

Notice of the next Parish Council Meeting.

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

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

Parish Councillors,

You are hereby summoned to attend the following meeting:

Meeting ...	Parish Council
Time...	19:00hrs
Date...	Thursday 12 th December 2024
Place...	Langton Matravers Village Hall

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

Yours faithfully

M Harrington

Michelle Harrington Parish Clerk &
RFO

3rd December 2024

AGENDA

1224-114. APOLOGIES FOR ABSENCE

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

1224-115. 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).

1224-116. PREVIOUS MEETING MINUTES – APPENDIX

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

1224-117. DORSET COUNCILLOR'S REPORT

- To receive a report from the South East Purbeck Ward Member of Dorset Council.
- Parish flooding update.

1224-118. NATIONAL TRUST REPORT

To receive a report from the National Trust.

1224-119. PUBLIC PARTICIPATION

Questions from members of public.

1224-120. MATTERS ARISING FROM PUBLIC PARTICIPATION

To discuss any matter arising from the Public Participation agenda item¹.

1224-121. PLANNING AND LICENSING MATTERS

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.

- Application Number P/FUL/2024/06779. Location: Telecom Mast at Nine Barrow Down Knitson Farm Burnhams Lane Corfe Castle Wareham BH20 5JB; Description Addition of 1 radio antenna for community DAB radio on existing 15 meter lattice mast. Comment due 11th December 2024

1224-122. CLERKS REPORT - APPENDIX

A full copy of the action log is available at the end of this report. N.B. Any action log update completed, or expenditure after the agenda publication date may still be considered during the meeting. An updated copy of the action log and the parish expenditure can be requested from the Clerk.

To note or discuss and agree away forward on the following:

- a. Finance Update
 1. Bank balance. – To note.
 2. Monthly income and expenditure - To approve the monthly expenditure and note the income.
- b. Action Log Updates.
 1. To note any complete action not listed below.
 2. Disabled Toilet location signage
The Clerk has received a quote for £12 + VAT to have a sign matching the current toilet block signage to indicate the location of the disabled toilet.
 3. New Extension Crack Lane Cemetery.
 4. To note and discuss actions updated since agenda published date.
- c. Correspondence.
 1. Dorset Council Town and Parish Council - Climate and Nature Survey – **ANNEX**
To discuss is Langton Matravers Parish Council wish to respond to the Survey.
 2. To discuss any correspondence received after the agenda publication date.

1224-123. CHAIRMAN'S ANNOUNCEMENTS

To receive a report from the Council Chairman and or Vice Chairman.

1224-124. CO-OPTION

To receive an application for Councillor Co-option to Langton Matravers Parish Council.

1224-125. DORSET TOWN OF CULTURE 2026

To discuss the Swanage Town Council proposal and agree a way forward regarding the invitation for Langton Matravers Parish Council to join the bid as part of a Purbeck wide bid.

1224-126. FUNDING BID FOR DEVELOPING SUSTAINABLE TOURISM PLAN

To discuss the National Trust proposal and agree a way forward regarding the invitation for Langton Matravers Parish Council to join the bid as part of a Purbeck wide bid

1224-127. PARISH MATTERS

To note any urgent matter not listed on the agenda¹.

1224-128. PORTFOLIO HOLDER / LEAD COUNCILLOR REPORTS

To note and discuss 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).
- 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.

¹ N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 lj ch 119)

Parish Council of Langton Matravers

MINUTES OF THE PARISH COUNCIL MEETING OF LANGTON MATRAVERS PARISH COUNCIL HELD ON THURSDAY 10TH OCTOBER 2024 IN THE VILLAGE HALL. THE MEETING COMMENCED AT 7.00PM

PRESENT:

Cllr **Golob**, Cllr **Kwantes**, Cllr **Pearson** (Meeting Chairperson), Cllr **Sutton**., Cllr **Watson**

IN ATTENDANCE:

7 Members of Public. Cllr **Wilson** (Dorset Council), & Michelle **Harrington** (Clerk)

ABSENT:

Cllr **Christie** & Cllr **Knight**

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

1124-101. APOLOGIES FOR ABSENCE

Apologies have been received from Cllr Christie and Cllr Knight for personal reasons and accepted by all.

1124-102. DECLARATIONS OF INTEREST AND DISPENSATIONS RELATING TO ITEMS ON THE AGENDA

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

1124-103. DORSET COUNCILLOR'S REPORT

Cllr Wilson submitted a written report before the meeting highlighting:

Sandbanks Ferry: The Public Inquiry has been rescheduled to 21st January 2025 the location is to be confirmed.

Highways: Work continues to find a long term solution to pavement issues around the parish.

EV Charging – There is a push from Dorset Council to instal EV charging points in rural villages, and prioritising where off street parking is not available.

ACTION: Cllr Golob to investigate possible EV charging points and report back to Council.

Q: Cllr Wilson was asked if Dorset Council may look to re-visit the possibility of buying the old Care Home in Langton Matravers. Cllr Wilson will investigate and report back.

1124-104. NATIONAL TRUST REPORT

Mr Clarke sent apologise before the meeting, and noted the Activity providers annual meeting is likely to be held in January 2025.

1124-105. PUBLIC PARTICIPATION

The meeting was adjourned.

- a. One Member of public (MOP), Thanked the Parish Council for arranging for the footpath by the school to be clearance.
- b. One MOP, asked if any communication has been received regarding the unsuitable windows recently change in a property on the high street.
- c. One MOP, stated that there is no "Give Way" sign at Spyway Orchard Junction

The meeting was reconvened.

1124-106. MATTERS ARISING FROM PUBLIC PARTICIPATION

- a. Thanks were noted
- b. Information was noted by Cllr Wilson who will chase and report back.
- c. Information was noted by Cllr Wilson who will chase and report back.

