

Parish Council of Langton Matravers

MINUTES OF THE PARISH COUNCIL MEETING OF LANGTON MATRAVERS PARISH COUNCIL HELD ON THURSDAY 16TH MAY 2024 IN THE VILLAGE HALL. THE MEETING COMMENCED AT 7.00PM

PRESENT:

Cllr **Christie**, Cllr **Golob**, Cllr **Knight**, Cllr **Kwantes**, Cllr **Pearson**, & Cllr **Sutton**.

IN ATTENDANCE:

7 Members of Public. Michelle **Harrington** (Clerk)

ABSENT:

Mr **Clarke** (National Trust)

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

0524-1. ELECTION OF CHAIRMAN AND RECEIPT OF CHAIRMAN DECLARATION OF ACCEPTANCE OF OFFICE

RESOLVE: Cllr Christie was elected as Langton Matravers Parish Council Chairman

Cllr Christie signed the Chairman Acceptance of Office

0524-2. ELECTION OF VICE CHAIRMAN AND RECEIPT OF VICE CHAIRMAN DECLARATION OF ACCEPTANCE OF OFFICE

RESOLVE: Cllr Pearson was elected as Langton Matravers Parish Council Vice Chairman

Cllr Pearson signed the Vice-Chairman Acceptance of Office

0524-3. APOLOGIES FOR ABSENCE

Cllr Wilson sent his sincerest apologies that he was unable to attend the Council Meeting due to a clash with the first meeting of the new Dorset Council.

0524-4. DECLARATIONS OF INTEREST AND DISPENSATIONS RELATING TO ITEMS ON THE AGENDA

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

0524-5. COUNCIL STRUCTURE

A list of the previous members elected to committees / groups and other bodies was presented before the meeting. After a discussed the following was agreed:

a.

Working groups, Lead Councillors, Portfolio Holders

	Portfolio Holder	Lead Councillor
Ways & Means	Cllr William Knight	Cllr Peter Golob
Planning & Housing	Cllr Peter Golob	Cllr Maggie Sutton
Highways & Transport	+1	Cllr Pete Christie
Parish Amenities	Cllr Daryle Pearson	Cllr Pete Christie
Parish infrastructure	Cllr Pete Christie	Cllr William Knight
Quarries / Agriculture	Cllr Pete Christie	+1
Community & Communications	Cllr Maggie Sutton	Cllr Daryle Pearson
Environment & Tourism	Cllr Pete Christie	Cllr Sutton
Emergency Planning.	Cllr Daryle Pearson	+1

It was noted that Mr. Paul Loudoun agreed to assist Cllr. Chrisie as an advisor on matters related to quarries / agriculture and environment / tourism. It was noted that Mr. Loudoun has no voting rights or authority within the Parish Council.

It was noted that Mr. Ian Vaughan Arbuckle agreed to assist Cllr. Pearson as an advisor on matters related to Emergency Planning. It was noted that Mr. Vaughan Arbuckle has no voting rights or authority within the Parish Council.

Liaison Officer

Allotment	Cllr Christie & Cllr Pearson
Tree & Hedgerow	Cllr Christie & Mr Loudoun
Rights of Way	+1
Village Hall Management Committee	Cllr Pearson

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Committee

Staff Appeals Committee
SEDAC

Cllr Golob, Cllr Kwantes & Cllr Sutton
Cllr Christie, Cllr Knight & Cllr Pearson

Working Party

Cemetery (New extension)
Emergency Planning
Governance
Planning
Playground - Monthly Inspection

Cllr Pearson, Mr Loudoun & Clerk
Cllr Pearson & Mr Vaughan-Arbuckle
Cllr Christie, Cllr Golob, Cllr Knight, Cllr Pearson & Clerk
All Councillors
Cllr Christie & Clerk

Representatives on other bodies (Note representatives do not have to be Cllr's)

Dorset Association for Parish & Town Council
SE Parish
Timson Trust

Cllr Person & Cllr Sutton
Chairman & Clerk
Chairman, Cllr Knight, +1 (need not be Councillors)

ACTION: Clerk to update the website with Working groups, Lead Councillors, Portfolio Holders

b. **General Power of Competence**

RESOLVED: Langton Matravers Parish Council meet the criteria for General Power of Competence. Noting 6 out of a possible 9 seats have been filled via election, and the Clerk is CILCA qualified.

c. **Time and place of ordinary Council meetings**

RESOLVED: Full monthly Parish Council meetings will be held on the second Thursday of each month from 7pm in the Village Hall until May 2025.

