

WEST PARLEY PARISH COUNCIL

Dear Councillor

You are summoned to attend the **MEETING OF THE PARISH COUNCIL** to be held on **WEDNESDAY 17th JUNE 2026** at **7.00pm** at the West Parley Community Hub, 275 Christchurch Road to transact the following business:

J Weedon

Judi Weedon
Locum Clerk

10th June 2026

Cllr A Parry – Chair

Cllr J Barber

Cllr M Barber

Cllr A Batley

Cllr C Graham

Cllr A Logan

Cllr Mrs B Manual

Cllr Mrs R McDonald

Cllr D Spencer

AGENDA

1. [To Receive Apologies for Absence](#)
2. [Questions from Members of the Public](#) (Public to submit questions a minimum of 24 hours prior to meeting. Any questions/representations will be read out) Public session is limited to 10 minutes
3. [To Receive Declarations of Interests and requests for Dispensations - Localism Act 2011 – Dispensations from section 31\(4\)](#)
4. [To Approve and Sign the Minutes of the Annual Parish Council meeting held on Wednesday 20th May 2026 \(pages 11703-11709\). To Receive any Matters Arising from them \(for information only\)](#)
5. To Approve, Adopt and Sign the following Committee meeting reports:
 - a) [Planning committee](#) 03.06.2026 (pages 11710 to 11711)
6. [To Receive Report from Dorset Councillor](#)
7. [To Receive Clerks report](#)
8. [To Approve Accounts for Payment](#)
9. [To Complete Form – Conflict of Interests with BDO](#)
10. [To Approve Annual Governance Statement and Statement of Accounts \(AGAR\) for 2025/26](#)
11. [To Approve Meeting Calendar](#)
12. [To Discuss Use of Social Media \(Facebook\) by Councillors](#)
13. [To Discuss Access to Council emails by 3rd Parties](#)

14. [To Discuss The Community Hub](#)
 - a. Closing time
 - b. Opening and Closing by private hirers
 - c. Caretaker role
15. [To Discuss operation of the Council with Locum staffing](#)
16. [To Discuss Councillor access to Scribe](#)
17. [To Agree a date for Volunteer BBQ](#)
18. [To Note issues with Parish Council Insurance](#)
19. [To Consider Planning Applications:](#)
 - a. [P/VOC/2026/02973 - 4 Crescent Walk West Parley BH22 8PZ](#)
Erect side extension and remodel building with new raised roof (with variation to condition 2 of planning permission P/HOU/2025/03970 to alter the position and dimensions of windows WF1 to WFF4 and addition of a roof light)
20. [To Receive Information from Members](#)
21. [To Receive Correspondence](#)
22. [To Exclude the Press and Public in accordance with Section 1, subsection \(2\) of the Public Bodies \(Admission to meetings\) Act 1960](#)
23. [To Approve and sign the CONFIDENTIAL minutes of the Annual Parish council meeting held on Wednesday 20th May](#)

AGENDA ITEM 1 – Apologies for Absence

The Clerk will give the apologies for those councillors who have given prior notice that they are unable to attend the meeting.

PLEASE NOTE: That a reason for all future apologies for non-attendance at meetings will be required. This is part of the Local Government Act 1972 s 85(3) and Sch 12 para 40. The reason for the apology will be noted in the minutes.

AGENDA ITEM 2 – Questions from Members of the Public

Public are required to submit questions a minimum of 24 hours prior to meeting. Please note that the meeting is by law 'a meeting held in public, not a 'public meeting'. The law gives members of the public the right to attend and observe but not to speak. Any questions/representations received will be read out) Public session is limited to 10 minutes

AGENDA ITEM 3 – Declarations of Interests

If an item appears on the agenda that a member holds a pecuniary interest in, as stated on their registration of pecuniary interest form, they must declare that interest and follow the rules set out in the Code of Conduct.

If any member is in any doubt whether to declare an interest, please speak to the clerk.

