working with an MIA or person with similar level of experience.

At no time should the back wall caves be used.

It is promoted that organisations work together to promote safety and manage access/environment. A quiet word to offenders is encouraged.

Groups will manage their equipment/kit in a tidy manner.

## **Pitch Sharing**

Flexibility and courtesy is essential between providers. There is no need to put more ropes down than needed in order to keep another group off.

## **Qualifications/Experience**

All users agree to have the correct qualifications and experience for the sessions they deliver.

## **Wildlife and environment**

Visible marine wildlife to be given a 50m exclusion (many sea birds sit on the water at the end of the day before roosting). Seals and large marine mammals are not to be disturbed or approached.

The bird breeding ban must be observed between 1<sup>st</sup> March and 31<sup>st</sup> July. **The western edge of Dancing Ledge is affected by this for Coasteering.** Refer to BMC website for further information.

Do not disturb Flora & Fauna.

Lets educate our clients and do are all to maintain and improve the environment we use.

## **Camping**

No unauthorized camping.

## **Dancing Ledge Rock Pool Usage**

The rock pool was dug out in 1926 and is a huge tourist focal point. Coasteering groups frequently use it to test clients swimming abilities. Respect locals and families who go down there and if families and small children are using the pool then don't use it. Key words are 'responsibility', 'flexibility' and 'courtesy'.

## **Fishing**

Give fishermen space and engage with them in a flexible and friendly way at all times.

## **In summary**

The ledge is a special place to many people, all of who enjoy it in their own way. Please carry on facilitating the personal growth of the many people who experience outdoor activities with responsibility and awareness of others. This document will form the basis of a license issued by the National Trust to access sites in South Purbeck for climbing and coasteering purposes.

Failure to comply with these guidelines may result in your National Trust license being revoked.

Respect, Protect and Enjoy!

Have a great year.

## LANGTON MATRAVERS PARISH COUNCIL NOTICE OF INTERMENT



This form is to be delivered to the below address along with any outstanding fees, the Registrar's Disposal/Coroners Order for burial and grave papers 48 hours prior to the interment taking place (exclusive of Saturday, Sunday and Bank Holidays). Please ensure that the information is set out accurately.

All arrangements for interments are subject to the Rules and Regulations made by the Burial Authority, copies of which are available on request.

### Section 1

To be complete by all.

Cemetery: Crack Lane Cemetery

Plot Number: \_\_\_\_\_

Single or \_\_\_\_\_

Double plot: \_\_\_\_\_

NB: If future burial required within a double plot please talk to the Cemetery Clerk and fill in appropriate paperwork.

Day and \_\_\_\_\_

Date of Interment: \_\_\_\_\_

Time: (Inc am/pm) \_\_\_\_\_

#### Funeral Director Details:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Section 2

This section is to be completed with the details of the deceased at time of death.

Full Name & Title: \_\_\_\_\_

Known as: \_\_\_\_\_

(if different from above)

Date of Birth: \_\_\_\_\_

Date of Death: \_\_\_\_\_

Last Residing Address: \_\_\_\_\_

Since: \_\_\_\_\_

If not within Langton Matravers Parish; state date moved away from parish and last parish address

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Place of Death: \_\_\_\_\_

Langton Matravers Parish Council – Registered Office: 1A High Street, Langton Matravers, Dorset BH19 3EU  
Telephone 01929 425100, email Clerk@langtonmatravers-pc.gov.uk  
website www. <http://langtonmatravers-pc.org>

**LANGTON MATRAVERS PARISH COUNCIL**  
**NOTICE OF INTERMENT**



**Please complete and sign EITHER section 3 OR section 4.**

**Section 3**

To be completed when a new grave is being purchased, or for reserved plots for first interment

I/We apply for the Exclusive Right of Burial and hereby consent to the opening of the grave in which the afore-named deceased is to be interred.

Full Name(s)  
of Purchaser: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Phone No: \_\_\_\_\_

I understand that no further interment or work on the grave space will be permitted until the necessary steps have been taken to register a new owner if applicable. Please contact Cemetery Clerk directly for more information.

I/We wish to apply for the Exclusive Rights of Burial for 99 years.

Signature of Purchaser(s) \_\_\_\_\_

Relationship to the deceased \_\_\_\_\_

**Section 4**

To be completed when a applying for an existing private grave to be reopened.

I HEREBY give consent for Grave Number \_\_\_\_\_ to be reopened for the Interment of the afore-named deceased, AND PRODUCE HERewith THE DEEDS OF GRANT OF RIGHT OF BURIAL

I DECLARE that I am the person authorised to give this instruction, and I will indemnify Langton Matravers Parish Council against all claims etc, which may be suffered in consequence.

Full Name(s)  
of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Phone No: \_\_\_\_\_

Signature of Applicant(s) \_\_\_\_\_

Relationship to the deceased \_\_\_\_\_

**NB: IN ALL OTHER CIRCUMSTANCES, TRANSFER OF GRAVE OWNERSHIP MUST TAKE PLACE BEFORE ANY INTERMENT OR WORK ON THE GRAVE WILL BE PERMITTED.**

Langton Matravers Parish Council – Registered Office: 1A High Street, Langton Matravers, Dorset BH19 3EU  
Telephone 01929 425100, email Clerk@langtonmatravers-pc.gov.uk  
website [www. http://langtonmatravers-pc.org](http://langtonmatravers-pc.org)

**LANGTON MATRAVERS PARISH COUNCIL**  
**NOTICE OF INTERMENT**



**Section 5**

To be completed by all.

In signing this form, I hereby undertake to indemnify the Council from and against all actions, proceedings, loss, charges, damages, expenses, claims and demands which may be brought or made against the Council in consequence of the Council's consent to open the grave specified overleaf and permitting the burial therein of this body.

In signing this form, I agree to abide by the Rules and Regulations as issued by Langton Matravers Parish Council.

Signature of Applicant(s) / Purchaser (s): \_\_\_\_\_

Date: \_\_\_\_\_

Note 1. If second interment, there MUST be a minimum of 3 feet cover above the second interment and a minimum of 6 inches of soil between each coffin to meet minimum statutory requirements – or the burial will need to be dealt with in accordance with shallow grave requirements.

Note 2: Only gravediggers who work in accordance with the current Code of Practice issued by The Association of Burial Authorities and have full public liability insurance in place are permitted to work in the Council's Cemetery.

Note 3: Data Protection Act 1998 The information you provide will be held in accordance with the Data Protection Act 1998 and will not be used for any purpose that is not compatible with the purpose for which it was collected and involved in burials for example Undertakers. The details you have provided may be verified/shared with third party organisations. These organisations include Ministers of Religion and Undertakers.



**LANGTON MATRAVERS PARISH COUNCIL**  
**APPLICATION FOR RIGHT TO BURIAL &**  
**RIGHT TO PLACE A MEMORIAL**



The burial ground is open to all faiths and those with none. Most of the land is consecrated but is open to all. Consecration gives special protection against exhumation.