1124-107. PLANNING MATTERS

- a1 Application Number P/CLP/2024/01505.
Location: 1 Spyway Mews, Durnford Drive, Langton Matravers
Description: The construction of a small, single storey garden room. Full dimensions for size of building W3.8m D 2.8M H 2.5m Appeal Reference APP/D1265/X/24/X3348051

RESOLVED: Langton Matravers Parish Council agreed not to comment

Sign:

Chairman: Cllr

Date:

Page 1 of 8

- 1124-108. **MINUTES FROM PREVIOUS MEETING**
 Proposed Cllr Maggie Seconded Cllr Golob
RESOLVED: The minutes from the full council meeting held on Thursday 10th October 2024 were approved and signed as a correct record of the meeting.
- 1124-109. **CLERKS REPORT**
- a. Action Log Updates.
 The Clerk submitted a report before the meeting detailing actions taken since the last meeting, this was discussed.
- ACTION:** Clerk to contact Katie Black and ask what service agreement is in place between Dorset Council and Langton Matravers Parish Council in regard to maintain stiles.
- b. Correspondence
1. DAPTC AGM motions.
 Proposed Cllr Pearson Seconded Cllr Kwantes
RESOLVED: Cllr Sutton will attend and vote on behalf of Langton Matravers Parish Council.
RESOLVED: Cllr Sutton to vote in favour of DAPTC transitioning to a Company Limited by Guarantee (CLG) and authorising the Executive Committee to register such CLG before April 2025, with a view to the assets and operations of DAPTC being transferred to the CLG with effect from 1 April 2025 or such later date as the Executive Committee may determine.
RESOLVED: To request a member from the Purbeck area sit on the new DAPTC Area committee.
RESOLVED: To authorise the Executive Committee to prepare a draft of the articles of association of the new CLG with a view to the finalised articles (following consultation) being formally approved by a further Extraordinary General Meeting (EGM) of DAPTC to be held in March 2025.
RESOLVED: To authorise the Executive Committee to appoint, from within its own members, the first, 'placeholder' Board of Directors of the CLG to enable this to be registered at Companies House in advance of 1 April 2025 to facilitate the transfer of DAPTC assets and operations to the CLG.
RESOLVED: To authorise the Executive Committee to appoint, from within its own members or by co-option, individuals to act as an interim CLG Board of Directors from April 2025 until the 2025 AGM in November, at which point such Directors will stand down and the full CLG Board will be elected.
2. Replacement slide
 To note ~~Lampset~~ have agreed to replace the play park slide, due to a defect. A verbal update was given stating the slide has now arrived with the installation company who have stated they hope to install within the next two weeks.
3. Asset of Community Value.
 To note the application for the Malthouse site has been refused.
ACTION: Clerk to speak to Dorset Council to ask what information was missing from the application which would enable this application to be approved.
4. Pavement outside St George's Church
 An email was received from a Dorset Council representative asking "given the safety implications of vehicles on the footway, would the PC support the introduction of parking restrictions here?"
RESOLVED / ACTION: Clerk to reply to DC representative stating Langton Matravers Parish Council extensively discussed the potentially severe impact that a reduction in parking may have on the village. It was noted that local businesses, including the Village Hall, the Church, and the pub, rely on available parking to stay open. The Parish Council request an investigation into the installation of higher kerbs and bollards. Additionally, for repairs to the stone pavement using suitable stones and a properly designed subbase that can withstand the weight and load of heavy vehicles, such as lorries or buses, when they are forced to mount the pavement.
5. Sustainable Swanage meeting attendance
RESOLVED: Cllr Sutton to attend the Sustainable Swanage River and Streams event on Tuesday 26th November from 7.30pm at the Swanage School to represent the views of Langton Matravers Parish Council.
- c. 2025 Annual Parish Meeting working group
RESOLVED: To appoint Cllr Pearson, Cllr Sutton, Cllr Watson & the Clerk to form the 2025 Annual Parish Meeting working group

- d. Standing Orders
Proposed Cllr Pearson
Seconded Cllr Kwantes
RESOLVED: Standing Order 3s to read "The duration of the Council meeting will be no longer than two hours excluding public participation time. If the Chairman feels that it is necessary for the meeting to continue after 2 hours, they will put a motion to continue which must be agreed by a minimum of half the members present."
RESOLVED: Standing Order 7 to replace the current order with: "a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
b. When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.
- e. Cemetery Wall
RESOLVED: Cllr Watson to speak to a local contact and request they send a quote to repair the wall to the Clerk. Cllr Pearson to pass the Clerk local stone wall contractors details for the clerk strive to obtain a quote and report back to Council.

1124-110. FINANCE MATTERS

- a. Bank Balances
A report was submitted before the meeting detailing the bank balances as of 31st October 2024 this was noted.
- | | |
|----------------|------------|
| Unity 20477192 | £70,338.05 |
| Unity 20477189 | £29,030.93 |
| Total | £99,368.98 |
- b. Monthly expenditure & Income
A report was submitted before the meeting detailing the monthly expenditure and income for October 2024.
- Proposed Cllr Pearson
Seconded Cllr Golob
RESOLVED: The expenditure of £3,656.08 was agreed, and the income of £100.00 was noted. (See Appendix A for a detailed list of expenditure and income.
ACTION: Clerk to process payments.
- c. Draft 2025-26 Budget.
A Statement was submitted before the meeting, detailing expenditure and income from 1st April to 30th September inclusive; forecast expenditure and income for year end and a proposed budget for all cost centre.

RESOLVED: To approve the following ear marked reserve target levels and reasons for holding.

