

WORTH MATRAVERS PARISH COUNCIL

MINUTES OF A PARISH COUNCIL MEETING OF WORTH MATRAVERS PARISH COUNCIL HELD ON TUESDAY 7th APRIL 2025 IN THE WORTH MATRAVERS VILLAGE HALL. THE MEETING COMMENCED AT 7.30PM

PRESENT:

Cllr **Bugler** (Meeting Chairperson), Cllr **Jeffery**, Cllr **Melville**, Cllr **Peacock**

ALSO IN ATTENDANCE:

Cllr Wilson (Dorset Council), C Fuller (CCCLT), S Loseby (CCCLT), R Spicer-Short (CCCLT) & Michelle Harrington (Clerk). One Members of Public

ABSENT:

Cllr Burden, Cllr Hooper & Cllr Vosper.

0426-148. APOLOGIES FOR ABSENCE (LOCAL GOVERNMENT ACT (LGA) 1972 S85 (1))

Apologies have been received from Cllr Burden, Cllr Hopper & Cllr Vosper for personal reasons and accepted by all. (Noting a minimum of three Councillors are required to make quorum).

0426-149. DECLARATIONS OF INTEREST AND DISPENSATIONS (LOCALISM ACT 2011 S33(B-E)) RELATING TO ITEMS ON THE AGENDA

Cllr Bugler declared a pecuniary interest in agenda item 154a2 (monthly expenditure) as approved contractors to Worth Matravers Parish Council. No further declarations were made or dispensations requested.

0426-150. PUBLIC DISCUSSION PERIOD

The meeting was adjourned

One member of public wished to raise a request on behalf of the Worth Matravers Village Fete organisers regarding the car parking. It was requested WMPC make a financial donation rather than the fete organisers collecting money on the day. It was noted there will still be marshals to guide people to the fete and the overflow parking area. More signage will be in place around the car park this year with the charity number and general information. It was noted the fete is being held on the 25th May 2026

The meeting was re-convened

RESOLVED: To move agenda item 155b3 forward. Minutes still shown in order.

0426-151. PREVIOUS MEETING MINUTES

Proposed Cllr Melville

Seconded Cllr Peacock

RESOLVED – The minutes from the full council meeting held on Tuesday 3rd March 2026 were approved and signed as a correct record of the meeting.

0426-152. SUSTAINABLE WORTH

No report was submitted, before the meeting.

0426-153. DORSET COUNCILLOR'S REPORT

Cllr Wilson gave a verbal update on parish matters. See Appendix A for full details.

ACTION: Clerk to look at CCTV for 26th March to see if a coach attempted to enter the car park and report back to Council.

0426-154. CLERKS REPORT

a. Finance

1. Bank Balance

Unity £95,585.90 of 24th March 2026

2. Expenditure & Income

A report was submitted before the meeting, noting the monthly expenditure of £4,583.93 and the Income at £116.00 this was discussed. (A copy of all expenditure can be found at the end of the minutes in Appendix B).

Proposed: Cllr Jeffery

Seconded: Cllr Melville

RESOLVED/ACTION: All payments as listed were approved with a combined total of £4,583.93 including VAT. Clerk to process payments.

3. Bank Reconciliation

It was noted the reconciliation was postponed to next month.

Scribe Accounts

A report was submitted before the meeting, with details of an accounts package, with a recommendation to approve subscription on an annual basis.

Seconded: Cllr Jeffery

RESOLVED/ACTION: To adopt Scribe Accounting as the new accounting package at a cost of £44per month for 2026-27 plus a one off set up fee o £299. Clerk to purchase Scribe Accounts

Policies and Risk Assessment Review

The following policies were submitted before the meeting.

- Records Retention Policy
Risk Management Policy.
Social Media Policy.

Seconded: Cllr Melville

RESOLVED/ACTION: The Records Retention Policy, Risk Management Policy & Social Media Policy were approved with no amendments. Clerk to publish adopted policies

Hire Agreement form

A copy of a proposed hire agreement form for the Worth Matravers car park was submitted before the meeting.

RESOLVED/ACTION: To adopt the hire agreement form as submitted with no amendments. Clerk to publish the agreement.

Insurance

It was noted the current insurance company has not submitted a renewal quote, due to CCTV inclusion. However an alternative insurance provider has been contacted and have quoted £1,032.19 from 1st June 2026 for one year, or £1,007.10 per year if we sign up to a three year contract.

RESOLVED/ACTION: Clerk chase current provider and add to May agenda.

Hamans Cross Car park.

- ## Height Barrier repairs.

It was noted the height barrier was damaged and due to health and safety concerns the Clerk in conjunction with the Chairman authorised the repairs at an estimated costs of £880 + VAT.