Langton Matravers Parish Council offer the Right to Burial and the Right to Place a Memorial for 99 years. Please note that each living party with the Right to Burial and Right to Place a Memorial MUST sign the application of Interment before any grave can be opened, so Langton Matravers Parish Council recommend the number of applicants per grave plot is two.

Before you proceed with the application, Langton Matravers Parish Council recommend you read through the Rules for cemetery Grave Plots.

Applicant Full Name(s) 1. \_\_\_\_\_

2. \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Phone Number \_\_\_\_\_

Email address \_\_\_\_\_

Please state which type of plot you are applying for:

Full Burial plot or Cremation Plot \_\_\_\_\_

Would you like a single or double plot? \_\_\_\_\_

If double, please ensure both names and details are listed above.

Note 1: Data Protection Act 1998 The information you provide will be held in accordance with the Data Protection Act 1998 and will not be used for any purpose that is not compatible with the purpose for which it was collected and involved in burials for example Undertakers. The details you have provided may be verified/shared with third party organisations. These organisations include Ministers of Religion and Undertakers.

Sign \_\_\_\_\_ Date \_\_\_\_\_

**LANGTON MATRAVERS PARISH COUNCIL**  
**APPLICATION FOR ERECT A MEMORIAL**



Please note each living member listed on the Right to Burial must sign this form.

Full Name: \_\_\_\_\_  
of applicant  
Address \_\_\_\_\_  
of applicant

Is the person on whose behalf the memorial is to be erected Yes / No  
the person granted the Exclusive Right to Erect a Memorial?  
If not, the person granted the Exclusive Right to Erect a Memorial in the grave space then the declaration must be signed overleaf.

Full name of deceased \_\_\_\_\_  
Plot location \_\_\_\_\_  
Full description of proposed memorial materials. \_\_\_\_\_  
Only headstones, and tablets are allowed, kerbstones are NOT permitted. The Council will only allow memorials to be erected if they comply with the latest standards. Terms can be found within the rules and regulations.

Stonemason Contact Details  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number: \_\_\_\_\_

No monument may be erected without the permission of Langton Matravers Parish Council. Any memorial erected without permission will be removed. A copy of the memorial stone design must be sent to the clerk for approval.

Signature of Applicant \_\_\_\_\_  
Date \_\_\_\_\_

N.B. Please see Fees document for any fees due.

**DECLARATION** to be signed by person granted the Exclusive Right to Place a Memorial in the grave space or his/her assigns or heirs.

I, (Full Name) \_\_\_\_\_ The (\*assignee of the/heir of the) person granted the Exclusive Right to Place a Memorial in perpetuity in the grave space referred to overleaf hereby agree to this application being made and to the erection on the grave space referred to overleaf of the Memorial described in this application.

Signature of Applicant \_\_\_\_\_  
Date \_\_\_\_\_

Completed form should be send to: email [clerk@langtonmatravers-pc.gov.uk](mailto:clerk@langtonmatravers-pc.gov.uk) or posted to Langton Matravers Parish Council Office, 1A High Street, Langton Matravers, Dorset BH19 3EU

Data Protection Act 1998 The information you provide will be held in accordance with the Data Protection Act 1998 and will not be used for any purpose that is not compatible with the purpose for which it was collected and involved in burials for example Undertakers. The details you have provided may be verified/shared with third party organisations. These organisations include Ministers of Religion and Undertakers.

**LANGTON MATRAVERS PARISH COUNCIL**  
**MEMORIAL IN CRACK LANE CEMETERY**



To be completed by the Stone mason and returned to the Clerk.

**Stonemason Contact Details**

**Company Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Full name of deceased** \_\_\_\_\_

**Plot location** \_\_\_\_\_

Design of Memorial (give outside dimensions and show drawing)



## Memorials within Crack Lane Cemetery – Rules and Regulations

### Memorials

- A temporary wooden cross not exceeding 90 cm in height above ground level by 60cm wide may be erected at the head of the grave for the first twelve months following an interment. This temporary memorial shall be removed by the Owner of Exclusive Right of Burial or Memorial Mason when a permanent memorial is erected and before the 12 months has elapsed. The Council reserves the right to remove and dispose of the cross, should it fall in disrepair or if it remains on site at the expiration of the permitted period.
- A memorial may only be erected in accordance with the current rules and upon completion of all relevant forms and payment of the appropriate fees.
- The Right to Erect a Memorial rests with the Exclusive Right of Burial deed holder, or their next of kin or executor and will last for the duration of the unexpired portion of the Grant of Exclusive Right of Burial.
- The Council periodically inspects all memorials and if any are found to be in an unsafe condition, the Council will undertake any action required to make the memorial safe. A notice may be placed on the memorial and efforts made to contact the memorial owners in order that they can rectify any problems.
- Memorial owners shall be responsible for the cost of repairing or re-instating memorials. The Council will endeavour to notify memorial owners of unsafe memorials but if not repaired or contact not made within two months of this action, the memorial may be removed by the Council.
- The Council reserves the right to:
  - Remove, without notice, any memorial and take any necessary precautions to safeguard the Council's employees or contractors when digging graves adjacent to any memorial.
  - To re-fix, move, line-up or otherwise alter the position of any memorial in a cemetery as they may require.
  - Remove any memorial, which has become, or is likely to become, dangerous or which is in a derelict or unsightly condition.
  - Remove any memorial where the periods of Exclusive Right of Burial and Right to erect of Memorial have elapsed or when the Right to Erect a Memorial is deemed to be terminated.
  - Remove any memorial or other item that is placed upon a grave in contravention of these regulations, without notice.
- Where a necessary action has been taken regarding any unsafe memorials and the costs of repair or removal has been borne by the Council, such costs will be recovered from the owner of the memorial or subsequent claimant to the Exclusive Right of Burial, should they become known to the Council.
- Application for the approval to place a new memorial in the Cemetery, alter or add to any inscription, or replace, add to or remove from the cemetery any memorial, must be submitted to the Council on
- the appropriate Memorial Application Form. Such notice must be submitted at least two weeks in advance of the proposed date of erection and be signed by the person applying for permission - this should be the deed holder. If the deed holder is deceased, the applicant must state their relationship to the deceased owner. If the owner is still alive, but not making the application, he/she must provide a letter confirming and authorising the application. Name, address and telephone number of the monument mason
- Memorials should be fixed according to British Standards, which is supported by the current edition of the National Association of Memorial Masons Code of Working Practice, and erected by a mason with a current National Fixer Licence and Public Liability Insurance. A fixer licence must be from one of these organisations: The British Register of Accredited Memorial Masons (BRAMM) or The Register of Qualified Memorial Fixers (RQMF).
- It is the responsibility of the Memorial Mason to ensure memorials are erected on the grave space, at the appropriate levels to the adjacent ground at the head of the grave in alignment with other memorials. All Memorial Masons shall carry out their work strictly under the direction of the Council and shall fill up and level the ground, remove all waste and unwanted material and make good any damage or injury whatsoever occasioned in the process of the work.



