

Notice of the Annual 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) & 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
Date...	Thursday 8 th May 2025
Place...	Langton Matravers Village Hall

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

Yours faithfully

E Evans

Emma Evans

Parish Clerk & RFO

1st May 2025

To note the 80th anniversary of Victory in Europe (VE) Day on 8th May 2025.

The Chairman will make a brief statement to recognise this significant national occasion.

Members to sign the "Members Declaration of Acceptance of Office".

AGENDA

0525-1. ELECTION OF CHAIRMAN AND RECEIPT OF CHAIRMAN DECLARATION OF ACCEPTANCE OF OFFICE

To receive nominations for councillors to stand as Parish Council Chairman. Chairman to sign the "Chairman Declaration of Acceptance of Office".

0525-2. ELECTION OF VICE CHAIRMAN AND RECEIPT OF VICE CHAIRMAN DECLARATION OF ACCEPTANCE OF OFFICE

To receive nominations for councillors to stand as Parish Council Vice Chairman. Vice-Chairman to sign the "Vice-Chairman Declaration of Acceptance of Office".

0525-3. APOLOGIES FOR ABSENCE

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

0525-4. DECLARATIONS OF INTEREST AND DISPENSATIONS RELATING TO ITEMS ON THE AGENDA

- a. 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).
- b. To note all Councillors will be sent a link via email to update / fill in a Declaration of Interest.
- c. All Councillors to declare if they require a dispensation and sign accordingly.

0525-5. COUNCIL STRUCTURE

To review the Parish Council structure:

- a. Appointment of Members to new and existing committees and appointments of any officers/portfolio holders.
- b. Committees, Working groups, Lead Councillors, Portfolio Holders – **APPENDIX**
- c. Appoint representatives to the Timpson Trust
- d. General Power of Competence
- e. Time and place of ordinary Council meetings – **APPENDIX**

- f. Review Clerk's delegated powers
- g. Review annual subscriptions and consider Clerk's membership to Society of Local Council Clerks (SLCC)
- h. Bank Signatories
- i. Standing Orders & Financial Regulations – **APPENDIX**
- j. Risk Assessments, Policies & Insurance.

0525-6. NATIONAL TRUST REPORT

To receive a report from the National Trust.

0525-7. DORSET COUNCILLOR'S REPORT

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

0525-8. PUBLIC PARTICIPATION.

Questions from members of public.

0525-9. MATTERS ARISING FROM PUBLIC PARTICIPATION.

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

0525-10. 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. For an up to date list of applications to be discussed please check the website.

1. [P/TRC/2025/02193](#) Location: Fernlea Acton Langton Matravers BH19 3JS Proposal: T1 Leyland Cypress - Fell.
Replacement planting will occur elsewhere in the garden with a locally grown native tree.

0525-11. PREVIOUS MEETING MINUTES – APPENDIX

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

0525-12. MATTERS ARISING FROM PREVIOUS MEETING

To note: Actions may be updated after the agenda is published. A copy can be requested from the Clerk.

0525-13. CLERKS REPORT - APPENDIX

To discuss and agree the report and any recommendations contained within

0525-14. FINANCIAL MATTERS - APPENDIX

To discuss financial matters plus any recommendation and agree a way forward.

- a. Bank balance.
- b. Monthly income and expenditure
To approve the monthly expenditure and note the income.
- c. To approve the monthly Direct Debit and Standing Order payments.
- d. Internal Auditors Report - **ANNEX**
To discuss and agree a way forward from the Internal Auditors report.
- e. The annual governance & accountability return 2024/25 part 3 – **ANNEX**
To approve the following sections of the Annual Governance & Accountability Return 2024/25 Part 3 for submission to the Council's External Auditor:
 - 1 Section 1 – Annual Governance Statement 2024/25
 - 2 Section 2 – Accounting Statements 2024/25
 - 3 Year End Finance Summary
 - 4 Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return
To note the period of Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return will be from Monday 2nd June to Friday 11th July 2025.
- f. Confirmation of the arrangements for internal audit.

0525-15. CHAIRMAN'S ANNOUNCEMENTS

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

0525-16. 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)
- 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.

0525-17. DATE OF NEXT MEETING

Date: Thursday 12th June 2025

Location: Langton Matravers Village Hall

Time: 19:00

❖ **0525-18. ALLOTMENT FENCING QUOTATIONS**

❖ **0525-19. LEASE MATTERS**

- ❖ Part 2 Under the Public Bodies (admission to meetings) Act 1960 s1(2), the press and public are to be excluded from the remainder of this agenda item due to the confidential nature of the business to be transacted. To discuss and agree a way forward regarding tenders received.