Reserves / Earmarked	Proposed Reserve Limit	Reason
ER2 - 20 mph Traffic Calming	2,000.00	Held for signage.
ER4 - Allotments	2,000.00	Fence and other general repairs
ER6 - Cemetery	13,000.00	Boundary wall, shed and general repairs
ER8 - Cemetery Donated Money	572.00	Bequeathed to Council for memorial works only
ER9 - Elections	3,000	Elections held ever <u>four</u> years, or local bi-elections.
ER10 - Emergency Planning	1,000.00	Initial reserve to aid creation of emergency plan and subsequent equipment requirements
ER12 - Highways	2,000.00	Repair and maintenance to street lighting and other general highways projects (pavements)
ER14 - Office Equipment	1,200.00	Replacement of office equipment as required
ER16 - Parish Office refurbishment	4,000.00	Refurbishment of Parish Office
ER18 - Playground Maintenance	40,000.00	Repair / replacement and maintenance of playpark
ER20 - Toilet / Office Block	5,000.00	Repairs and maintenance to Toilet block structure
ER22 - CIL	balance	Community Infrastructure Levy
ER24- Staff Cover	6,000.00	To cover unforeseen staffing cover requirement
Total - Ear Marked Reserves	79,772.00	

Sign:

Chairman: Cllr

Date:

Page 3 of 10

It was noted although there was detail within the report for proposed additions to reserve levels, approval will be sort in December after Dorset council has released the tax base figures. Noting the tax base is due to be released by December 6th.

Proposed Cllr Pearson

Seconded Cllr Golob

RESOLVED: Approved the cost centre budget for 2025-26 as presented with the understanding that Council may amend the figures once the final tax base figures have been released. (See Appendix B)

Proposed Cllr Sutton

Seconded Cllr Golob

RESOLVED: To approve membership to the following organisations: Dorset Association of Parish and Town Council (DAPTC), The Society Of Local Council Clerks (SLCC) & the Institute of Cemetery & Crematorium Management (ICCM).

RESOLVED: In line with National Guidelines, the clerk is to be paid a fixed rate of £10 per month, as a working at home allowance to cover costs such as electricity, within a portion of her home when working for LMPC.

RESOLVED: To add an Earmarked reserve for Elections with a target level of £3,000

RESOLVED: Clerk to investigate an annual bus shelter cleaning contract and report back to Council.

1124-111. MEETING CHAIRMAN'S ANNOUNCEMENTS.

A verbal report was given by Cllr Pearson, noting:

- a. The National Joint Council have agreed the annual pay scale increment for 2024-25. As per the Clerks contract this increase has been awarded.

1124-112. PARISH MATTERS

- a. Concern was raised in connection to the Old Rectory roof, noting there is signs of tiles slipping, plus there are plants growing out of the guttering and over the wall blocking the street lighting.

ACTION: Cllr Pearson to send the clerk full details and pictures

ACTION: Clerk to report to Dorset Council empty homes

- b. Concern was raised in connection with the village advertising board, noting the post is rotten and in danger of falling over.

ACTION: Clerk to investigate cost to repair / replace and report back to Council.

1124-113. 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) Nothing to report.
- e. Parish infrastructure (including street lighting, toilets, bus shelter, parish office and utilities – It was noted a report had been received from an allotment holder stating the South west post and supports have now completely rotted and is in need of urgent repair.

ACTION: Clerk to contact Paul Loudon to ask if he can look and assess as a matter of urgency.

- f. Quarries / Agriculture Nothing to report.

- g. Community & Communications (including surgery, school liaison & grant application)
Concern has been raised after the incident in the Swanage Care Home over carbon Monoxide poisoning.

It was noted the Fire brigade offer a free "Safe and Well Visit" where they come to residents home at a convenient time to see what they can do together with the homeowner to make the occupant safer.

This service can include the fitting of a free smoke alarm where required.

ACTION: Clerk to advertise the fire brigade service to install fire alarms in residents homes.

Concern was raised in connection with energy costs, given we are heading into winter.

ACTION: Clerk to add to the Dubber article information about the Citizen Advice energy saving advice service.

- h. Environment and Tourism – Nothing to report.

- i. Emergency Planning. Nothing to report.

DATE OF NEXT MEETING

The next meeting:

Date: Thursday 12th December 2024

Clerks Report

Appendix A

Expenditure

14.11.2024	£480.50	£0.00	£480.50	Toilet Block Cleaning	Linda McMorrow	Unity	ONLINE
14.11.2024	£408.01	£81.59	£489.60	Grass Cutting	ITB Gardening and Tree Care Ltd	Unity	ONLINE
14.11.2024	£85.96	£17.19	£103.15	Stationary	Viking Direct	Unity	ONLINE
14.11.2024	£9.00	£0.00	£9.00	Bank Fees	Lloyds Bank	Lloyds	ONLINE
31.10.2024	£5.40	£0.00	£5.40	Bank Fee	Unity Trust Bank	Unity	ONLINE
22.10.2024	£69.43	£3.47	£72.90	Electricity - Highways	SSE - Southern Electric	Unity	ONLINE
22.10.2024	£49.99	£10.00	£59.99	Microsoft Licence	Microsoft	Unity	ONLINE
07.11.2024	£1,020.62	£0.00	£1,020.62	Salary	Michelle Harrington	Unity	ONLINE
07.11.2024	£357.20	£0.00	£357.20	National Insurance / Income Tax	HMRC	Unity	ONLINE
07.11.2024	£74.61	£0.00	£74.61	Pension	NEST	Unity	ONLINE
05.11.2024	£19.19	£3.84	£23.03	Toilet Door Repair	Travis Perkins	Unity	ONLINE
05.11.2024	£59.97	£0.00	£59.97	Toilet Door Repair	Les Harriott	Unity	ONLINE
11.10.2024	£19.00	£0.00	£19.00	Clerks Conference	DAPTC	Unity	ONLINE
04.11.2024	£12.00	£0.00	£12.00	Village Hall Rent	Langton Matravers Village Hall	Unity	ONLINE
04.11.2024	£580.00	£116.00	£696.00	Grass Cutting	ITB Gardening and Tree Care Ltd	Unity	ONLINE
30.10.2024	£77.59	£15.52	£93.11	Phone & Broadband	XLN Business Services	Unity	DIRDEBIT
04.11.2024	£80.00	£0.00	£80.00	Grave Preparation	Tim Stockley	Unity	ONLINE
	3408.47	247.61	3656.08				

