

Parish Council of Langton Matravers

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF LANGTON MATRAVERS PARISH COUNCIL
HELD ON THURSDAY 8TH MAY 2025 IN THE VILLAGE HALL. THE MEETING COMMENCED AT 7.00PM

PRESENT:

Cllr **Pearson**, Cllr **Golob**, Cllr **Christie** (from 7.55 p.m.), Cllr **Knight**, Cllr **Kwantes**,
Cllr **Sinclair**, Cllr **Sutton**, Cllr **Watson**.

IN ATTENDANCE:

Three members of Public & Emma **Evans** (Clerk) & Cllr **Wilson** (Dorset Council)

ABSENT:

Mr **Clarke** (National Trust)

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

Acting Chairman, Daryle Pearson, spoke before the meeting formally began, enjoining all councillors and members of the public to reflect on the significance of the 80th anniversary of VE Day. Councillor Pearson urged that we remember the men and women of Langton who made the ultimate sacrifice during World War II. She also highlighted the vital contribution of the scientists based at Leeson House, who developed microwave radar technology used to detect U-boats—crucial to the success of D-Day.

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

Proposed by Councillor Kwantes, seconded by Councillor Golob and RESOLVED UNANIMOUSLY:- That Councillor Daryle Pearson be appointed Chairman for the ensuing year.

Councillor Pearson completed the Statutory Declaration of Acceptance of Office and stated that it was a privilege to accept the role for the forthcoming year.

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

Proposed by Councillor Knight, seconded by Councillor Sinclair and RESOLVED UNANIMOUSLY:- That Councillor Peter Golob be appointed Vice-Chairman for the ensuing year.

Councillor Golob completed the Statutory Declaration of Acceptance of Office and stated that he was delighted to accept the role for the forthcoming year.

0525-3. APOLOGIES FOR ABSENCE

There were no apologies to record on this occasion. It was noted that Councillor Christie would enter the meeting later.

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

a) Members to declare any interests

No declarations were made on this occasion. 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

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It was noted that the Clerk would email a link to all councillors to update their register of interests.

- c) All Councillors to declare if they require a dispensation and sign accordingly
No grants of dispensation were requested on this occasion.

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.
Reported under agenda item 0525-5 C).

- b) Committees, Working groups, Lead Councillors, Portfolio Holders
Reported under agenda item 0525-5 C).

- c) Appoint representatives to the Timpson Trust
It was proposed by Councillor Knight, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:- That the updated list in respect of agenda items 0525-5 a) to c) as attached at the end of these minutes be approved.

- d) General Power of Competence
It was reported that the eligibility criteria in order to exercise the general power of competence, as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, specified that the number of councillors elected at the last ordinary election, equals or exceeds two thirds of its total number of councillors, and that the Parish Clerk holds the Certificate in Local Council Administration and has completed relevant training in the General Power of Competence.
It was proposed by Councillor Knight, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:- That Langton Matravers Parish Council continues to fulfil the eligibility criteria to exercise the General Power of Competence.

- e) Time and place of ordinary Council meetings
Members considered the list of meeting dates and times circulated prior to the meeting and confirmed that ordinary Council meetings would be held on the second Thursday of the month.

It was proposed by Councillor Watson, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:- That the date and times of meetings as listed be approved.

- f) Review Clerk's delegated powers
It was reported that the Clerk's delegated powers as set out in the Council's financial regulations be AGREED.

- g) Review annual subscriptions and consider Clerk's membership to Society of Local Council Clerks (SLCC)
Members considered the subscriptions for the forthcoming year, including membership to DAPTC and SLCC. Following a brief discussion, it was AGREED to renew the Council's membership with DAPTC, recognising the value of the training and guidance provided, particularly for the new Clerk. It was also AGREED to proceed with SLCC membership, subject to the Clerk confirming the exact fee prior to payment.

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- h) Bank Signatories
It was AGREED that the bank signatories would be Councillors Pearson, Golob and Knight.
- i) Standing orders & financial regulations
Consideration was given to the amended Financial Regulations and Standing Orders as circulate prior to the meeting.

It was proposed by Councillor Golob, seconded by Councillor Knight and RESOLVED UNANIMOUSLY:- That the amended Financial Regulations and Standing Orders be approved.
- j) Risk assessments, Policies & Insurance
It was noted that due to the Clerk's recent commencement of her role the review of the risk assessments, policies and insurance would be deferred to a future meeting.

It was proposed by Councillor Knight, seconded by Councillor Golob and RESOLVED UNANIMOUSLY:- That the review of the risk assessments, policies and insurance be deferred to a future meeting of the Council.

0525-6. NATIONAL TRUST REPORT

No report was provided on this occasion.

0525-7. DORSET COUNCILLOR'S REPORT

Cllr Wilson provided an update which included:

Durnford Drove/Surface Water Management

Further to the update provided at the April meeting, Cllr Wilson reported his attendance at a meeting with the National Trust along with members of Parish Council and community. It was reconfirmed that the works on the Durnford Drove and adjacent ditch were needed. The National Trust were taking action with Openreach re ditch cable. A meeting with stakeholder groups would be convened and proposed works on the road (to be arranged).

