

Parish Council of Langton Matravers

MINUTES OF THE PARISH COUNCIL MEETING OF LANGTON MATRAVERS PARISH COUNCIL HELD ON THURSDAY 8TH NOVEMBER 2023 IN THE VILLAGE HALL. THE MEETING COMMENCED AT 7.00PM

PRESENT:

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

IN ATTENDANCE:

4 Members of Public (MOP), Cllr **Brooks** (Dorset Council) & Michelle **Harrington** (Clerk)

ABSENT:

Mr T **Clarke** (National Trust)

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

1123-32. APOLOGIES FOR ABSENCE

Apologies have been received from Mr Clarke (National Trust) and accepted by all.

1123-33. DECLARATIONS OF INTEREST AND DISPENSATIONS RELATING TO ITEMS ON THE AGENDA

Cllr Loudoun declared an interest in item 1123-38a planning application P/FUL/2023/04287. No other declaration was made. NB this does not preclude any later declarations.

1123-34. NATIONAL TRUST REPORT

An report was emailed before the meeting.

1123-35. DORSET COUNCILLOR'S REPORT

Cllr Brooks submitted a written report before the meeting; plus gave a verbal Dorset wide update during the meeting.

Timpson Trust: It was stated this is now in the hands of the Corporate Director of Dorset Council and they will shortly be starting the legal process of forming a new trust and that this will be dealt with as a matter of priority.

Wessex Water & heavy quarry vehicles: It was noted Cllr Brooks will investigate and report back.

Action: Cllr Brooks to report back on the Wessex Water & heavy quarry vehicles situation.

1123-36. PUBLIC PARTICIPATION

The meeting was adjourned.

The following was raised:

1. A concern was raised about the planning application for 50 High Street, Langton Matravers BH19 3HB in that the application shows future works will take place on land they do not own, and is owned by a neighbour.
2. An enquiry was raised asking if the Parish Council know when Spyway Orchard will be finally completed, stating the pavement and highways do not join up and the levels are incorrect. It was also noted the dry stone boundary wall has not been completed.
3. Concerns were raised about the Malthouse site. The main concern is the stagnant standing water, which not only is believed to be a health and safety issue in general but has leaked into the School playground. It was noted that conversations had taken place with the builders and it would appear they are under the impression they do not need planning permission to turn what was semi detached buildings into detached buildings.

The meeting was reconvened.

1123-37. MATTERS ARISING FROM PUBLIC PARTICIPATION

Cllr Pearson agreed to contact the MOP raising the concern regarding the planning application P/HOU/2023/05272, and report back to Council.

Action: Cllr Pearson to meet with the MOP raising the concern regarding the planning application P/HOU/2023/05272, and report back to Council.

Cllr Vaughan-Arbuckle stated a meeting had previously taken place between Aster, Dorset Council Highways and himself were the issues raised had been discussed and promises made to rectify the matters. Cllr Vaughan-Arbuckle agreed to chase relevant parties and report back.

Sign:

Chairman: Cllr Knight

Date:

Page 1 of 5

Action: Cllr Vaughan-Arbuckle to chase Aster and Dorset Council Highways regarding pavements not joining, and incorrect pavement levels

Cllr Vaughan-Arbuckle stated after a recent conversation with a resident he wrote to the site manager and raised concern over the stagnant water dispersal and overall site development.

It was noted Cllr Vaughan-Arbuckle has received a response stating:

1. The water levels are a constant battle, water has been cleared on at least 4 occasions, that the water is pumped away through existing site drainage, but due to the time of year this issue is providing difficulty to control.

2. Unfortunately works are being constantly delayed for various reasons and therefore no commitments can be given as to when works may commence.

Action: Cllr Brooks agreed to take this matter in hand and contact the relevant people, and report back.

Action: Clerk to write to Dorset Council Drainage to raise concern.

1123-38. PLANNING MATTERS

Cllr Loudoun left the meeting to enable the discussion on Little Acorns.

1123-38a Application No: P/FUL/2023/04287
Location: Little Acorns Valley Road Harmans Cross BH19 3DZ
Proposal: Erection of 1no. dwelling
Comment: No Objection – agreed by all.