Income

Date	Net	VAT	Total	Description	Customer	Bank
25.10.2024	£100.00	£0.00	£100.00	Priest Way Leaflet	National Trust	Unity Trust Bank
	100.00	0	100.00			

Langton Matravers Parish Council
Summary of Receipts and Payments YTD, Forecast YE & Budget 25-26

All Cost Centres and Codes (Actual Between 01/04/2024 and 30/09/2024)

Administration		Receipts 24-25			Payments 24-25			Forecast 24-25		Budget 25-26	
Code	Title	Budgeted FY	Actual YTD	Variance	Budgeted FY	Actual YTD	Variance	Receipts FY	Payments FY	Receipts FY	Payments FY
1002	Expenses			0.00	250.00	117.90	132.10	0.00	235.80	0	245
1004	Furniture / fixing / fittings			0.00			0.00	0.00	0.00	0	0
1006	National Insurance Contributions			0.00	2,600.00	1,557.77	1,042.23	0.00	3,271.32	0	4,050
1008	Pension Contributions			0.00	950.00	386.81	563.19	0.00	915.50	0	952
1010	Salary			0.00	8,900.00	5,330.83	3,569.17	0.00	11,382.00	0	11,837
1012	Hardware Purchases			0.00		19.72	-19.72	0.00	39.44	0	0
1014	Inspections			0.00	55.00		55.00	0.00	0.00	0	55
1016	Membership Fees			0.00	150.00		150.00	0.00	150.00	0	156
1018	Rent			0.00	12.00	12.00	0.00	0.00	12.00	0	12
1020	Stationary / Postage / Copying / Printing			0.00	500.00	345.38	154.62	0.00	690.76	0	718
1022	T-phone/B-band/Domain & hosting/S-ware & License			0.00	2,000.00	1,023.53	976.47	0.00	2,047.06	0	2,129
1024	Training Course Cost			0.00	1,500.00	948.75	551.25	0.00	1,000.00	0	1,500
1098	Sundries		345.00	-345.00		21.25	-21.25	690.00	42.50	0	0
SUB TOTAL		0.00	345.00	-345.00	16,817.00	8,783.84	7,163.08	690.00	18,788.38	0	21,668

Allotments		Receipts 24-25			Payments 24-25			Forecast 24-25		Budget 25-26	
Code	Title	Budgeted FY	Actual YTD	Variance	Budgeted FY	Actual YTD	Variance	Receipts FY	Payments FY	Receipts FY	Payments FY
2002	Equipment Purchases			0.00			0.00	0.00	0.00	0	0
2004	Insurance			0.00	160.00		160.00	0.00	110.00	0	114
2006	Maintenance & Repair			0.00			0.00	0.00	0.00	0	0
2008	Membership Fees			0.00			0.00	0.00	0.00	0	0
2010	Lease agreement - Rent			0.00	500.00		500.00	0.00	500.00	0	520
2012	Water			0.00	455.00	33.98	421.02	283.25	281.00	400	400
2098	Sundries			0.00			0.00	0.00	0.00	0	0
2502	Annual Fees - Rent	1,930.00	90.18	1,839.82			0.00	1,512.00	0.00	1,590	0
SUB TOTAL		1,930.00	90.18	1,839.82	1,116.00	33.98	1,081.02	1,795.25	881.00	1,990	1,034

Sign:

Chairman: Cllr

Date:

Page 7 of 10

Cemetery		Receipts 24-25			Payments 24-25			Forecast 24-25		Budget 25-28	
Code	Title	Budgeted FY	Actual YTD	Variance	Budgeted FY	Actual YTD	Variance	Receipts FY	Payments FY	Receipts FY	Payments FY
3002	Equipment Purchase			0.00			0.00	0.00	0.00	0	0
3004	Grounds Maintenance			0.00	1,500.00	680.00	820.00	0.00	1,360.00	0	1,414
3006	Repairs & Maintenance			0.00		2,095.00	-2,095.00	0.00	2,095.00	0	0
3008	Membership Fees			0.00	100.00		100.00	0.00	0.00	0	100
3010	New Extension (NEW CODE)										
3098	Sundries			0.00		10.00	-10.00	0.00	20.00	0	0
3502	Deeds / Rights		600.00	-600.00			0.00	600.00	0.00	600	0
3504	Donations			0.00			0.00	0.00	0.00	0	0
3506	Interment	3,000.00	360.00	2,640.00			0.00	360.00	0.00	1,380	0
3508	Memorial Installation / Re-engraving		510.00	-510.00			0.00	510.00	0.00	1,020	0
	SUB TOTAL	3,000.00	1,470.00	1,530.00	1,800.00	2,785.00	-1,185.00	1,470.00	3,475.00	3,000	1,034

Community Orchard / Woodland Trail		Receipts 24-25			Payments 24-25			Forecast 24-25		Budget 25-28	
Code	Title	Budgeted FY	Actual YTD	Variance	Budgeted FY	Actual YTD	Variance	Receipts FY	Payments FY	Receipts FY	Payments FY
2040	Grounds Maintenance			0.00		450.00	-450.00	0.00	650.00	0	676
	SUB TOTAL	0.00	0.00	0.00	0.00	450.00	-450.00	0.00	650.00	0	676