AGENDA ITEM 4 – APPROVE COUNCIL MINUTES 20.05.26

11703

WEST PARLEY PARISH COUNCIL

MINUTES of the **ANNUAL PARISH COUNCIL MEETING** held on Wednesday 20th May 2026 in West Parley Community Hub, 275 Christchurch Road at 7.07pm.

PRESENT: Cllr M Barber Cllr A Batley Cllr Mrs B Manuel
Cllr Mrs R McDonald Cllr A Parry Cllr D Spencer

OTHERS PRESENT: Mrs Judi Weedon, Acting Parish Clerk
1 member of the public

APOLOGIES: Cllr J Barber Cllr C Graham Cllr A Logan

26/001 TO ELECT A CHAIRMAN OF THE COUNCIL FOR THE YEAR MAY 2026 TO MAY 2027

Cllr A Parry was proposed and seconded and after a vote was duly elected Chairman of the Council

26/002 TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN

Cllr A Parry signed the Declaration of Acceptance of Office as Chairman and the Acting Clerk received it.

26/003 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)

Cllr Mrs R McDonald declared a pecuniary Interest in agenda item 22a, Land and Property – Use of part of leased area by Parley Cricket Club. Cllr McDonald left the room and did not participate in any discussion or vote.

Cllr D Spencer declared a interest in agenda item 22f – Land and Property – Consider lease of 3 sports sections. Cllr Spencer left the room during the discussion and did not take part in the discussion or vote.

26/004 TO APPROVE AND SIGN MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON 27th MARCH 2026

Having been circulated, the minutes on pages 11696 were agreed, adopted and signed.

26/005 TO APPROVE AND SIGN MINUTES OF THE PARISH COUNCIL MEETING HELD ON 15th APRIL 2026

Having been circulated, the minutes on pages 11698-11702 were agreed, adopted and signed.

26/006 TO ELECT A VICE CHAIRMAN OF THE COUNCIL

Cllr A Batley was proposed and seconded, after a vote Cllr A Batley was duly elected Vice Chairman to the Council.

26/007 TO AGREE COMMITTEES, TERMS OF REFERENCE and WORKING GROUPS for 2026/27

It was **RESOLVED** that the committees be appointed as follows:

Planning Committee membership:

Cllr Mrs B Manual – Chair

All other councillors to sit on this committee

Personnel and Staffing Committee:

Members considered the Terms of Reference for this committee and felt that non committee members should have the opportunity to attend if they wished. It was explained that when dealing with staffing matters it is advisable to have some members who are independent of the committee.

After discussion it was

RESOLVED that the Terms of Reference for the Personnel and Staff Committee be amended as follows:

Attendance at meetings to read: At the Chairmans discretion non committee members may attend the meetings but will not be able to speak or vote.

There will be a Standing Agenda item for this committee to read: Receive written questions from non committee members. Meetings will take place quarterly or as and when required. Terms of Reference to be amended accordingly.

Voting: unanimous

Personnel and Staffing Committee membership:

Cllr D Spencer - Chair

Cllr Mrs B Manual

Cllr A Batley

Cllr A Parry

Cllr A Logan

Finance and GP Committee:

Members considered the Terms of Reference for this committee and reviewed matters that are delegated to the committee: After discussion it was

RESOLVED that matters relating to the CCTV and the Annual Risk Assessment will come under full Council and not F&GP. Terms of Reference to be amended accordingly. Meetings will take place quarterly.

Voting: unanimous

Finance and GP Committee membership:

Cllr M Barber - Chair

Cllr D Spencer

Cllr Mrs R McDonald

Cllr A Batley

It was noted that a Schedule of Meetings is required. Once produced to come to Council for approval.

Working Groups: None currently operating.

26/008 TO APPOINT REPRESENTATIVES OF THE COUNCIL TO OUTSIDE BODIES

It was **RESOLVED** that representatives be appointed as follows:

Bournemouth Airport: Cllr Mrs B Manual

DAPTC Eastern Area: Cllr M Barber with Cllr A Parry as a reserve

Memorial Hall: Cllr A Parry

Volunteers: Cllr Mrs B Manual

26/009 FINANCIAL SIGNATORIES

Members discussed the signatories on the banking mandate and it was

RESOLVED that Cllr's M Barber, A Parry and R McDonald and the Clerk remain as signatories and that Cllr A Batley is added to the bank mandate.