Cllr Loudoun returned to the meeting.

1123-38b Application No: P/HOU/2023/05272
Location: 50 High Street Langton Matravers Swanage BH19 3HB
Proposal: Rearwards extension to stair enclosure to form a lobby on the means of escape from the property.
Comment: It was agreed the Clerk would ask for an extension given the concerns brought to the Parish Council's attention. In order to allow for the Parish Council to investigate before agreeing their approved comment.

It was noted due to the planning system, someone is able to apply for planning permission on someone else's land. Advice was given that the MOP should seek advice from the Citizens Advice, as if planning permission is granted then this issue becomes a Civil matter, for the planning authority not the parish council.

ACTION: Clerk to submit planning decisions to Dorset Council.

1123-39. MINUTES FROM PREVIOUS MEETING

The minutes from the full council meeting held on Thursday 12th October 2023 were approved and signed as a correct record of the meeting.

1123-40. MATTERS ARISING FROM THE PREVIOUS MINUTES (NOT COVERED ELSEWHERE ON THE AGENDA).

It was noted the Clerk has written to Purbeck PAT Testing to thank them for their service.

It was noted Cllr Vaughan-Arbuckle & Cllr Loudoun were not in a position to meet with Peter Andrews to set up their gov.uk accounts and this matter was closed.

It was noted the Clerk had received an invoice for work within the Playpark area, however the Clerk was not able to confirm if the vegetation had been cut back or cut down. Cllr Christie agreed to investigate and report back.

Action: Cllr Christie to confirm if all vegetation had been cut back or cut down from the internal area of the play park.

1123-41. CLERK'S REPORT

1123-41a Correspondence.

It was noted correspondence had been received after the publication of the agenda, requesting the Parish Council supply a green bin to enable a resident to maintain the area around the bus shelter by Steppes.

Action: Cllr Christie will talk to correspondent and suggest the cuttings are bagged and left by the Parish Office of them to dispose of.

Sign:

Date:

Chairman: Cllr Knight

Page 2 of 5

1123-41b Budget for 2024-25
Councillors were invited before the budget is discussed next month to send the Clerk an email if there is a specific new project they would like to see included in the budget for next year.
Action: Councillors to contact the Clerk with any suggested new project they would like to see recommended alongside the budget for 2024-25.

Cllr Knight submitted a report before the meeting detailing the current Earmarked Reserve levels:
Allotments (Fence repairs) £2,000.00
Cemetery (New) (Preparation of new burial ground) £12,428.00
Cemetery (Close) (Memorial repairs – Restricted) £572..00
Highways Signage (20mph) £ 2,000.00
Highways Street Lighting £1,000.00
Parish Office (Refurbishment) £4,000.00
Play Park (Equipment replacement) £14,333.00
Parish Office / Toilet Block (Structural improvements) £5,000.00
Training (Clerk’s Level 4) £1,000.00

This was agreed to adopt the above reserves for setting up in Scribe.

Action: Clerk to set up Scribe accordingly.

1123-41c Office Phone Line
A report was submitted before the meeting, with a recommendation to change Phone line and Broadband suppliers, to BT with a possible saving of £12.32 per month.

Proposed Cllr Knight Seconded Cllr Christie

RESOLVED: To change phone and broadband suppliers to BT.

ACTION: Clerk to contact BT to set up switch for phone line and broadband provision.

1123-41d Cloud Next Sub Users and Website
A report was submitted before the meeting, with the following recommendations
1. To authorise Cllr P Christie and Cllr P Golob as sub users on the Cloud Next account.
2. To leave the current site and develop a new look site on the gov.uk domain. Go live when ready and at that point close the old site down.

Proposed Cllr Knight Seconded Cllr Christie

RESOLVED: To set up Cllr Christie and Cllr Golob as sub users on the Cloud Next account. To leave the current .org website running, and to develop a new website on the gov.uk domain.

Action: Clerk to set up Cllr Christie and Cllr Golob as sub users on the Cloud Next account.

Action: Clerk to develop a new website on the gov.uk domain.