Governance		Receipts 24-25			Payments 24-25			Forecast 24-25		Budget 25-28	
Code	Title	Budgeted FY	Actual YTD	Variance	Budgeted FY	Actual YTD	Variance	Receipts FY	Payments FY	Receipts FY	Payments FY
4002	Bank Charges			0.00	180.00	54.00	126.00	0.00	108.00	0	110
4004	Elections Costs			0.00			0.00	0.00	0.00	0	0
4006	Expenses			0.00			0.00	0.00	0.00	0	0
4008	Insurance			0.00	1,000.00	755.50	244.50	0.00	755.50	0	786
4010	Professional Services			0.00	1,450.00	670.00	780.00	0.00	670.00	0	697
4012	Membership Fees			0.00	660.00	347.20	312.80	0.00	347.20	0	361
4014	Training Course Costs			0.00	500.00	40.00	460.00	0.00	120.00	0	125
4016	Village Hall Rent			0.00	300.00	96.00	204.00	0.00	192.00	0	200
4018	Furniture / fixings / fittings			0.00			0.00	0.00	0.00	0	0
4098	Sundries			0.00		35.59	-35.59	0.00	35.59	0	37
4502	Bank Interest	500.00	221.71	278.29			0.00	400.00	0.00	1,500	0
	SUB TOTAL	500.00	221.71	278.29	4,080.00	1,888.28	2,081.71	400.00	2,228.28	1,500	2,316

Grants & Donations		Receipts 24-25			Payments 24-25			Forecast 24-25		Budget 25-26	
Code	Title	Budgeted FY	Actual YTD	Variance	Budgeted FY	Actual YTD	Variance	Receipts FY	Payments FY	Receipts FY	Payments FY
5002	Donations			0.00	1,000.00	868.60	131.40	0.00	868.60	0	1,000
5004	Grants			0.00	2,000.00		2,000.00	0.00	0.00	0	1,000
	SUB TOTAL	0.00	0.00	0.00	3,000.00	868.60	2,131.40	0.00	868.60	0	2,000

Highways		Receipts 24-25			Payments 24-25			Forecast 24-25		Budget 25-26	
Code	Title	Budgeted FY	Actual YTD	Variance	Budgeted FY	Actual YTD	Variance	Receipts FY	Payments FY	Receipts FY	Payments FY
6002	Electricity			0.00	300.00	477.63	-177.63	0.00	955.26	0	993
6004	Furniture / fixings / fittings			0.00	500.00		500.00	0.00	0.00	0	0
6006	Maintenance / Repair			0.00	700.00	22.50	677.50	0.00	50.00	0	500
6008	Refuse			0.00			0.00	0.00	0.00	0	0
6010	SID			0.00	600.00	940.00	-340.00	0.00	940.00	0	600
6098	Sundries			0.00			0.00	0.00	0.00	0	0
	SUB TOTAL	0.00	0.00	0.00	2,100.00	1,440.13	659.87	0.00	1,945.26	0	2,093

Play park and Playing field		Receipts 24-25			Payments 24-25			Forecast 24-25		Budget 25-26	
Code	Title	Budgeted FY	Actual YTD	Variance	Budgeted FY	Actual YTD	Variance	Receipts FY	Payments FY	Receipts FY	Payments FY
7002	Equipment Purchase			0.00			0.00	0.00	0.00	0	0
7004	Furniture / fixings / fittings			0.00			0.00	0.00	0.00	0	0
7006	External Inspection Fees			0.00	110.00	90.00	20.00	0.00	90.00	0	94
7008	Grounds Maintenance			0.00	1,490.00	340.00	1,150.00	0.00	680.00	0	707
7010	Repairs & Maintenance			0.00	400.00		400.00	0.00	0.00	0	0
7098	Sundries			0.00			0.00	0.00	0.00	0	0
	SUB TOTAL	0.00	0.00	0.00	2,000.00	430.00	1,570.00	0.00	770.00	0	801

Precept & CIL		Receipts 24-25			Payments 24-25			Forecast 24-25		Budget 25-26	
Code	Title	Budgeted FY	Actual YTD	Variance	Budgeted FY	Actual YTD	Variance	Receipts FY	Payments FY	Receipts FY	Payments FY
8002	Precept	41,200.00	41,200.00	0.00			0.00	41,200.00	0.00	0	0
8004	CIL			0.00			0.00	0.00	0.00	0	0
	SUB TOTAL	41,200.00	41,200.00	0.00	0.00	0.00	0.00	41,200.00	0.00	0	0

Sign:

Chairman: Cllr

Date:

Page 9 of 10

Projects		Receipts 24-25			Payments 24-25			Forecast 24-25		Budget 25-28	
Code	Title	Budgeted FY	Actual YTD	Variance	Budgeted FY	Actual YTD	Variance	Receipts FY	Payments FY	Receipts FY	Payments FY
8200	Village Shop			0.00		92.00	-92.00	0.00	92.00	0	0
8202	Priest Way Leaflet		300.00	-300.00		594.00	-594.00	494.00	594.00	0	0
8204	Grounds Maintenance - Office & Toilet Block			0.00		65.00	-65.00	0.00	65.00	0	0
	SUB TOTAL	0.00	300.00	-300.00	0.00	751.00	-751.00	494.00	751.00	0	0

Toilet Block		Receipts 24-25			Payments 24-25			Forecast 24-25		Budget 25-28	
Code	Title	Budgeted FY	Actual YTD	Variance	Budgeted FY	Actual YTD	Variance	Receipts FY	Payments FY	Receipts FY	Payments FY
9002	Cleaning			0.00	5,140.00	2,579.08	2,560.92	0.00	5,158.16	0	5,364
9004	Electricity			0.00	1,300.00		1,300.00	0.00	1,000.00	0	1,040
9006	Furniture / fixings / fittings			0.00		554.46	-554.46	0.00	560.00	0	0
9008	Maintenance / Repairs			0.00		0	0.00	0.00	0	0	0
9010	Rent			0.00	25.00	24.00	1.00	0.00	24.00	0	25
9012	Sanitary Waste Collection			0.00	210.00		210.00	0.00	210.00	0	218
9014	Water Supply & Removal			0.00	500.00	130.74	369.26	0.00	261.48	0	272
9098	Sundries			0.00		1.30	-1.30	0.00	2.60	0	0
9502	Donations		111.94	-111.94			0.00	223.88	0.00	0	0
	SUB TOTAL	0.00	111.94	-111.94	7,176.00	3,289.68	3,886.42	223.88	7,218.24	0	6,820