ACTION: Clerk to book the Village Hall.

d. **Review Clerk's delegated powers**

RESOLVED: The Clerks delegated powers are defined within the job description and financial regulations. The Clerk has delegation power to the value of £500.00, however if there is a significant health and safety situation the limit is increased to £1000 in conjunction with the Chairman.

e. **Bank Signatories**

RESOLVED: Cllr Christie, Cllr Golob, Cllr Knight & Cllr Pearson will continue to be signatories

f. **Standing Orders & Financial regulations**

RESOLVED: To postponed Standing Orders & Financial regulations approval until June 2024.

ACTION: Clerk to add Standing Order and Financial regulations to the June 2024 meeting.

g. **Risk Assessments & Policies**

RESOLVED: To postpone Risk Assessments & Policies approval until June 2024

ACTION: Clerk to add Risk Assessments & Policies to the June meeting.

0524-6. NATIONAL TRUST REPORT

Mr Clarke gave a verbal update on the NT failed land recovery application, plus noted the NT had held the annual activity providers landscape meeting, this was noted.

0524-7. DORSET COUNCILLOR'S REPORT

No report was received. Noting Cllr Wilson had only been in post just over one week.

0524-8. PUBLIC PARTICIPATION

The meeting was adjourned.

a. 1 Member of public (MOP) wished to raise awareness about the recent refused beech tree application by the school. They requesting the Parish Council consider supporting the next application, based on the concerns raised on the impact on the pre-school. Noting the children have not been able to use the playground since February.

b. A MOP wished to raise three points:

1. Awareness on the lack of communication regarding the bus service from both Dorset Council and Morebus.

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2. Requested a new waste bin by the bus shelter.
 3. The pavement outside the old cemetery and other areas around the parish are in poor repair. Some repairs were made with tarmac instead of stone, and weeds are rampant, making the area look neglected.
- c. A MOP wished to echo previous comments regarding the pavements, plus request on what ground / level of authority Mr Loudoun and Mr Vaughan-Arbuckle hold within the Council.
- d. A MOP wished to state the following:
1. To give an update on the 20mph project noting the Clerk should receive correspondence from Dorset council shortly in regard to the position of the new signage.
 2. That DC policy is to investigate pavement issues raised, and if there is sufficient evidence of the pavement being unsafe or a trip hazard they will make a temporary repair using tarmac. If they believe the risk level is at an acceptable level they will leave it, until they are able to repair with stone. Noting the access to stone is limited and costly.
 3. The Speed Watch Team on their last roadside session, which was held in the new location by the old cemetery monitored 119 vehicles in one hour starting at 11am. It was noted currently there are 6 volunteers, but that it was necessary to try to recruit more volunteers.
- e. A MOP asked that the noticeboard internal notices be tidied up.

The meeting was reconvened.

0524-9. MATTERS ARISING FROM PUBLIC PARTICIPATION

- a. Beech Tree Application – **RESOLVED**: To hold an Extra Ordinary meeting to discuss a new application as and when it is received, if required.
- ACTION**: Clerk to forward treeworks application to Councillors, and discuss with Council Chairman the need for an Extra Ordinary meeting.
- b1. Communication from Morebux / Dorset Council. **RESOLVED**: Clerk to write to Cllr Ben Wilson (DC South-East Purbeck Ward Councillor) to request a shuttle bus from Swanage, servicing Langton Matravers, Worth Matravers, Kingston and return, be provided as standard, when works by any contractor including Dorset council close the B3069.
- ACTION**: Clerk to write to Dorset Council and Morebus, highlighting the need for a regular bus service, including during short term road works.
- b2. Waste bin – **RESOLVE** to add item to the June 2024 agenda for further discussion.
- ACTION**: Clerk to add Waste Bin replacement to June 2024 agenda.
- b3. Pavement – **RESOLVE** to add item to the June 2024 agenda for further discussion. To invite Cllr Ben Wilson and Dorset Council Highways Improvement Laura Russ for a walkabout the village, to look at pavements.
- ACTION**: Clerk to add “State of Pavement” to the June 2024 agenda.
- ACTION**: Clerk to invite Cllr Ben Wilson and Dorset Council Highways Improvement Laura Russ for a walkabout the village, to look at pavements.
- c. See minute reference 0524-5a for clarification.
- d1. 20mph – Noted
- d2. Pavements – See minute reference 0524-9 b3
- d3. Speed Watch – Clerk to create a poster advertising the need for more volunteers.
- ACTION**: Clerk to create a recruitment poster for Speed Watch volunteers.
- e. Noticeboards
- ACTION**: Clerk to tidy the noticeboards

0524-10. VILLAGE SHOP WORKING PARTY UPDATE

Cllr Golob gave a verbal update, this was noted.