- The removal and re-erection of a memorial to facilitate the re-opening of a grave or to level such grave shall be at the expense of the grave owner or their personal representative. Such work shall be undertaken by a Memorial Mason registered by the Council or masons who are members of the British Register of Accredited Memorial Masons and such memorial shall be replaced as soon as practical after the interment. An application to re-erect the memorial with an additional inscription shall be submitted to the Council.
- No memorial work should be undertaken until Council approval is given. Any such approval is issued on the understanding that the work undertaken will fully comply with the details specified within the application form and the requirements of these regulations. The initials of the stonemason or the logo of the firm providing the monument shall be carved on the reverse side of all stone monuments.
- Stone memorials over cremated remains may be slightly raised at the top end, to a maximum height of 4 inches to allow rainwater to run off, thus preventing deterioration of the inscription.
- Unauthorized memorials shall be removed at the expense of the grave owner or their representative. The council reserves the right to claim costs for the removal, storage and transportation.
- Any memorial erected in the Cemetery remains the property and responsibility of the grave owner or their personal representative and therefore, remains in the Cemetery at their sole risk. You are advised to take out suitable insurance for your memorial. All memorials must be kept in a good state of repair by the said owner or personal representative.
- Memorials are placed at the owner's own risk. The Council is not responsible for loss or damage done to any grave space or memorial or injury to any person within the Cemetery, except where such damage is directly attributable to the negligence of the Council or their employees.
- Headstone dimensions must not exceed:  
Maximum height 1067mm (3'6"), Maximum width 914mm (3'0"), Maximum depth 381mm (1'3")
- Flat stone dimensions must not exceed:  
Maximum 457mm (18 inch) square
- Only flat stone memorials will be allowed on Cremation plots.
- No kerb stones, edgings, grave surrounds and landings are permitted
- The name of the mason or his title may be carved on the back or side of the base of any memorial in letters no larger than 20mm.
- Inscriptions and artwork should be in black, grey or brown paint.
- Images and photographs will not be permitted as part of the memorial
- Funeral directors must arrange, where necessary, for memorials to be removed from the grave to allow graves to be reopened. The memorial shall subsequently be dealt with in accordance with the directions of the Council. Responsibility for any memorial removed in error will remain with the funeral director at whose expense the memorial will be reinstated.
- The installation or reinstatement of headstone memorials following an interment is not permitted for nine months.
- If there are any discrepancies between the memorial and the original application this will be notified in writing to the monumental mason and the grave owner. Any corrective or remedial works required must be completed to the Council's satisfaction within 28 days.
- Whenever a new memorial fails an inspection or fails to meet the criteria detailed in these rules and regulations, the Council will, in accordance with the circumstances of each individual memorial, take appropriate action to remove any health and safety risks. The Council reserves the right to charge an administrative fee to the monumental mason or the person to whose order the memorial works were carried out, to cover any costs incurred in this process, including remedial action(s), inspections (including any subsequent re-inspections) and all correspondence.
- The Council may refuse memorial applications from monumental masons who have repeatedly been responsible for memorials which have failed inspections or where, in the opinion of the Council, there is clear evidence of repeated poor workmanship.

## LANGTON MATRAVERS PARISH COUNCIL



These regulations supersede all older version. Existing monuments in the cemetery which do not comply with the current regulations cannot be taken to be a presidents for future memorials.

### 1.

#### Crack Lane Cemetery 2023 Rules and Regulations

- 1.1. The Council welcomes all visitors to Crack Lane Cemetery, who are requested to respect the peace, dignity, and reverence of the facilities.
- 1.2. These Rules and Regulations (referred to in this document as the '2023 Rules') replace all previous rules and regulations. Regulations should be observed at all times and the Council reserves the right at any time to make amendments or variations to them
- 1.3. The cemetery regulations form the basis for the proper control and management of the cemetery and are designed to ensure a pleasant environment and ease of maintenance.
- 1.4. To maintain an attractive, dignified, and safe environment for everyone, the following Rules and Regulations will be enforced.

### 2. Interpretation

- 2.1 In these regulations, unless the context otherwise requires, the following words and expression are defined as: "The Council" refers to Langton Matravers Parish Council being the Burial Authority.

### 3. Management of the Cemetery

- 3.1 The Cemetery is managed and operated in accordance with the Local Authorities' Cemetery Order (LACO) 1977, as amended by the Local Authorities' (Amendment) Order 1986, plus the Health and Safety at Work Act 1974 and such other regulations as may be made by the Secretary of State for the Home Office.
- 3.2 The Council reserves the right to temporarily close to the public access to the cemetery or any part of the cemetery at any time without notice.
- 3.3 The Council reserves the right to exclude from the cemetery for such period as the Council determines any person offending against these regulations.
- 3.4 Children are permitted in the cemetery but should do so under the supervision of an adult.
- 3.5 Vehicle access, is only permitted with the prior approval of the Clerk, and is subject to the following conditions:
  - 3.5.1 Access is subject to day light hours
  - 3.5.2 Access is subject to absolute right of way to any funeral cortege.
  - 3.5.3 Any damaged caused within the Cemetery will be subject to repair at the vehicle owner's cost.
- 3.6 To the extent permitted by law no liability is accepted by the Council for loss or damage to a vehicle or its content, or injury to its drivers or passengers however arising.
- 3.7 Grounds maintenance operations such as grass cutting, will be carried out by the Council or its contractor, at a frequency determined by the Council and by weather conditions.
- 3.8 Funeral wreaths will generally be disposed of within 14 days after interment; however, they may be left longer depending upon how well the flowers have lasted.
- 3.9 The Council reserves the right to disconnect the water supply during the winter months to avoid the freezing and ultimate bursting of the pipes, or when the water storage unit is defective or the water supply provided is being abused.
- 3.10 The Council will not accept liability for damage to any grave space or memorial or injury to any person within a cemetery except where such damage is directly attributable to the negligence of the Council or their employees.
- 3.11 Funeral Directors are responsible for topping-up of subsidence of new graves for the first six months after a burial: the Council will be responsible for topping-up thereafter.

## LANGTON MATRAVERS PARISH COUNCIL



### 4 Fees

- 4.1 Fees for cemetery services will be determined by the Council annually and will take effect from 1 April each year.
- 4.2 Fees are payable in advance to the Council except in the case of Funeral Directors and Monument Masons, dealing continuously with the Council.
- 4.3 Burials arranged by a Funeral Director unknown to the Council may require payment of a Performance Sum, together with the full Fees in advance of the burial. Subject to satisfactory reinstatement of the grave and disposal of all surplus soil, the Performance Sum will be refunded.