Summary		Receipts 24-25			Payments 24-25			Forecast 24-25		Budget 25-28	
		Budgeted FY	Actual YTD	Variance	Budgeted FY	Actual YTD	Variance	Receipts FY	Payments FY	Receipts FY	Payments FY
	NET TOTAL	48,830.00	43,738.88	2,891.17	37,987.00	21,810.62	16,186.48	48,278.18	33,681.77	8,490	38,008

Finance Update

1. Bank Balance

As of 31st November 2024

Unity 20477192	£70,338.65
Unity 20477189	£15,975.43
Redwood	£10,000.00
Total	£96,314.08

2. Monthly expenditure

To approve the below expenditure

Date	Net	VAT	Total	Description	Supplier	Bank	Tender
03.12.2024	£884.60	£0.00	£884.60	Salary	Michelle Harrington	Unity Trust Bank	ONLINE
03.12.2024	£286.09	£0.00	£286.09	National Insurance / Income Tax	HMRC	Unity Trust Bank	ONLINE
03.12.2024	£77.59	£15.52	£93.11	Phone Line	XLN Business Services	Unity Trust Bank	DIRDEBIT
03.12.2024	£0.00	£0.00	£0.00	Toilet Block - Cleaning	Linda McMorrow	Unity Trust Bank	ONLINE
03.12.2024	£62.44	£0.00	£62.44	Pension	NEST	Unity Trust Bank	DIRDEBIT
03.12.2024	£10.00	£0.00	£10.00	Training	DAPTC	Unity Trust Bank	ONLINE

To note the below income.

Date	Net	VAT	Total	Description	Customer	Bank
26.11.2024	£37.00	£0.00	£37.00	Allotment Fees	Plot 5B	Unity Trust Bank
04.11.2024	£65.30	£0.00	£65.30	Allotment Fees	Plot 22	Unity Trust Bank
04.11.2024	£32.65	£0.00	£32.65	Allotment Fees	Plot 1A	Unity Trust Bank
04.11.2024	£32.65	£0.00	£32.65	Allotment Fees	Plot 4A	Unity Trust Bank
06.11.2024	£32.65	£0.00	£32.65	Allotment Fees	Plot 4B	Unity Trust Bank
07.11.2024	£32.65	£0.00	£32.65	Allotment Fees	Plot 24B	Unity Trust Bank
07.11.2024	£65.30	£0.00	£65.30	Allotment Fees	Plot 23	Unity Trust Bank
08.11.2024	£32.65	£0.00	£32.65	Allotment Fees	Plot 15A	Unity Trust Bank
08.11.2024	£32.65	£0.00	£32.65	Allotment Fees	Plot 13A	Unity Trust Bank
11.11.2024	£32.65	£0.00	£32.65	Allotment Fees	Plot 21A	Unity Trust Bank

11.11.2024	£32.65	£0.00	£32.65	Allotment Fees	Plot 19B	Unity Trust Bank
11.11.2024	£32.65	£0.00	£32.65	Allotment Fees	Plot 17B	Unity Trust Bank
15.11.2024	£32.65	£0.00	£32.65	Allotment Fees	Plot 19A	Unity Trust Bank
18.11.2024	£32.65	£0.00	£32.65	Allotment Fees	Plot 12A	Unity Trust Bank
18.11.2024	£32.65	£0.00	£32.65	Allotment Fees	Plot 26B	Unity Trust Bank
20.11.2024	£32.65	£0.00	£32.65	Allotment Fees	Plot 2A	Unity Trust Bank
21.11.2024	£32.65	£0.00	£32.65	Allotment Fees	Plot 28A	Unity Trust Bank
624.7		0	624.7			

a. Action Log – Previous Minutes action updates

A copy of the full action log can be referenced at the end of this document.

1. To note any complete action not listed below.
2. Disabled Toilet location signage
The Clerk has received a quote for £12 + VAT to have a sign matching the current toilet block signage to indicate the location of the disabled toilet.
3. New Extension Crack Lane Cemetery.
4. To note and discuss actions updated since agenda published date.

b. Correspondence.

1. Dorset Council Town and Parish Council - Climate and Nature Survey
2. To note and discuss correspondence received since agenda published date.

Action Log

Action Number (year number / consecutive number)	Status	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.
Councillor's Actions						
1124-103	To start	14-Nov-24	Cllr Golob	EV Charging Points - Office	Cllr Golob to investigate possible EV charging points and report back to Council.	
1124-109 e	To start	14-Nov-24	Cllr Watson, Cllr Pearson	Cemetery Wall	Cllr Watson to speak to local contractor and report back. Cllr Pearson to email the Clerk details of another local contractors	
0824-64	On-Going	08-Aug-24	Cllr Golob	Scope of Works - Pavements	Cllr Golob to investigate the cost to engage with local experts to draw up a scope of works to repair the pavement outside the church.	12-09-24 Cllr Sutton submitted a report for discussion no decisions made
0624-28h 0524-14c	On-Going	09-May-24	Cllr Kwantes & Cllr Pearson	Land Registry	Registering land owned / leased with land registry	09-05-24 Clerk to contact NALC and SLCC to see if they offer professional help with this land registry. Access to HR advisors, not solicitors Cllr Kwantes has agreed to take on project with the assistance of the Clerk 13-06-24 Cllr Kwantes and Cllr Pearson agreed to attend the Parish office when the Clerk was about, to help locate the lease agreements.
0624-29	To start	13-Jun-24	Cllr Christie	Safety of Lithium-ion Batteries	Cllr Christie to look to incorporate the subject of safe Lithium-ion Batteries storage and disposable into the Parish Council environment policy, and to present to Council for approval.	
Councillor's Re-occurring Actions						
1123-41a	On-Going	08-Nov-23	Cllr Christie	Removal of green waste	Cllr Christie will talk to correspondent and suggest the cuttings are bagged and left by the Parish Office for them to dispose of.	