It was noted that a recent deer study had been completed and a further update would be provided to a future meeting.

The following consultations and grant opportunities were noted:

- Swanage Green Seafront Stabilisation & Shore Road Enhancement Scheme | Dorset Coast Have Your Say
- Tell us about small collisions or near misses to help us target road improvements - Dorset Council
- New funding opportunities for local community groups - Dorset Council

0525-8. PUBLIC PARTICIPATION

A member of the public thanked the National Trust for cutting back the foliage alongside the track behind the Ship Inn.

0525-9. MATTERS ARISING FROM PUBLIC PARTICIPATION

There were no matters raised.

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0525-10. PLANNING AND LICENCING MATTERS

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.

No objections were noted.

It was reported that a solar array had been constructed between Ricketts Farm and Knaveswell Farm. A Dorset Council Planning Enforcement Officer had been informed and would liaise with the appropriate officer to assess the potential impact, as the site falls within a National Landscapes area. A further update will be provided at a future meeting.

0525-11. PREVIOUS MEETING MINUTES

It was proposed by Councillor Sinclair, seconded by Councillor Kwantes and RESOLVED UNANIMOUSLY:- That the Minutes of the Council Meeting held on 10th April 2025 be approved as a correct record and signed.

0525-12. MATTERS ARISING FROM PREVIOUS MEETING

Further to the Council Meeting held on 10th April 2025, it was proposed by Councillor Watson, seconded by Councillor Pearson and RESOLVED UNANIMOUSLY:- that Emma Evans be appointed to the role of Parish Clerk, RFO and Clerk to the Burial Authority on pay scale SCP 21. The Parish Clerk will be contracted for 67 hours per month (including pro rata holiday allowance – approximately 15 hours per week), which commenced on 24th April 2025.

0525-13. CLERKS REPORT

The Clerk provided a report which included:

Unity Bank balance as at 30th April 2025: £35,146.32. **0525-14 a)**

The Internal audit has been completed and the report will be considered under agenda item **0525-14 (d)**.

The Annual Governance and Accountability Return (AGAR) will be covered under agenda item **0525-14** and the dates for the Public Rights Inspection Period will run from Monday 2nd June until Friday 11th July 2025. The accounts will be available at the Parish Office by appointment.

Ongoing projects - allotment fencing, quotations being sought.

Cemetery gate repair – quotations/repair being sought.

Key letters/emails received from residents, district council, or other bodies:

- St George School PTA - car boot sale on the school field opposite the school on Sunday 29th June 2025 – parking on the field, local businesses selling food and all funds from sellers and a percentage from food outlets to the PTA - to note.
- Cemetery – concern over condition of a grave – contractor notified to investigate.
- Spyway Orchard – concern over ASB – will review communication and update.
- Contacted the school by way of an introduction.
- Allotment inspections were undertaken on Thursday 1st May and a couple of letters would be sent.
- FiLCA – the Clerk would like to undertake this online finance course – cost £120 (plus VAT) would need to complete by 31st December as SLCC are moving to a new system.

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- SLCC Membership – provides reduced cost for training and network for advice/support. Cost - circa £190.

0525-14. FINANCIAL MATTERS

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

a. Bank balance.

Unity Bank balance as at 30th April 2025: £35,146.32.

Unity Instant Access account, balance to be reported at the next Council meeting.

b. Monthly income and expenditure

To approve the monthly expenditure and note the income.

It was proposed by Councillor Golob, seconded by Councillor Knight and RESOLVED UNANIMOUSLY:- That the monthly expenditure, dated 30th April 2025 and as listed, be approved for payment with the exception of the Dorset Council payment (SID deployment).

c. To approve the monthly Direct Debit and Standing Order payments.

It was noted that the Chairman would review these prior to payment.

d. Internal Auditors Report

To discuss and agree a way forward from the Internal Auditors report.

It was noted that the report would be thoroughly reviewed and actions brought forward to a future meeting of the Council. In regard to the Lloyds bank account it was noted that a cheque for the balance of that account be written and signed by Councillors Christie and Knight and paid into Unity Bank prior to closure of the Lloyds account.

It was further noted that the auditor's remarks on this report were advisory only and further to a review of the comments by the Chairman and the Clerk a report regarding any actions would be brought to a future Council meeting.

e. The annual governance & accountability return 2024/25 part 3

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

It was proposed by Councillor Knight, seconded by Councillor Watson and RESOLVED UNANIMOUSLY:- That section 1 of the Annual Governance & Accountability Return 2024/25 Part 3 be signed and submitted to the Council's External Auditor.

2 Section 2 – Accounting Statements 2024/25

It was proposed by Councillor Knight, seconded by Councillor Golob and RESOLVED UNANIMOUSLY:- That section 2 of the Annual Governance & Accountability Return 2024/25 Part 3 be signed and submitted to the Council's External Auditor.

3 Year End Finance Summary

The year end finance summary was noted.

