

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 14 th May 2026
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

7th May 2026

AGENDA

0526-1. 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".

0526-2. 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".

0526-3. APOLOGIES FOR ABSENCE

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

0526-4. 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.

0526-5. 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 (Briefing paper enclosed)
- c. Appoint representatives to the Timpson Trust

- d. General Power of Competence
- e. Time and place of ordinary Council meetings – To review the requirement for an ordinary meeting in August and to consider replacing it with an Extraordinary Meeting if necessary.
- f. Review Clerk's delegated powers
- g. Review annual subscriptions and consider Clerk's membership to Society of Local Council Clerks (SLCC)
- h. To confirm Bank Signatories

0526-6. NATIONAL TRUST REPORT

To receive a report from the National Trust.

0526-7. DORSET COUNCILLOR'S REPORT

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

0526-8. PUBLIC PARTICIPATION.

Questions from members of public.

0526-9. MATTERS ARISING FROM PUBLIC PARTICIPATION.

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

0526-10. PLANNING, LICENSING MATTERS AND CONSULTATIONS

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/FUL/2026/02091](#) Location: The Old Malthouse High Street Langton Matravers Swanage BH19 3HB Proposal: Change of Use of Unit 14 from a Dwellinghouse to a Mixed-Use as Dwellinghouse and/or Holiday Let for Short Term Lets (*Council deadline 14th May 2026, Public deadline 23rd May 2026*).
2. Letter to Dorset Council – Notification of continuation certificate of certified campsite Pondarosa, Valley Road, Harmans Cross, BH19 3DX. Woodland Champion Club letter to consult with the Local Planning Authority regarding the proposed temporary change of use of the land.
For reference (Discussed at April Council Meeting): [P/FUL/2026/01368](#) Location: Campsite Pondarosa Farm, Valley Road, Harmans Cross, BH19 3DX.

Consultations

3. The Local Government Boundary Commission
10-week public consultation inviting proposals for new council wards and ward boundaries for Dorset Council. Consultation will close on 1st June 2026. [Dorset | LGBCE](#)
4. Dorset Council Community Emergency Response Plans (CERPs) Survey
This short survey (around 10–15 minutes) will help Dorset Council understand how parish and town councils currently prepare for and respond to local emergencies, and what support may be needed in future. The responses will help build an accurate picture of local risks, resources, training needs, and existing arrangements, directly shaping future guidance and support. (Survey questions enclosed)

Tree works

5. [P/TRC/2026/02246](#) Location: 4 New Buildings, A351 High Street, Coombe BH19 3DL
Proposal: T1 Ash (*Fraxinus excelsior*) Fell to ground level. T2 Ash (*Fraxinus excelsior*): Pollard back to previous pollard points. (*Comments by 18th May 2026*).

0526-11. PREVIOUS MEETING MINUTES

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

0526-12. MATTERS ARISING FROM PREVIOUS MEETING

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

0526-13. CLERKS REPORT

To discuss and agree the report and any recommendations contained within
(Briefing paper enclosed)

0526-14. FINANCIAL MATTERS

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. To approve the bank reconciliation as at 31st March 2026
- e. To approve Year-end accounts 2025/26
- f. To review Earmarked Reserves
- g. To confirm no conflict of interest with the Council's external auditor BDO LLP
- h. To confirm the arrangements for internal audit.

0526-15. POLICIES AND GOVERNANCE DOCUMENTS REVIEW

To approve the policies as listed (Financial Regulations – amended, and Investment and Reserves Strategy – new policy):

- a. Standing Orders
- b. Financial Regulations
- c. Code of Conduct
- d. Data Processing Statement
- e. Data Protection Policy
- f. Investment and Reserves Strategy Risk Policy and Register
- g. Privacy Notices – Allotment Tenants, Cemetery, Councillors, Employee/Volunteer, Enquirers/Complainants, Supplier/Sole Trader
- h. Risk Policy and Register
- i. Staff Appeals Committee (SAC) Terms of Reference
- j. Staff Employment, Discipline and Complaints Committee (SEDACC) Terms of Reference

0526-16. CHAIRMAN'S ANNOUNCEMENTS

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

0526-17. 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.

0526-18. DATE OF NEXT MEETING

Date: Thursday 11th June 2026

Location: Langton Matravers Village Hall

Time: 19:00