### 5 Items within cemetery grounds

- 5.1 The Council reserves the right to remove from any grave space any item which has deteriorated or become unsightly and dispose of them in such manner as they deem fit, without notice to the grave owner. The Council is under no obligation to return said items and may dispose of them as determined. See Article 10(2)(a)(iv) of the LACO 1977.
- 5.2 Although care will be taken when excavating new graves, the Council does not accept any liability for loss or damage to items caused as result of such operations.
- 5.3 We respectfully request that all lawn areas are kept clear of tributes in order that maintenance can be undertaken unhindered, and that the width of the memorial border is not altered in any way.
- 5.4 The following items are allowed to be placed on graves:
  - 5.4.1 Provision may be made for one or two flower vases to be incorporated as an integral part of the memorial base.
  - 5.4.2 Natural flowers without plastic / paper wrapping laid directly on to the grave.
  - 5.4.3 Festive tributes, such as but not limited to Christmas & Easter Wreaths. These will be removed and disposed of within 14 days after the event; however, they may be left longer depending upon how well the flowers have lasted.
  - 5.4.5 We respectfully request that all tributes placed on any flat memorial does not encroach on to adjoining plots, and do not restrict access to adjacent memorial tablets or obstruct the maintenance of the area
- 5.5 The following items are NOT allowed and will be removed and disposed of.
  - 5.5.1 Free standing glass and /or pottery vases.
  - 5.5.2 Miscellaneous items such as non-fresh flower ornaments and non-fresh flowers.
  - 5.5.3 On Burial plots - Any items which exceed 30cm (12") height and 91.4cm (36") width (45.7cm in each direction from the centre of the Headstone) and which has not been formally approved on application to the cemetery officer.
  - 5.5.4 On Cremation Plots – Any item which exceed 30cm (12") height and 45cm (18") width (22.5cm in each direction from centre of the flat stone and which has not been formally approved on application to the cemetery officer.
  - 5.5.5 Any items which may be considered by the Burial Authority a Health and Safety hazard to cemetery users. This includes but not limited to glass objects; sharp spikes/pointed fencing/railings and tripping hazards.
  - 5.5.6 Any items which may disturb the peace and quiet of the cemetery for other users such as windmills and chimes.
  - 5.5.7 Trees, shrubs, or other permanent plants will be removed.
  - 5.5.8 Self-seeding perennial plants / flowers.
  - 5.5.9 The erection of any form of enclosure or low-level fencing around a memorial.
  - 5.5.10 General decorations, or mementoes e.g., trinkets, figurines, statues, photographs, and toys.

## LANGTON MATRAVERS PARISH COUNCIL



### 6 Offences within cemetery grounds

6.1 All persons shall conduct themselves in a decent, quiet and orderly manner and are reminded of the provisions of Articles 18(1) of The LACO 1977. These state that no person shall:

6.1.1 Wilfully create any disturbance in a cemetery

6.1.2 Commit any nuisance in a cemetery

6.1.3 Wilfully interfere with any burial taking place in a cemetery

6.1.4 Wilfully interfere with any grave, memorial or any flowers on any such grave

6.1.5 Play at any game or sport in a cemetery

Every person contravening any of the above provisions is liable on summary conviction (currently £1000, and in case of a continuing offence to a fine not exceeding £10 for each day during which the offence continues conviction thereof. See Article 18 of the LACO 1977

6.2 Any person who commits any offence within Cemetery grounds will incur liability, upon conviction, to applicable penalties under relevant burial, criminal, civil and byelaws. See LACO 1977

6.3 No burial shall take place and no monument or memorial shall be placed in the Cemetery without the prior consent of the Council. See Article 10 of the LACO 1977

### 7 Conduct within cemetery grounds

7.1 All persons entering the Cemetery will be subject to the 2023 Rules.

7.2 Commercial filming or taking of photographs for commercial reasons of any kind cannot be undertaken in the Cemetery without the prior consent of the Council.

7.3 Visitors to the cemetery shall not unreasonably interrupt Council employees at their duties or employ them to execute private works within the cemetery or extend to them any gratuity.

7.4 All enquiries, complaints and requests by members of the public must be made to the Clerk of the Council, and not to operatives in the Cemetery.

7.5 Dogs are permitted in the cemetery but must be kept on a lead and under proper control at all times. Dog owners are required to clear up any dog fouling immediately.

7.6 No person shall drop, throw or otherwise deposit and leave in the cemetery any wastepaper or refuse of any kind.

7.7 Cemetery users should take rubbish off site and dispose of it appropriately.

7.8 No person shall sell or offer or expose for sale any article, commodity or thing of any kind whatsoever or solicit orders from the same, within the cemetery.

7.9 All visitors must keep to the footpaths provided, except whilst visiting a grave.

7.10 All preparation of graves will be carried out by persons authorised by the Council.

7.11 The responsibility for providing sufficient bearers to carry the coffin from the hearse to the grave rests with the funeral director or person arranging the funeral. Any funeral director, including his/her staff and/or mourner who assist with the bearing or lowering of a coffin, does so at their own risk.

7.12 Council employees must not be approached or undertake any bearer duties, unless express approval from the Council is received.

7.13 A body brought into the Cemetery for interment shall be contained in a suitable coffin.

7.14 After interment, no body or cremated remains may be removed from any grave without the production of an ecclesiastical faculty and/or Home Office licence for exhumation. The Council will require the original documents for this purpose.

7.15 No person shall operate any sound reproducing equipment or play any musical instrument in the Cemetery without the prior consent of the Council.

7.16 Cremated remains shall not be scattered or buried in the Cemetery grounds unless prior approval has been given by the Council.



## LANGTON MATRAVERS PARISH COUNCIL



### **8 The Exclusive Right of Burial & to Place a Memorial Stone**

- 8.1 If a plot is purchased before the time of interment, on payment of the appropriate fee and completion of the relevant form(s) including the signature of the proposed owner, the right of burial is granted for a period of 99 years and the right to place a memorial stone for 99 years. Deeds shall be provided to the purchaser as proof of ownership. See Article 10(2) of the LACO 1977
- 8.2 The Exclusive Right of Burial entitles the deed holder to determine who is buried in the grave and whether a memorial can be erected on the grave (subject to approval and payment of relevant fees). See Article 10(1)(C) of the LACO 1977.
- 8.3 Where the deed of Exclusive Right of Burial is not available, the registered grave owner or executor shall indemnify the Council in writing against any future claim which may be brought against the Council for permitting the use of the grave. Article 10(3) of the LACO 1977
- 8.4 No grave in respect of which the Council has granted an Exclusive Right of Burial shall be opened without consent in writing of the grave owner, or an executor if the grave owner is to be buried.
- 8.5 The deed of Exclusive Right of Burial shall be produced to the Council whenever a grave is to be re-opened.
- 8.6 Where the period of grant of Exclusive Right of Burial has elapsed and no notification of an intention to renew has been received from the person who was granted the Exclusive Right of Burial or his/her successors, the Council may grant a renewed Right of Burial to any other person, but before doing so will where possible, attempt to notify the previous owner of the Right, or his/hers successor (if known) and give the option of renewal.
- 8.7 The owner of Exclusive Right of Burial is responsible of informing the Council of any change of address.
- 8.8 The owner of Exclusive Right of Burial may assign the Right of Burial to another person subject to the appropriate forms and administration fee.
- 8.9 Where no interment has taken place in the grave, the owner of the Right of Burial may surrender the same to the Council in return for a payment not exceeding the original purchase price. An administration fee is also payable to the Council, on such instances. No refund will be made where the Exclusive Right period has lapsed.
- 8.10 Interment within a reserved plot is subject to fees as published at time of interment, NOT at the time of reservation.
- 8.11 Full payment for interments will NOT be taken in advance.