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4 Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return

It was noted that the period of Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return would be published on the Council's website and noticeboards and that held between Monday 2nd June to Friday 11th July 2025.

f. Confirmation of the arrangements for internal audit

It was noted that it would be good practice to change the auditor from time to time however, due to the Clerk's recent commencement of the role it was proposed by Councillor Knight, seconded by Councillor Sinclair and RESOLVED UNANIMOUSLY:- That the internal auditor 'Do the Numbers Limited' be appointed for the forthcoming year, 2025/26, and that there were no conflict of interests in doing so.

0525-15. CHAIRMAN'S ANNOUNCEMENTS

The Chairman provided a report which included:

The introduction of the new Clerk, Emma Evans, who commenced her role on 24th April 2025.

0525-16. 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

A report was circulated prior to the meeting which included:

- Purchasing another SID. If the Council had two SIDS they have to both be removed every 4 - 6 weeks as they are classified as a temporary structure and must either be removed from the highway or to a different location. Therefore two devices requires four poles in different locations .
- Regarding volunteers moving the SID. The following criteria must be met: The Council would need at least two volunteers at a time to move the SID and they would need to wear Hi-Viz jackets and be trained. It was noted that as a goodwill gesture the Dorset Council officer would be willing to provide training at no cost. The team would need a ladder training course which can be completed online with ROSPA at a cost of £15.00 per person and would be valid for two or three years. Dorset Council noted many Council's rely on volunteers to move the devices which saves Council's circa £500 per annum.
- Regarding moving the location of the SID from Coombe to Putlake, as suggested by the CSW team, Dorset Council may be able to undertake this at no charge but this would have to be confirmed following a decision on whether the Council purchases an additional SID.

It was noted that two posts and one SID set at 20 mph limit would be an agreeable way forward and it was therefore proposed by Councillor Pearson, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:- That the post situated at Coombe

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be re-situated near to the Parish Council office, subject to confirmation of agreement of the landowner if necessary.

A discussion ensued around the volunteer requirement for moving the SID and that three or four volunteers would be needed. Councillor Sinclair agreed to volunteer for the training.

It was proposed by Councillor Pearson, seconded by Councillor Knight and RESOLVED UNANIMOUSLY:- That costs associated with ROSPA ladder training at circa £15.00 be approved for at least two persons.

The Chairman read an email from Dorset Council, which noted that there had been no recorded collisions since the installation of the 20 mph limit. However, it was also acknowledged that the collision rate had already been low prior to implementation, and therefore the available data should not be over-emphasised. The Council was seeking observations on the perceived success or failure of the scheme.

It was reported that a recent 24-hour speed survey recorded average vehicle speeds as being 3 mph lower than before the introduction of the 20 mph limit.

The Speedwatch Co-ordinator provided an update, noting that between 15th October 2024 and 28th April 2025, the team had monitored 1,169 vehicles. Of those, 70 vehicles were found to be travelling over 25 mph, and 30 vehicles were recorded at speeds over 30 mph. The Co-ordinator welcomed the idea of promoting a call for additional Speedwatch volunteers to enable more frequent monitoring sessions.

It was agreed that feedback to Dorset Council's survey would reflect that the village had seen a reduction in vehicle speeds and had, on the whole, received a positive response from residents.

- d. Parish Amenities (including Cemetery, allotments, playground and woodland trail)
It was reported that an allotment inspection had taken place on 1st May 2025 and that a couple of letters would be issued to those not compliant with the Allotment Agreement. It was noted that the Allotment Open Day would be held on Sunday 3rd August 2025.
It was noted that the main gate to the cemetery had been damaged and quotations for repair were being sought.
- e. Parish infrastructure (including street lighting, toilets, bus shelter, parish office and utilities)
It was reported that Dorset Council had confirmed the lighting complaint was investigated by their sub-contractor. The Parish Council was subsequently advised that any further concerns should be referred to the Local Government Ombudsman.
- f. Quarries / Agriculture – It was noted that contact should be made with the quarry owner regarding reports of workers' vehicles speeding when arriving at and leaving the site.

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- g. Community & Communications (including surgery, school liaison & grant application)
Nothing to report
- h. Environment and Tourism - Nothing to report
- i. Emergency Planning
It was noted that contact was to be made with a new contact at Dorset Council to ascertain the location of the zoned maps previously prepared for the Emergency Plan. It was noted that working with neighbouring parishes would be beneficial.

0525-17. DATE OF NEXT MEETING

The next meeting:

Date: Thursday 12th June 2025

Location: Langton Matravers Village Hall

Time: 19:00

Part 2 Under the Public Bodies (admission to meetings) Act 1960 s1(2), the press and public were excluded from the remainder of the meeting due to the confidential nature of the business to be transacted.

The public left the meeting at 20.30.

0525-18. ALLOTMENT FENCING QUOTATIONS

A discussion took place regarding the quotations received for the allotment fencing. Following a detailed exchange, it was AGREED that further information would be requested from the companies who had submitted quotations, to inform a future discussion and decision at an upcoming meeting.

0525-19. LEASE MATTERS

Members considered information provided from third parties surrounding various lease matters. It was AGREED:- That the Clerk would prepare a response to recent communication and an update would be provided to a future meeting.

The meeting closed at 21.35.

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