1123-41e Action Log
An action log was submitted before the meeting, this was noted.

1123-42. FINANCE MATTERS

A report detailing the monthly expenditure was submitted before the meeting, this was noted. The expenditure of £3,994.55 was agreed, and the income of £240.00 noted.

It was stated the National Pay award details had been released and that this award should be backdated to April 2023. This was agreed by all.

It was agreed Cllr Knight would work out the amounts owned to both the current and past Clerk.

ACTION: Clerk to process payments.

1123-43. NATIONAL TRUST – ACTIVITY PROVIDERS MEETING

A verbal report was given by Cllr Christie regarding the National Trust - Activity provider meeting held Tuesday 7th November 2023. Noting the main points:

1. Code on Conduct

LMPC last month agree to request a change in the Code of Conduct around Henbury Head and bird nesting season. The suggested change was accepted and agreed as recommended by LMPC

It was noted the activity providers also have a document “Booking Terms” (copy not previously seen my LMPC). Within this document very similar wording for Henbury Head is already in place.

Sign:

Date:

Chairman: Cllr Knight

Page 3 of 5

2. Scale of operations. Activity providers stated this year day to day visitor numbers were not as predicted due to appalling weather in July. It was noted between the activity providers they employ approximately 53 full time employees then another 122 seasonal employees at height of summer. No activity provider were actively seeking to increase usual visitor numbers.
3. Activity providers offer to come and give LMPC a talk on their procedures and practices.
4. Isle of Purbeck Landscape Recovery - The National Trust have approach DEFRA and bid for 2 years of developmental funding. This will see the administrative development of the Isle of Purbeck Landscape Recovery project. After the administrative development more funding will need to be gained to put the project into motion.
5. Signage – During the meeting the level of signage was discussed. It was noted the signage “no phone coverage in the area” seems to have had an impact in lessening the risks taken by visitors.
6. Transport / parking of coaches. LMPC views were firmly raised. Activity providers stated their practice is to call the coach driver when they are ready to be collected so that they can then make their way to the pick-up location, rather than already be waiting. They accepted from time to time this system does not always work, but this is infrequent and usually due to a new driver. It was agreed coaches in Spyways was not the best location and the possibility of a new car park elsewhere was raised.
7. Cllr Christie was invited to take part in a site visit with the National Trust and a representative of the British Mountaineering Council, looking at activity provider sites. It was agreed Cllr Christie should attend the BMC & NT site visit.

It was agreed the Clerk would invite the National Trust and Activities providers to give a presentation to the Parish Council on their practices and procedures before the January 2024 meeting.

Action: Clerk to contact Tom Clarke an relevant Activity providers to invite them to give a short presentation before the January meeting on their practices and procedures when taking session in the local area.

1123-44.

CHAIRMAN’S ANNOUNCEMENTS.

A verbal report was given by Cllr Knight, noting the main points:

1. Cllr Knight stated he has not yet decided if he will stand for election as a Parish Councillor in May 2024. Either way if Cllr Knight does choose to stand and is elected, he will not continue as a Councillor beyond the Council year 2026-2027. Cllr Knight stated if he does seek re-election in May 2024
2. , although he has enjoyed the role of Parish Council Chairman, he will no longer put himself forward for the role of Chairman at the next Annual Parish Council Meeting.
3. Cllr Knight stated in general conversation with fellow Councillors, one Councillor has stated they will not be standing for re-election in May 2024, plus that there are three other Councillors who are also considering not standing. Councillors were asked to liaise within their networks to encourage people to becoming a Councillor.

Cllr Pearson, Cllr Sutton, Cllr Knight and the Clerk will work on putting a plan in place to discuss at the December meeting, for implementation in January, regarding how we may seek to encourage people to stand as Parish Councillors.

Action: Clerk to research what resources are available through NALC & DPATC to encourage people to stand as Parish Councillors.

Action: Cllr Pearson, Cllr Sutton, Cllr Knight and the Clerk to meet to discuss a draft plan.

Leaflet drop before the meeting. NALC resources. DAPTC resources on how to get Councillors.