### **9 Purchase of grave plot(s).**

- 9.1 It is recommended graves be purchased at the time of need.
- 9.2 All graves will be initially excavated to standard depths determined by the Council. The Council cannot be held responsible if, due to factors outside their control, the full number of interments in a grave cannot be achieved.
- 9.3 The allocation of grave spaces in all cases shall be at the discretion of the Council. New graves will be allocated strictly in order within each section of the Cemetery. Graves will not be available for selection in areas not currently active.
- 9.4 Plots are not guaranteed until payment has been made and the relevant paperwork completed.
- 9.5 In the case of a public grave, no individual owns the Exclusive Right of Burial. Therefore, no memorial, vase, cross, tablet, article or thing may be placed on the grave except for cut flowers.
- 9.6 Any change of address must be notified to the Council in order that up-to-date records are maintained and so that the Council is able to contact grave owners as and when required. No responsibility can be accepted for information which does not reach a grave owner if the Council has not been informed about a change of address

## LANGTON MATRAVERS PARISH COUNCIL



### 10 Interment

- 10.1 Notice of burial must be given to the Clerk as early as possible and, in any event, not less than five working days' notice excluding weekends and Bank Holidays must be given for any proposed burial.
- 10.2 All completed forms and relevant fees must be given at the time of booking no later than 10.00 a.m. five working days prior to interment. In the case of religious, ethnic and cultural groups, every effort will be made to meet the need for rapid arrangements for interment when requested, subject to available resources and appropriate legislation.
- 10.3 A certificate for disposal issued by the Registrar of Births and Deaths, or a Coroner's Order for Burial must be delivered to the Clerk no later than 48hrs before interment (excluding weekends and Bank Holiday). Failure to provide this document may result in delays or the cancellation of the funeral
  - 10.3.1 In the case of a stillborn child, the appropriate certificate under the Births and Deaths Registration Act 1953;
  - 10.3.2 In the case of a non-viable foetus the Medical Practitioner's or Midwives' certificate of delivery will be required;
  - 10.3.3 In the case of interment or a scattering of cremated remains, the cremation certificate issued by the Cremation Authority. The person arranging the interment shall be responsible for the attendance of a minister of religion, if desired, to officiate at the burial service and for the payment of any fee to which the minister is entitled.
- 10.4 A religious service may be used but all ceremonies are subject to the approval of the Council. Alternatively, the coffin may be committed without a service.
- 10.5 The maximum number of interments
  - 10.5.1 Within a cremation plot is two. (Ashes only)
  - 10.5.2 Within a burial plot is 5. (Two full burials and three sets of ashes.) Plot allowing.
- 10.6 Where a funeral is of a person who has died of an infectious disease, the Notice of Interment must contain a statement to this effect.
- 10.7 The location of each new burial plot will be allocated by the Council. Where a new burial plot is required (i.e. the burial will not be in an existing, purchased plot) all reasonably practicable efforts will be made to accommodate the last wishes of the deceased and the preferences of bereaved families. The final decision on the allocation and use of any new burial plot rests with the Council.
- 10.8 Every body brought into the cemetery for interment shall be contained in a suitable coffin /casket bearing a name plate establishing the identity of the body contained therein.
- 10.9 Traditional wooden coffins or ecologically friendly coffins only shall be used. No metal or plastic type coffins/cremated remains caskets will be allowed.
- 10.10 No body shall be buried in a grave in such a manner that any part of the coffin is less than 0.91 metres below the level of any ground adjoining the grave; provided that the Council may, where they consider the soil to be of suitable character, permit a coffin to be placed not less than 0.61 metres below the level of any ground adjoining the grave.
- 10.11 No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in the grave on a previous occasion by a layer of earth not less than 15 cm thick
- 10.12 No new brick graves or vaults will be allowed to be constructed
- 10.13 For second interments, all items should be removed from the grave by the family at least 48 hours prior to an interment. If the grave has not been cleared this may be carried out by cemetery staff. The council will not be responsible for any breakages and all items will be disposed of.
- 10.14 The Council may need to excavate a plot or grave for interment to take place, and boards may have to be placed over a nearby grave. It may be difficult to visit the grave for a short period. Please be assured that after the funeral the grave will be cleared, and the area left neat and tidy

## LANGTON MATRAVERS PARISH COUNCIL



### 11. Exhumation of remains

- 11.1 In the event of the need to exhume a body or cremated remains from a cemetery, an application must first be made in writing to the council.
- 11.2 The applicant must apply to the Ministry of Justice for an exhumation licence, or in the case of a grave on consecrated Church of England ground, a Diocesan Faculty must be obtained. The Exhumation process from the Diocese is a lengthy procedure and consent is given in exceptional circumstances only. Almost all of Crack Lane Cemetery is consecrated ground.
- 11.3 Exhumations will be contracted out to suitably qualified specialists and the full costs plus an administration fee will be passed to the applicant for payment.
- 11.4 The applicant will be responsible for organising a Funeral Director and carriage for the remains to be transported to the final resting place.
- 11.5 In the event of reburial appropriate fees will be applied.

### 12. Memorials

- 12.1 A temporary wooden cross not exceeding 90 cm in height above ground level by 60cm wide may be erected at the head of the grave for the first twelve months following an interment. This temporary memorial shall be removed by the Owner of Exclusive Right of Burial or Memorial Mason when a permanent memorial is erected and before the 12 months has elapsed. The Council reserves the right to remove and dispose of the cross, should it fall in disrepair or if it remains on site at the expiration of the permitted period.
- 12.2 A memorial may only be erected in accordance with the current rules and upon completion of all relevant forms and payment of the appropriate fees.
- 12.3 The Right to Erect a Memorial rests with the Exclusive Right of Burial deed holder, or their next of kin or executor and will last for the duration of the unexpired portion of the Grant of Exclusive Right of Burial.
- 12.4 The Council periodically inspects all memorials and if any are found to be in an unsafe condition, the Council will undertake any action required to make the memorial safe. A notice may be placed on the memorial and efforts made to contact the memorial owners in order that they can rectify any problems.
- 12.5 Memorial owners shall be responsible for the cost of repairing or re-instating memorials. The Council will endeavour to notify memorial owners of unsafe memorials but if not repaired or contact not made within two months of this action, the memorial may be removed by the Council.
- 12.6 The Council reserves the right to:
  - 12.6.1 Remove, without notice, any memorial and take any necessary precautions to safeguard the Council's employees or contractors when digging graves adjacent to any memorial.
  - 12.6.2 To re-fix, move, line-up or otherwise alter the position of any memorial in a cemetery as they may require.
  - 12.6.3 Remove any memorial, which has become, or is likely to become, dangerous or which is in a derelict or unsightly condition.
  - 12.6.4 Remove any memorial where the periods of Exclusive Right of Burial and Right to erect of Memorial have elapsed or when the Right to Erect a Memorial is deemed to be terminated.
  - 12.6.5 Remove any memorial or other item that is placed upon a grave in contravention of these regulations, without notice.
- 12.7 Where a necessary action has been taken regarding any unsafe memorials and the costs of repair or removal has been borne by the Council, such costs will be recovered from the owner of the memorial or subsequent claimant to the Exclusive Right of Burial, should they become known to the Council.