Thanks were given to Cllr Golob, and the working party for all their work to date on this project.

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Date:

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0524-11. PLANNING MATTERS

a1 Application No: P/FUL/2024/02124
Location: Poppies Team Room Langton Matravers BH19 3EU
Proposal: Retain animal shelter
Comment: No objection as it is in keeping with locality.

ACTION: Clerk to submit planning decisions to Dorset Council.

0524-12. MINUTES FROM PREVIOUS MEETING

The minutes from the full council meeting held on Thursday 11th April 2024 were amended as follows then approved and signed as a correct record of the meeting.

“0424-130 d Out of the four empty allotment plots 2 have now been filled.”

0524-13. MATTERS ARISING FROM THE PREVIOUS MINUTES (NOT COVERED ELSEWHERE ON THE AGENDA).

- a Rhine Paving: **RESOLVE:** Postpone to future agenda after Cllr Ben Wilson & Laura Russ walkabout
- b Grit Bins: Cllr Christie, has identified 3 grit bn locations, but will speak to Mr Paul Loudoun to try to identify the location of the remaining two. Cllr Christie will update Council accordingly.
- c Priest Way Leaflet: It was noted Perenco, The National Trust, Land and Wave & Cumulus have all agreed to contribute £100 each to the cost of the new leaflet design and print. I was noted Worth Matravers have also agreed to contribute to the leaflet, amount to be agreed.

0524-14. CLERK'S REPORT

- a Correspondence.
- a1 It was noted Councillors had received a letter from a MOP regarding flooding within the Parish. This was noted.
- b New SID location traffic survey report.
A copy of the Dorset Council SID survey carried out for a possible new SID location was submitted before the meeting, this was noted.
- c Land Registry.
A statement was submitted before the meeting, regarding the legal requirement to register land under lease for longer than 7 years with the Land Registry Office.
RESOLVED: Clerk to talk to NALC & SLCC to see if they offer professional help with this subject.
ACTION: Clerk to contact NALC and SLCC to see if they offer professional help with this land registry.
- d Parish Matters
No urgent parish matter was raised for noting.

0524-15. FINANCE MATTERS

- a Bank Balances
- A report was submitted before the meeting detailing the bank balances as of 30th April 2024 this was noted.
- | | |
|----------------|---------------------------------------|
| Unity 20477192 | £1,051.16 |
| Unity 20477189 | £28,128.55 |
| Lloyds | £68,661.61 – as of 28th February 2024 |
| Total | £97,41.32 |
- b Monthly expenditure & Income
A report was submitted before the meeting detailing the monthly expenditure and income for February 2024.
- The expenditure of £4,925.66 was agreed, and the income of £20,867.50 was noted. (A detailed list of the expenditure can be found at the end of the minutes). – Annex 1
- ACTION:** Clerk to process payments.
- c St Georges Pre- School Grant Application
A copy of a grant application form from St Georges Pre-School was submitted before the meeting.
RESOLVED: To reject the application as the Pre-school aims to join an Academy before the new academic year. Once they have settled, we will consider a new grant application for similar items.

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- d. Internal Auditors Report
 A copy of the Internal Auditors report was submitted before the meeting, this was discussed:
RESOLVED: The Clerk will continue to work through the Auditors recommendations. Cllr Knight was approved to check the bank statements back to the cashbook quarterly.
- e. The annual governance & accountability return 2023/24 part 3
 A copy of the Annual Governance & Accountability Return 2023/24 Part 3 was submitted before the meeting, this was discussed:
 1 Section 1 – Annual Governance Statement 2023/24
 Proposed Cllr Knight Seconded Cllr Pearson
RESOLVED – To approve the Chairman & Clerk to sign the AGAR Section 1 Annual Governance Statement 2023/24
- 2 Section 2 – Accounting Statements 2023/24
 Proposed Cllr Christie Seconded Cllr Pearson
RESOLVED – To approve the Chairman to sign the AGAR Section 2 Accounting Statements 2023/24
ACTION: Clerk to submit the complete / signed AGAR to the external auditors.
- 3 Year End Finance Summary
 A copy of the year end finance summary was submitted before the meeting, this was noted.
- 4 Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return
 A copy of the period of Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return was submitted before the meeting, with dates for inspection from 3rd June to 12th July 2024. this was noted
ACTION: Clerk to publish the Notice of Public Rights & Publication
- f. Annual financial matters
 1. Internal audit arrangements – **RESOLVED:** To continue with Do the Numbers.
2. Insurance arrangements – **RESOLVED:** To gain quotes as standard operating procedures when the policy is due for renewal.
3. Direct Debits (and standing orders)
 Proposed Cllr Knight Seconded Cllr Christie
RESOLVED: To continue with the current Direct Debit arrangements , plus to set up a Direct Debit for the electricity supply to the public toilets / office & highway lighting.
ACTION: Clerk to set up a DD for the public toilets / office & highway lighting electricity supply.
4. Review subscriptions
RESOLVED: To continue the annual subscriptions with Dorset Association of Parish and Town Council’s & the Society for Local Council Clerks.
- 0524-16. CHAIRMAN’S ANNOUNCEMENTS.**
 A verbal report was given by Cllr Christie, this was noted.
- 0524-17. 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 Nothing to report
 d. Parish Amenities (including Cemetery, allotments, playground and woodland trail)
 Cllr Pearson submitted a report before the meeting:
 Proposed Cllr Pearson Seconded Cllr Knight
RESOLVED: We inform Mark Haysom that Langton Matravers Parish Council accept the offer to clean the cemetery extension land of stone, down to a depth of 6 foot and to reinstate the ground level to its current level as required, under the Town and Country (general development) (England) Order 2015 part 12 . “ Permitted Development”