- CCTV.

When the height barrier was damaged, it was discovered that the CCTV does not record all motion all day. This service is available through a subscription, and the cost is £112.99. It was noted the camera would not pick up a registration plate if someone was to drive towards the entrance height barrier, then drive off without entering the car park.

Seconded: Cllr Jeffery

RESOLVED/ACTION: To subscribe to the annual continuous recording on a 30day rolling recording. Clerk to purchase the CCTV subscription.

Office Equipment Requirements.

To note the current phone line and broadband service contract has now ended. However the Clerks other council is looking to install broadband, but with no phone line. It is therefore recommended that WMPC enter into a mobile phone contract at a cost of £25 per month with a 36month contract or £27.50 per month with a 24month contract. It was noted the Clerk's other Council have bought a printer and are happy for WMPC to use the printer at an agreed rate per page, as with the previous agreement.

Seconded: Cllr Jeffery

RESOLVED/ACTION: Clerk to purchase a refurbished phone and a SIM only pay as you go contract.

Action Log.

- To note Dorset Council enforcement are investigating fly tipping within the Worth Matravers Parish Council Car Park general Waste bins. Noting CCTV footage has been supplied.

ACTION: Clerk to investigate if Dorset Council pay for fly tipping information which leads to a prosecution.

- No further actions were discussed.

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0426-155. CORRESPONDENCE

- a. The following correspondence was received before the agenda publication date and discussed:
1. Tunnel Vision Challenge Sandbanks – Studland: Noted with no further action requested.
 2. Litter pick on Valley Road, Harmans Cross:
ACTION Clerk to send a letter to thanks to the Swanage Army Link's Dawn Patrol Representative.
- b. Correspondence received after the agenda publication date.
3. Worth Matravers Village Fete.
RESOLVED: Worth Matravers Parish Council agree the Worth Matravers Fete organisers can use the Village Green to hold the 2026 village fete. Noting the organisers have their own public liability insurance for the event. The road closure application to Dorset Council for Lower Pikes lane between 8am to 4pm was noted. Car Park donations including those from Just Park for 25th May 2026 will be paid to the Village Fete Charity.

0426-156. PLANNING MATTERS

The following planning application was discussed:

- a. P/CLP/2026/01434 (CLP = 24hr comment response time)
Location: The High Barn, Woodyhyde Farm, Corfe Castle, BH20 5HT
Proposal: Erect single storey rear extension
Comment: No comment
- b. P/TRT/2026/00128
Location: Brier Patch, Valley Road, Harmans Cross, BH19 3DZ
Proposal: T1 & T2 Oaks - Fell to ground level (remove trees in full, leaving stumps as close to ground level as practicable). Replant with a Rowan and Field Maple near to the location of the felled trees
Comment: Request a crown reduction on T2. OK with T1

RESOLVED / ACTION: Clerk to submit planning comment to Dorset Council as agreed above.

0426-157. DAPTC / DORSET COUNCIL – STATEMENT OF EXPECTATION

To discuss the statement of expectation

RESOLVED: No further action.

0426-158. DUCK POND

A discussion was held in regard to the condition of the water within the duck pond.

RESOLVED / ACTION: Cllr Bugler to organise a working group to clean the weed from the pond. Clerk to put a request in the Dubber to find someone to help feed the ducks, noting the duck house will be moved onto the pond, so there will be no need home he ducks each night. Once the cleaning has been completed the weed growth will be monitored.

0426-159. 20MPH HAYCRAFTS LANE

A report was submitted before the meeting this was discussed.

Proposed: Cllr Peacock

Seconded: Cllr Bugler

RESOLVED / ACTION: Clerk to contact Dorset Council to arrange a traffic speed survey at a cost of £295 + VAT

0426-160. PTAG SURVEY

A copy of a draft response to the PTAG survey was submitted before the meeting, this was discussed.

RESOLVED / ACTION: Clerk to submit the survey with the following:

- Q1.** Priority 1 –moderately, Priority 2 – strongly, Priority 3 – strongly & Priority 4 – moderately
Q2. Traffic calming measures. Maintain the footpaths and bridleways already in existence.
Q3. 1. No. 2 Yes, 3 Yes, 4 Yes & 5 Yes
Q4. Corfe-Worth Matravers-Swanage-Harmans Cross & Wareham Train Station & Swanage, HX to Sandford Lidl's
Q5. Maintain the footpaths and bridleways already in existence.
Q6. On call community transit vans pick up and drop off services and nominal fares.

0426-161. URGENT ITEMS

N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, para 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119), however matters can still be discussed.