## LANGTON MATRAVERS PARISH COUNCIL



- 12.8 Application for the approval to place a new memorial in the Cemetery, alter or add to any inscription, or replace, add to or remove from the cemetery any memorial, must be submitted to the Council on the appropriate Memorial Application Form. Such notice must be submitted at least two weeks in advance of the proposed date of erection and be signed by the person applying for permission - this should be the deed holder. If the deed holder is deceased, the applicant must state their relationship to the deceased owner. If the owner is still alive, but not making the application, he/she must provide a letter confirming and authorising the application. Name, address and telephone number of the monument mason
- 12.9 Memorials should be fixed according to British Standards, which is supported by the current edition of the National Association of Memorial Masons Code of Working Practice, and erected by a mason with a current National Fixer Licence and Public Liability Insurance. A fixer licence must be from one of these organisations: The British Register of Accredited Memorial Masons (BRAMM) or The Register of Qualified Memorial Fixers (RQMF).
- 12.10 It is the responsibility of the Memorial Mason to ensure memorials are erected on the grave space, at the appropriate levels to the adjacent ground at the head of the grave in alignment with other memorials. All Memorial Masons shall carry out their work strictly under the direction of the Council and shall fill up and level the ground, remove all waste and unwanted material and make good any damage or injury whatsoever occasioned in the process of the work.
- 12.11 The removal and re-erection of a memorial to facilitate the re-opening of a grave or to level such grave shall be at the expense of the grave owner or their personal representative. Such work shall be undertaken by a Memorial Mason registered by the Council or masons who are members of the British Register of Accredited Memorial Masons and such memorial shall be replaced as soon as practical after the interment. An application to re-erect the memorial with an additional inscription shall be submitted to the Council.
- 12.12 No memorial work should be undertaken until Council approval is given. Any such approval is issued on the understanding that the work undertaken will fully comply with the details specified within the application form and the requirements of these regulations. The initials of the stonemason or the logo of the firm providing the monument shall be carved on the reverse side of all stone monuments.
- 12.13 Stone memorials over cremated remains may be slightly raised at the top end, to a maximum height of 4 inches to allow rainwater to run off, thus preventing deterioration of the inscription.
- 12.14 Unauthorized memorials shall be removed at the expense of the grave owner or their representative. The council reserves the right to claim costs for the removal, storage and transportation.
- 12.15 Any memorial erected in the Cemetery remains the property and responsibility of the grave owner or their personal representative and therefore, remains in the Cemetery at their sole risk. You are advised to take out suitable insurance for your memorial. All memorials must be kept in a good state of repair by the said owner or personal representative.
- 12.16 Memorials are placed at the owner's own risk. The Council is not responsible for loss or damage done to any grave space or memorial or injury to any person within the Cemetery, except where such damage is directly attributable to the negligence of the Council or their employees.
- 12.17 Headstone dimensions must not exceed:  
Maximum height 1067mm (3'6")  
Maximum width 914mm (3'0")  
Maximum depth 381mm (1'3")
- 12.18 Flat stone dimensions must not exceed:  
Maximum 457mm (18 inch) square
- 12.19 Only flat stone memorials will be allowed on Cremation plots.
- 12.20 No kerb stones, edgings, grave surrounds and landings are permitted

## LANGTON MATRAVERS PARISH COUNCIL



- 12.21 The name of the mason or his title may be carved on the back or side of the base of any memorial in letters no larger than 20mm.
  - 12.22 Inscriptions and artwork should be in black, grey or brown paint.
  - 12.23 Images and photographs will not be permitted as part of the memorial
  - 12.24 Funeral directors must arrange, where necessary, for memorials to be removed from the grave to allow graves to be reopened. The memorial shall subsequently be dealt with in accordance with the directions of the Council. Responsibility for any memorial removed in error will remain with the funeral director at whose expense the memorial will be reinstated.
  - 12.25 The installation or reinstatement of headstone memorials following an interment is not permitted for nine months.
  - 12.26 If there are any discrepancies between the memorial and the original application this will be notified in writing to the monumental mason and the grave owner. Any corrective or remedial works required must be completed to the Council's satisfaction within 28 days.
  - 12.27 Whenever a new memorial fails an inspection or fails to meet the criteria detailed in these rules and regulations, the Council will, in accordance with the circumstances of each individual memorial, take appropriate action to remove any health and safety risks. The Council reserves the right to charge an administrative fee to the monumental mason or the person to whose order the memorial works were carried out, to cover any costs incurred in this process, including remedial action(s), inspections (including any subsequent re-inspections) and all correspondence.
  - 12.28 The Council may refuse memorial applications from monumental masons who have repeatedly been responsible for memorials which have failed inspections or where, in the opinion of the Council, there is clear evidence of repeated poor workmanship.
13. **Maintenance and planting**
- 13.1 Grass cutting will be carried out by the Council at a frequency determined by weather conditions and by the Council.
  - 13.2 Full length planting will not be permitted on any grave and the Council reserves the right to alter any planted grave which does not conform to these regulations without notice and at the expense of the grave owner.
  - 13.3 Trees and shrubbery are not permitted in any individual grave plot and will be removed without notice to the grave owner. The Council is under no obligation to return said items and may dispose of them as determined.
  - 13.4 The Council reserves the right to remove any item placed on or near a grave without prior notice or right of appeal.
  - 13.5 No railings shall be erected around any grave space, whether iron, UPVC or other material.
  - 13.6 All materials and equipment shall be conveyed in the Cemetery in such a manner as to prevent damage to walkways, paths, existing memorials, turfed areas or plants and all soil and waste shall be removed in a like manner. Mats, boards or canvas should be used and the site should be left tidy, to the satisfaction of the Council.
  - 13.7 The Council may take over the maintenance of any grave / memorial where, in the opinion of the Council, the grave / memorial has not been suitably maintained. The Council will make reasonable efforts to contact the grave / memorial owner prior to carrying out works of this kind.

## LANGTON MATRAVERS PARISH COUNCIL



14. Regulation changes

The Council is empowered to alter or amend the aforementioned regulations at any time; to introduce further regulations as are considered necessary; to waive any of the regulations in exceptional circumstances or to impose temporary restrictions on any matters not specifically covered by these regulations.

Regulations made by the Secretary of State in exercise of the powers conferred by section 7 of the Cremation Act 1902 Appointed under regulation 31 of the 2008 Regulations

15. Bereavement Services.

All enquiries regarding the Cemetery should be directed in the first instance to: The Clerk, Langton Matravers Parish Council, 1A The High Street, Langton Matravers, Dorset BH19 3EU Email: [clerk@langtonmatravers-pc.gov.uk](mailto:clerk@langtonmatravers-pc.gov.uk), Tel: 01929 425100.

16. Acceptance of Rules and Regulations

Payment to Langton Matravers Parish Council of memorial or interment fees signifies acceptance of Rules and Regulations.