Sign:

Date:

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RESOLVE: Acknowledge there will be a cost to screening and the Clerk will authorise under delegated powers.

ACTION: Clerk to contact Mark Haysom to confirm acceptance of offer. Plus to discuss fencing requirements.

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 update on the Parish Assembly.

Proposed Cllr Pearson

Seconded Cllr Christie

RESOLVED: To purchase a banner advertising the assembly for display along the high street with a cost estimated between £50 - £100.,

ACTION: Clerk to design banner in conjunction with Cllr Sutton and Cllr Pearson.

h. Environment and Tourism - Nothing to report

i. Emergency Planning. Nothing to report

0524-18.

DATE OF NEXT MEETING

The next meeting:

Date: Thursday 13th June 2024

Location: Langton Matravers Village Hall

Time: 19:00

Closed at 21.41

Sign:

Chairman: Cllr Christie

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Annex 1

Date	Net	VAT	Total	Description	Supplier	Bank
16.05.2024	£72.59	£14.52	£87.11	Phone & Broadband	XLN	Unity Trust Bank
15.05.2024	£33.98	£0.00	£33.98	Water – Allotments	Water 2 Business	Unity Trust Bank
15.05.2024	£130.74	£0.00	£130.74	Water – Public Toilets	Water 2 Business	Unity Trust Bank
15.05.2024	£63.84	£3.19	£67.03	Electricity – Street Lights	SSE	Unity Trust Bank
15.05.2024	£21.75	£0.00	£21.75	Stationary	Corfe Castle Parish Council	Unity Trust Bank
15.05.2024	£16.66	£3.33	£19.99	Toilet Block - Supplies (Toilet Roll / Soap)	Ideal 365 Ltd	Unity Trust Bank
15.05.2024	£18.59	£3.72	£22.31	Toilet Block - Supplies (Toilet Roll / Soap)	Dodd Enterprises Ltd	Unity Trust Bank
07.05.2024	£29.92	£5.98	£35.90	Toilet Block - Supplies (Toilet Roll / Soap)	We Can Source It	Unity Trust Bank
08.05.2024	£487.50	£0.00	£487.50	Toilet Block - Cleaning	Linda McMorrow (Linda McMorrow)	Unity Trust Bank
15.05.2024	£2.80	£0.00	£2.80	Toilet Block - Supplies (Toilet Roll / Soap)	Co-op	Unity Trust Bank
07.05.2024	£72.59	£14.52	£87.11	Phone & Broadband	XLN Business Services	Unity Trust Bank
07.05.2024	£120.00	£24.00	£144.00	Domain Hosting	Mark Gracey GDPR	Unity Trust Bank
07.05.2024	£544.00	£108.80	£652.80	Grounds Maintenance	ITB Gardening and Tree Care Ltd	Unity Trust Bank
07.05.2024	£1,610.07	£0.00	£1,610.07	Salary	Michelle Harrington	Unity Trust Bank
07.05.2024	£711.08	£0.00	£711.08	National Insurance / Income Tax	HMRC	Unity Trust Bank
07.05.2024	£144.29	£0.00	£144.29	Pension	NEST	Unity Trust Bank
02.05.2024	£320.00	£0.00	£320.00	Audit	Do the Numbers Ltd	Unity Trust Bank
12.04.2024	£347.20	£0.00	£347.20	Annual Subscription	DAPTC - Dorset Association of Parish and Town Councils	Unity Trust Bank
	£4,747.60	£178.06	£4,925.66			

Sign:

Chairman: Cllr Christie

Date:

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