Clerk's One off Actions

1124-109, 1024-92 i	Complete	10-Oct-24	Clerk	Stiles	Clerk to find service agreement with Dorset Council to maintain stiles in the parish.	22-10-24 no luck so far finding. 14-11-24 Clerk to contact Katie Black and ask what service agreement is in place between Dorset Council and Langton Matravers Parish Council in regard to maintain stiles. 26-11-24 Email sent. 28-11-24 email received "The only agreement we have with Langton Matravers Parish is for the cutting of 1 x footpath SE16/45 Acton, as agreed in 2022, it was an extension of the SLA attached, but has now finished. This was for cutting the route not for any stiles or gates. Gates and stiles should be maintained by the landowners If you wish to discuss SLA's further I am happy to do this"
1124-109 b3	Complete	14-Nov-24	Clerk	ACV Feedback	Clerk to speak to Dorset Council to ask what information was missing from the application which would enable this application to be approved.	26-11-24 Email sent asking for feedback. 03-12-24 Phone call from Ed (DC ACV Manager) stated 1. although there was written comment regarding public use there was no evidence supporting this. I.e. Photo. And when two DC ACV officers carried out a site visit there was no sign on public use. 2. The land is in private ownership and although there are rights of way adjacent to the land there was not rights of way over the land. 3. The owner has stated that the public have no right to be on the land and that there is no agreement in place to allow them to use the land. Due to this comment it proves public use of this land will not continue and therefore cannot be listed.

1124-109 b4	On-Going	14-Nov-24	Clerk	Pavement outside St Georges Church	Clerk to reply to DC representative stating Langton Matravers Parish Council extensively discussed the potentially severe impact that a reduction in parking may have on the village. It was noted that local businesses, including the Village Hall, the Church, and the pub, rely on available parking to stay open. The Parish Council request an investigation into the installation of higher kerbs and bollards. Additionally, for repairs to the stone pavement using suitable stones and a properly designed subbase that can withstand the weight and load of heavy vehicles, such as lorries or buses, when they are forced to mount the pavement.	26-11-24 email sent
1124-109c	On-Going	14-Nov-24	Clerk	Annual Parish Meeting	Clerk to set up a working group to organise the Annual Parish Meeting. Working Group Cllr Sutton, Cllr Pearson, Cllr Watson & Clerk	26-11-24 Initial email sent to working group.
1124-109d	Complete	14-Nov-24	Clerk	Standing Orders	Clerk to amend and publish revised standing orders	Complete
1124-110	Complete	14-Nov-24	Clerk	Monthly Payments	Clerk to process monthly payments	Complete
1124-112	Complete	14-Nov-24	Clerk	Old Rector issues	Cllr Pearson to send the clerk full details and pictures. : Clerk to report to Dorset Council empty homes	22-11-24 Cllr Person sent photo of street lighting with report on issues for each light. 25-11-24 Clerk report lighting to Enervo, 26-11-24 Email received asking for more information. Once given informed a letter would be sent shortly with an update. 26-11- 24 Issue of dangerous roof tiles logged with DC EHHS665509056
1124-112 b	On-Going	14-Nov-24	Clerk	Parish advertising board	Clerk to investigate cost to repair / replace and report back to Council.	26-11-24 Clerk sent email to Cllr's asking for more info. Email replies stating board near bus stop by Kings Arms. Suggested discuss during APM to see if residents wish to have use of a board or not
1124-113	Complete	14-Nov-24	Clerk	Citizen Advice energy saving advice service.	Clerk to add to the Dubber article information about the Citizen Advice energy saving advice service.	Complete

1024-92 g	On-Going	10-Oct-24	Clerk	Planning for change window replacements	Clerk to write to Dorset Council to raise a concern regarding a home on the High Street within the conservation area which has recently changed their windows.	21-10-24 email sent to Julie Taylor. Previous Conservation Officer now planning officer DC 10-10-24 Asked Cllr Wilson to chase
1024-95b2	Complete	10-Oct-24	Clerk	Tennis Court Contact details	Clerk to contact SATAO and ask for contract details.	23-10-24 email sent. 19-11-24 Email from Marcus stating his contact details can be given to any family who approach the Council specifically regarding access to the tennis courts. But requested we not advertise the issue 26-11-24 email sent to family who initially raised issue.
1024-95 e	On-Going	10-Oct-24	Clerk	Disabled Toilet Signage	Clerk to purchase a new sign indicating the location of the disabled toilet and install on the external door.	23-10-24 contact made with two contractors asking for a quote 12-11-24 Quote added to agenda £12 + VAT from previous supplier so identical artwork.
1024-95 a1 0924-83	On-Going	12-Sep-24	Clerk	Allotments	Clerk to liaise with the LMAA Secretary to obtain quotes for new fencing around the allotments.	Contractor carried out site visit, has recommended metal post and rail. Cost for materials and labour approx £45K. 10-10-24 Clerk to organise a conditional survey with Paul Loudon on the fence and report back to Council.16-10-24 text message sent to Paul 26-11-24 Email sent to Paul asking he carry out survey ASAP due to rotten post report received during November meeting
0924-86 0524-17d	On-Going		Clerk	Haysoms - Crack Lane Cemetery	Cleaning Soil in New extension	Daryle emailed to confirm acceptance of offer. Plus to discuss fencing requirements. 06-06-24 Clerk emailed to follow up 14-06-24 email from Mark confirming work may commence in August 21-09-24 email from Mark to confirm work to commence Mid-October. 29-10-24 Call from Mark Haysom stating ground condition not favourable and weather like to worsen, therefore work will not commence this year.
0824-61c	Complete	08-Aug-24	Clerk	Redwood Account - Savings	Clerk to open a 95 day Redwood Bank account. Noting a £10,000 opening deposit	12-08-24 Email sent to Daryle & Peter 25-10-24 Update email sent to Redwood 28-10-24 Email received stating application withdraw as paperwork required from names holder not received in time. 26-11-24 Account open, email sent to Cllr Golob & Cllr Person asking they transfer the initial 10K approved by Council