## Crack Lane Cemetery, Langton Matravers

Table of Fees, with effect from 1<sup>st</sup> April 2024



Langton Matravers Parish Council, as the Burial Authority for Crack Lane Cemetery have set fees and sums fixed and settled under S. 34 of the Burial Act 1852.

### Payment Structure

The fees, payments and sums set out below apply where the person to be interred, or in respect of whom the right of burial is granted, is, or immediately before death was, an inhabitant of the Parish of Langton Matravers (Resident).

In other cases (Non Resident) the fees, payments and sums will be doubled, except that those set out in Parts 1 and 3 will not be doubled in cases where the Exclusive Right of Burial in the grave in question was acquired at the single fee set out in Part 2. Single fees may be permitted in cases where a former resident of the parish has been admitted from the Parish of Langton Matravers into a Hospital or Nursing-Home, or into Care.

Part 1 – Interment in a grave	Residents	Non-residents
FULL BURIAL – The body of a still-born child or child under one month	Nil	Nil
FULL BURIAL – The body of a child aged one month - twelve years	£50	£100
FULL BURIAL - The body of a person age at the time of death exceeded twelve years	£350	£700
CREMATION - Cremated remains	£90	£180

Part 2 – Exclusive Right of Burial in earthen graves For a period of 99 years	Residents	Non-residents
FULL BURIAL - In an plot adjacent to a path	£390	£780
FULL BURIAL - In plot <u>not</u> adjacent to a path.	£360	£720
CREMATED REMAINS – N.B. Plots are not full burial plot size, and only a flat stone memorial can be placed.	£240	£480

Part 3 - Monuments	Residents	Non-residents
For an upright headstone	£120	£240
For a flat stone to be placed over cremation remains, which may also include a vase-holder	£60	£120
For all secondary or subsequent alterations to inscriptions on any monument	£30	£60

All fees to be paid to the Langton Matravers Parish Council via Bank Transfer, or cheque by prior arrangement.

Bank sort code 60-83-01 and account number 20477189 Name on Account Langton Matravers Parish Council

Please see: The Rules and Regulations of Crack Lane Cemetery, Corfe Langton Matravers. Please note, payment to Langton Matravers Parish Council of memorial or interment fees signifies acceptance of Rules and Regulations.

### Contact Details:

Michelle Harrington, Telephone 01929 425100 or email [clerk@langtonmatravers-pcl.gov.uk](mailto:clerk@langtonmatravers-pcl.gov.uk)

## LANGTON MATRAVERS PARISH COUNCIL GRAVE OWNERSHIP OR DEED TRANSFERRAL



### **Exclusive right of burial.**

When you buy a grave at Crack Lane Cemetery, Langton Matravers, what you are actually buying is the Exclusive Right of Burial for a specific period of 99 years, You are not buying the grave freehold: it is more like purchasing a lease. No burial may take place in the grave and no memorial may be placed on the grave without the written permission of the grave owner during the period of the Exclusive Rights. A fee is payable for the digging and preparation of a grave at the time of burial and a fee is also payable for the installation of a memorial. The Exclusive Rights must not exceed 99 years in total.

Ownership of the Exclusive Right of Burial is therefore a very important matter.

Ownership can be transferred either during the owner's lifetime or after their death. The procedure for transferring the ownership is detailed below. The Council's records contain the details of the registered grave owners. However, it is important that the grave owners keep safe their Deed of Grant. The Council issues this document when the grave is first purchased and should be produced for each burial. Possession of the Deed does not in its self-signify ownership of the Exclusive Rights.

### **Transfer of grave ownership.**

The grave owner can assign the Exclusive Rights of Burial, during their lifetime, to another individual on completion of an Assignment Form.

The owner can surrender the Exclusive Rights of Burial if the grave has not been used for burial, on completion of a Surrender Form. The surrender value being the original purchase price as specified on the Deed of Grant.

The procedure for establishing grave ownership when the original owner has died depends upon whether there is a will.

### **Deceased left a valid will.**

If the deceased grave owner has made a valid will and left an estate of sufficient value to require the Grant of Probate to executors, ownership of the grave can be transferred to the executor. The applicant must produce a sealed copy of the Grant of Probate and complete the Transfer-Grant of Probate Form. If the estate is not of sufficient value, ownership may be transferred to the executor named in the will by Statutory Declaration and the production of the will. It is then the executor's responsibility to identify the correct person for the transfer of ownership and assent the transfer by completing an assent form.



**Grant letters of administration have been obtained.**

If there is no will, or the will is not valid, and the estate is of sufficient value as to require a Grant of Letters of Administration, ownership of the grave can be transferred to the personal representative of the deceased. The applicant must produce a sealed copy of the Grant of Letters of Administration Form. It is then the applicant's responsibility to identify the correct person for transfer of ownership and assent the transfer by completing an Assent Form.

**Family disputes.**

Where a family dispute results in a stalemate and relevant consents are withheld, the ownership cannot be transferred. The various next of kin reaching an agreement between them, possibly through the agency of solicitors, can only resolve this.

**Deceased dies intestate.**

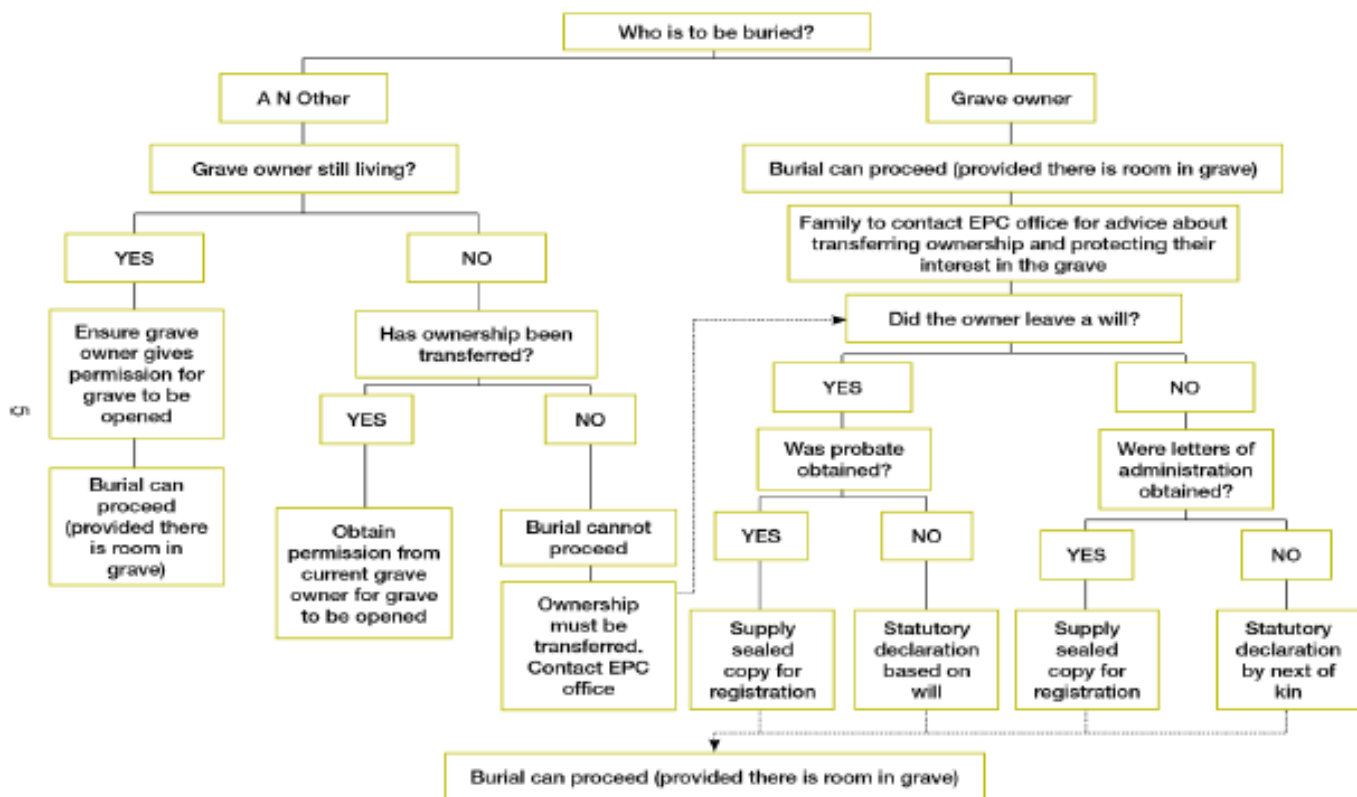
If there are no Executors or Letters of Administration have not been granted, the rules of intestacy apply as laid down in the Administration of Estate Act 1925. The applicant for transfer of ownership should complete a Statutory Declaration. Statutory Declarations are legal documents produced by this office and must be signed in the presence of a Magistrate or Commissioner for Oaths.