Next Council Meeting: The next meeting will be held on Tuesday 5th May 2025, from 7.30pm in the Harmans Cross Village Hall.

ACTION: Cllr Bugler to investigate who repaired the old BT phone box at Acton. Clerk to add Harman Cross Box Phone to May Agenda

RESOLVED: It was unanimously agreed to continue the meeting past the two hour limit.

0426-162. CORFE CASTLE COMMUNITY LAND TRUST

RESOLVED: resolved CLT & Ben to stay.

RESOLVED: To move into a Part 2 Confidential Item; under s.1(2) of the 1960 Act, the press and public are to be excluded for the remainder of this agenda item due to the confidential nature of the business to be transacted. It was agreed both Cllr Wilson and three members of the Corfe Castle Community Land Trust could remain in the meeting.

A discussion was held with the representatives from the Corfe Castle Community Land Trust in regard to the proposed development in Harmans Cross. It was noted the development is within the Corfe Castle Parish Council parish but the site boundary line is also the Parish boundary line with Worth Matravers Parish.

RESOLVED: Cllr Peacock or in his absence Cllr Jeffery become the WMPC liaison to CCCLT. An initial meeting with the CLT will be arranged directly.

RESOLVED: CCCLT attend May residents meeting, not May council meeting.

ACTION: Clerk & Councillors to advertise where possible to inform residents in need of housing to join the Dorset Council housing register. To also look out for the Dorset Council housing needs survey which is likely to be launched in June and will be open for three weeks.

0426-163. CAR PARK DONATIONS

It was agreed which councillors would be responsible for overseeing car park donations during the forthcoming month.

Meeting closed at 22:10

Appendix A – Dorset Council Report

Hill Bottom: Cllr Wilson met with a highway officer. A form has been submitted for sections to be resurfaced, (sections are within the green lane area). There is currently no time frame agreed for the works.

Coaches: It was noted Cllr Wilson contacted the coach company who recently, dropped off tourists and then parked in a lay-by. The coach company CEO stated they had a permit and therefore were allowed to wait in the lay-by. Cllr Wilson subsequently contacted Dorset Council who issue coach access permits, and was advised that the permit states coaches can drive to Worth Matravers to drop off in the coach park (believed to be the Worth Matravers Parish Council Car Park) but then must leave Worth Matravers, they are not meant to wait in Worth Matravers.

Harmans Cross Pedestrian crossing: The final design is being put together and will be shared with the Parish Council as soon as it is finalised, which is hoped for next month. The project manager for Dorset Council has stated they want to get this project completed in this financial year.

Parking: Cllr Wilson has agreed to investigate re-instating the double yellow line in Worth Matravers and the re-surfacing is not scheduled for this year.

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Appendix B – Monthly Expenditure

Date - Invoice	Supplier	Item / Service Supplied	N/C	Net	VAT	Total
05-Apr-26	ITB Gardening and Tree Care Ltd	WM VG	5014	96.00	19.20	658.80
		WMCP & Extension	3010	90.00	18.00	
		HX CP	3004	48.00	9.60	
		WM Church Yard	5006	75.00	15.00	
		Westburton field	5016	150.00	30.00	
		Begbie Field	5002	90.00	18.00	
16-Mar-26	Dorset Council	WMCP Rates	3018	260.00	0.00	260.00
		HXCP Rates	3016	108.00	0.00	108.00
05-Mar-26	Dorset Council	WMCP Rates	5026	1,401.26	280.25	1,681.51
01-Apr-26	Just Park	Just Park Fees WM	3022	99.67	19.66	120.69
		Just Park Fees HX	3020	1.15	0.21	
31-Mar-26	JD Facilities	WM Toilet Block Cleaning	8002	582.61	116.52	699.13
09-Mar-26	CloudNext	Domain hosting	2018	50.00	10.00	60.00
27-Mar-26	Wel Medical	Defib Pads	6016	63.34	12.67	76.01
07-Apr-26	M Harrington	Salary	2008	712.94	0.00	760.57
		Expenses	2012	47.63	0.00	
07-Apr-26	HMRC	NI & Income Tax	2010	252.61	0.00	741.33
07-Apr-26	HMRC - Catch up from Qty Payment	Quarterly payment to monthly payment	2010	488.72	0.00	
07-Apr-26	NEST	Pension	2014	76.69	0.00	76.69
	Water2Business	WM Toilet Block Water	8010		0.00	0.00
	Smartest Energy	Electricity - WM Toilet Block	8004		0.00	0.00
	Unity Trust Bank	Bank Fees	2026		0.00	0.00
			MTD	4,144.62	439.31	4,583.93