0824-64d	On-Going	08-Aug-24	Clerk	Cemetery New extension - Land registry, change of use, and grass cutting	Clerk to approve the quote for grass cutting prior to commencing soil cleanup. Cllr Kwantes and the Clerk to collaborate to retrospectively update the land registry details. Clerk to coordinate with the planning department to secure a change of use for the portion of the new extension that was not covered in the original change of use application.	23-08-24 Clerk emailed Planning to enquiry regarding change of use and local authority permitted development. Small area by road not registered as Burial ground, therefore cannot be used for burial. Email received stating change of use will need to be applied for is LMPC wished to inter within this area. 12-12-24 Added to agenda to discuss if Council wish to use area if so to start process to register area.
0724-43d	On-Going	11-Jul-24	Clerk	Equals Money Account	Clerk to open an Equals Money account and once open to close the Unity Credit Card	20-07-24 On Hold (All Cllr's to submit Id for checks) 25-10-24 Initial application submitted for Clerk only 26-11-24 Account being opened, WK proof of ID sent
0724-44	On-Going	11-Jul-24	Clerk	Spyway Lane - Sleeping Policemen	Clerk to write to the Holiday Property Bond and National Trust representatives and request they install / repair sleeping policemen down Spyway lane to help guide run off water into the gutter.	15-07-24 Email sent 16-07-24 NT Response "We are looking at funding the track works up to Spyway through the NFM and also the 'speed bump' at the entrance of the Spyway car park will be enhanced as part of this. This might be 6months to a year off. However we will be redoing the speed bump (water diverter at car park entrance) with hogging and digging out all of the grips we installed. " 17-07-24 HPB response "Thanks for both emails. HPB are not in a position to add anything to this discussion/action at the moment."
0624-28d	On-Going	13-Jun-24	Clerk	Policies and RA's	Clerk to renew and publish all policies and risk assessments.	Word Documents being altered with date ready for uploading
0624-32	On-Going	13-Jun-24	Clerk	Football Goal Removal	Clerk to talk to the school plus to ask for feedback from residents via the dubber article regarding removing the goal post	20-06-24 Will be included in next months article. 20-06-24 reply from school asking for it to be removed. Jul-24 section in dubber article asking residents to feedback 08-08-24 Clerk to obtain quotes to replacement the goal post, but with goal posts with integrated basketball hoop.
0524-9b1	On-Going		Clerk	Letter	Clerk to write to Dorset Council and Morebus, highlighting the need for a regular bus service, including during short term road works.	10-07-24 Clerk meet with a MoreBus representative at a Swanage Railway Event. The issue of bus transport was discussed. It was stated Morebus does not like not running a bus service through Langton Matravers, as not only does it leave residents stranded, but the more people get used to other modes of transport the less they use the bus in the future. Morebus are happy to have a meeting with PC & DC to discuss options. 16-07-24 Email sent to

						'david.lee-kong@gosouthcoast.co.uk' asking to put meeting on hold until return of Cllr's
0424-122	On-Going	11-Apr-24	Clerk	Surface Water Site meeting	Clerk to write Stakeholders – (Aster Synergy, National Trust, Holiday Property Bond Cottages & Environmental Team) including report photo's to ask for meeting to discuss the flooding issue.	06-05-24 Letter drafted. 28-05-24 meeting set for NT & HPB 4pm Thursday 13-06-24 Proactive meeting with NT, HPB & LMPC Cllr Christie will produce a report and present in July
0424-130	On-Going	11-Apr-24	Clerk	Trees - Crack Lane	Clerk to find out who owns the trees /land either side of Crack lane (entire length of lane) It was agreed the Clerk carry out Land registry search for Deeds and titles at minimal cost.	12-08-24 Dorset Explorer seems to show DC own 90% of the land to the east of Crack Lane. There is an area by the junction to the A351 which is not included as DC land. The land on the west at the southern end of Crack lane, DC show as under lease to another party. Email sent to DC after for clarification. 22-08-24 email received from Property Database representative Martin Sargent. He will look into the original deeds next time he is in County Hall over the next couple of weeks and get back to us.
0424-126 0324-104	On-Going	14-Mar-24	Clerk	Grit Bins	Clerk to look into cost of new bins and report back in the April meeting.	28-03-24 three contractors prices gained, Contractor 1 200L £274.80, 400L £448.80, Contractor 2 100L 149.90, 200L £199.99 400L £299.99. Contractor 3 90L £144.73 160L £215.66 400L £298.14 Recommend Contractor 2 200L or 400L 11-4-24 Cllr Christie to undertake an audit of the grit bins locations and status
0324-109c	On-Going	14-Mar-24	Clerk	Tender for toilet block cleaning and grass cutting	Clerk to compile a tender document for both the Grounds Maintenance and Toilet Block and present to the Governance Committee for first amendments.	Grass Cutting with Governance 20-07-24 Revised Grounds Maintenance and new Toilet Block with Governance
0924-83	To start	12-Sep-24	Clerk	Allotments	Clerk to create a template letter for general issues i.e. keep paths clear, plot in need of attention. Once approved templates can be shared with LMAA, who can send if necessary.	
1123-41d	To start	08-Nov-23	Clerk	Website - New	Clerk to develop a new website on the gov.uk domain.	

Clerk's Re-occurring Actions

0924-83	On-Going	12-Sep-24	Clerk	Allotments	Clerk to send a reminder email to allotment holders at the beginning and half way through the growing season to remind them of their duty to ensure the paths are kept clear. Add sentence in annual renewal letter to re-affirm, which path the allotment holders are responsible for.	
---------	----------	-----------	-------	------------	---	--