The Statutory Declaration should clearly set out the facts regarding the original purchase of the Exclusive Rights of Burial, the death of the registered owner, intestate or otherwise and the relationship of the applicant to the registered owner. The original Deed of Grant and a certified copy of the owner's death certificate should accompany the Declaration. Where the Deed has been lost, suitable wording should be incorporated within the declaration to the effect. It is essential that the written agreement of all the 3 next of kin of the deceased owner to the transfer of ownership should also be obtained and attached to the Declaration. The following are examples of many of the possible circumstances:

Deceased owner survived by	Application made by	Consents needed
Spouse	Spouse	None - Transferred to spouse
Spouse	Son or daughter	Transferred to spouse then can be assigned to Son/ Daughter
No spouse but four Children	Son	All other children - irrespective of legitimacy
No spouse or children but three brothers / sisters	Brother	Both other brother/sisters

A fee is payable to Langton Matravers Parish Council for the transfer of grave ownership. Please do not hesitate to contact the Clerk of Crack Lane Cemetery, if you require any further information or advice on how a transfer can be effected.

### Transfer of Grave Ownership



Langton Matravers Parish Council 1A High Street, Langton Matravers, Dorset BH19 3EU  
 Telephone 01929 425100, email Clerk@langtonmatravers-pc.gov.uk  
 website www. <http://langtonmatravers-pc.org>

## **Forms of transferring deeds ownership**

### **Form of Assignment**

Used by a living owner to transfer or change the ownership of the exclusive Rights of Burial i.e. to transfer to new owner or add an additional owner.

### **Grant of Probate**

Granted to the executor/s of a Last Will and Testament once a document has been proven in Court. To be legally acceptable we can only accept sight of a "SEALED" Grant; i.e. it must bear the embossed seal of the court.

### **Letters of Administration**

When a deceased person dies intestate then the next of kin can apply to the Courts to be made Administrator of the estate. An Administrator receives the same powers to administer the estate of the deceased as an executor.

### **Form of Assent**

Used to transfer ownership from an executor or administrator after ownership has been transferred into their name by production of Probate or Letters of Administration.

### **Statutory Declaration**

Used to transfer ownership from a deceased owner when no official documents have been issued. Declarations can be either based on a Will that did not go to probate, claiming ownership by the executor or by the Next of Kin if the deceased left no will.

### **Form of Renunciation**

Used together with a Statutory Declaration when grave is being claimed by more than one person i.e. the deceased may have three children and next of-kin, and one or more of those children wishes to give up their Rights to the ownership. NB Bracknell Forest Council wishes to advise that due to Administration Restrictions we only accept a max of TWO owners.

### **Certificates**

All certificates supplied with transfer applications must be originals or certified copies. (NB Birth certificates supplied for identification in a Deed Transfer must be a full birth certificate and not a short birth certificate.)

### **The National Archives**

You will need to know the full names, date and place of death. If this is not known, you can search the index of deaths from 1837 until the present day, at the National Archives at Kew, Richmond, Surrey TW9 4DU. Telephone 020 8876 3444 or you could visit their website <http://www.nationalarchives.gov.uk> for useful information. From 1984 you

Langton Matravers Parish Council 1A High Street, Langton Matravers, Dorset BH19 3EU  
Telephone 01929 425100, email [Clerk@langtonmatravers-pc.gov.uk](mailto:Clerk@langtonmatravers-pc.gov.uk)  
website [www. http://www.langtonmatravers-pc.org](http://www.langtonmatravers-pc.org)

search by a year and then alphabetically by surname. Prior to 1984 the search is by quarters of each year.

### **The Register Office**

If the death was within the last 18 months, you can ask for a copy death certificate from the Register Office for the area in which the death occurred.

You can get a copy certificate from 1836 to the present day from The General Register Office (G.R.O). Copy death certificates can also be ordered online

<http://www.gro.gov.uk/gro/content/certificates>. Further useful information can be found at [www.direct.gov.uk](http://www.direct.gov.uk)

### **The National Archives**

If you need to find out if a Will was made, you can search the index to all

Wills at the National Archives at Kew <http://www.nationalarchives.gov.uk> Their index is from 1858 to 1943 on microfiche. You could visit their website for help and information.

### **The Probate Service**

To get a copy of a Will, Grant of Probate or Letters of Administration, you can write to The York Probate Sub Registry, First Floor, Castle Chambers, Clifford Street, York YO1 9RG.

There is a small fee and any cheque should be made payable to HMCS.

A copy is usually provided within 21 days of your request. The full name of the deceased, date of death and last known address must be provided. You cannot request a copy of any Will, Grant of Probate or Letters of Administration by telephone.

You can also get a copy of any document in person by visiting First Avenue House, 42-49 High Holborn, London WC1V 6NP. The offices are open from Monday to Friday, from 10am until 4.30pm. Telephone 020 7947 6000/6939 or visit the Probate Service website. <http://www.hmcourts-service.gov.uk/> Please note that any document produced for a transfer of grave ownership should show the embossed area of the seal or be a certified copy of the original.

### **Fees**

The transfer of Grave Ownership is handled by the Clerk, and there is a fee payable. You can contact the Clerk on 01202 670105 to enquire about the current fee applicable.

Payments are made payable to Langton Matravers Parish Council.