4. Community Governance training. Cllr Knight gave a verbal report on a request received from the Clerk supported by Staff Employment, Discipline and Complaints Committee requesting financial support to undertake Community Governance Level 4 training, at a cost of £2,100 to LMPC over two years. Noting the cost of the course is in excess of £6,000 but is being shared between the three Parish Councils the Clerk works for. It was noted the Clerk has stated she will pay travel, and accommodation costs, purchase resources required and will study in her own time. The Clerk has also suggested a level of refund to LMPC should she level employment with LMPC.

It was agreed by all to support the Clerk financially, but paying 1/3 of the course fees, split over two years.

Proposed Cllr Knight

Seconded Cllr Christie

RESOLVED: To support the Clerk financially to enable her to study for a Community Governance Level 4 qualification.

Sign:

Date:

Chairman: Cllr Knight

Page 4 of 5

VICE CHAIRMAN ANNOUNCEMENTS

DAPTC PAC update.

A verbal update was given after Cllr Christie and Cllr Pearson attended the DAPTC AGM.

It was noted to date the Parish Council had not received any documentation from DAPTC with regards to DAPTC transition from a constituted membership body to a company limited by guarantee.

It was agreed Cllr Knight and the Clerk will attend the DAPTC AGM and request a copy of the associated articles relating to the transition.

1123-45. 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 sent thanks to Cllr Pearson for dealing with the pavement issue outside her property.

It was agreed Cllr Vaughan-Arbuckle will invite Glenn Hannam to meet to discuss in general the local issues Langton Matravers Parish Council face with regards to Highways and Pavements

Thanks were given to Cllr Vaughan-Arbuckle and all Councillors who hand delivered the 20mph leaflet.

Cllr Vaughan-Arbuckle requested he put a personal note of thanks on the website once official numbers have been received after the 20mph TRO, thanking everyone who took them time and showed their interest by registering their comment.

Action: Cllr Vaughan-Arbuckle to write a note of thanks for the Clerk to publish on the website.

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

Cemetery Rules and Regulations and possible new forms.

Thanks were given to the Clerk for producing the documentation. It was agreed by all to accept the amended documentation as proposed.

Action: Clerk to amend the new cemetery documents as proposed and implement.

Cemetery Fees – It was agreed by all to adopted the proposed new rates with effect from 1st Jan 2024.

Action: Clerk to carry out a detailed studying into neighbouring parish cemetery fees. Agreed by all.

Delegated powers: It was agreed by all to approve delegated powers to discharge responsibilities within cemetery matters to the Clerk.

Allotment Fees.

Thanks were given to Cllr Pearson for providing the detailed information on fee options.

It was agreed by all to set the allotment 2025 fees to £55 for a full plot + water rates, and £27.50 for a half plot + water rates. Noting the water rates will be the amount of water used and charged during the 2024 period.

It was noted the water rates for 2024 stand at £7.68 per half plot and £15.36 per full plot. The allotment holder invoices for 2024 will be issued shortly.

- e. Parish infrastructure (including street lighting, toilets, bus shelter, parish office and utilities)
Cllr Pearson noted the street Light outside the Village Hall is not working an despite reporting this and having receive promises regarding when the light will be fixed, nothing has been done.

Action: Cllr Christie to inform the Clerk of a contact within Dorset Council who may be able to intervene.

- f. Quarries / Agriculture - Nothing to report
- g. Community & Communications (including surgery, school liaison & grant application)
Nothing to report
- h. Environment and Tourism - Nothing to report
- i. Emergency Planning. - Nothing to report

Cllr Vaughan-Arbuckle formally requested approval to send Stan Bonfield a note of thanks for covering the cost of the stone for the Three Norths plaque. This was agreed by all.

Action: Cllr Vaughan-Arbuckle to draft a note and send to the Clerk to officially forward.

1123-46. DATE OF NEXT MEETING

The next meeting: Date: Thursday 14th December 2023: Time: 19:00: Location: Langton Matravers Village Hall

Closed at 21.07

Sign:

Date:

Chairman: Cllr Knight

Page 5 of 5