Voting: unanimous

- 26/010 PRESENTATIONS BY MEMBERS OF THE PUBLIC**
None
- 26/011 DORSET COUNCILLOR REPORT**
Dorset Councillor Parry reported on the Dorset Council meeting and that Cllr Stella Jones has been elected Chair and Cllr Matt Bell is now the Community Portfolio Holder. He further reported on the boundary commission review for Dorset Council and that there are no changes proposed for West Parley.
A meeting was held with the new highways officer where areas of concern were discussed, such as paving, gully work and the shop service road.
- 26/012 TO RECEIVE CLERKS REPORT and CORRESPONDENCE**
Members noted the clerks report as attached to the agenda.

Members discussed a request from Westmade to hold a large event at the Hub and on the field. Members felt that the size of the proposed event was not suitable due to available parking, concern about damage to sports pitches and that it was unfair to local user groups. After discussion members agreed that the proposed Westmade event was not suitable, however they were content to host a smaller event contained within The Community Hub if this was suitable for the event organiser.

Cllr M Barber informed members of correspondence for a local resident with regard to tress and hedges being overgrown, this has been passed to the community volunteers.
- 26/013 ACTIVITY PLAN**
Members reviewed the Activity Plan. It was requested that all reference to SM be removed from the plan.
- 26/014 MEMORIAL HALL**
It was reported that plastering work is being carried out and that some tables belonging to the Parish Council are in the Memorial Hall. Members to arrange collecting them and putting them in the Hub
- 26/015 DAPTC MEMBERSHIP**
Members discussed the parish councils membership of the DAPTC and after discussion it was
RESOLVED to continue membership of the DAPTC for 2026/27
Voting: unanimous
- 26/016 CYBER INSURANCE**
Members reviewed the cyber insurance policy quote provided by Gallagher. It was
RESOLVED to accept this quotation and renew the Cyber Insurance policy as presented.
Voting: unanimous
- 26/017 SITE MEETING WITH ECO**
Members considered holding a site meeting with ECO to discuss various issues. Members were informed that someone from ECO would be attending the Annual Parish Meeting and therefore it was agreed to defer this matter until more information is received.
- 26/018 MANAGEMENT APPROACH TO ALLOTMENTS**
Members agreed to defer this item until the June Council meeting.
- 26/019 MARTYN'S LAW CONSULTATION**
After discussion members
RESOLVED that they did not wish to make a response to the Martyn's Law Consultation but noted that reference should be made to it in the risk assessment.

Voting: unanimous

26/020 FINANCE REPORTS

In the absence of the council's clerk, Cllr M Barber had produced a payment list
RESOLVED that the accounts for payment be approved as attached on page 11708 of these minutes. (Cllr's Barber, Parry and McDonald to authorise the electronic payments)

Voting: unanimous

It was then

RESOLVED that all other matters relating to finance be discussed after agenda item 24, Exclusion of Press and Public.

Voting: unanimous

26/021 LAND and PROPERTY

a) Use of part leased area of Community Hub for Parley Cricket Club

Cllr Mrs R McDonald having declared a pecuniary interest in the agenda item left the meeting room taking no part in any discussion or vote.

Parley Cricket club has requested use of the undercover area (which leased to the Preschool)

Under clause 38.1 and 38.2 of the lease with the preschool, they have to be informed if any club wishes to use an area which is covered by their lease with the Parish Council.

After discussion it was

RESOLVED that Parley Cricket Club are permitted to use the undercover area until the end of September 2026 and are informed of the conditions of use as stated in the preschool lease.

A letter to be sent to the Cricket Club informing them of their obligations when using this area and a letter to the Preschool informing them of this additional use.

Voting: unanimous

Acting Clerk to write letters to Parley Cricket Club and the Preschool and send to the chair for distribution.

Cllr Mrs R McDonald returned to the meeting

b) Consider Amendment to Alcohol License for the Hub

Members disused this matter and agreed that it is not the alcohol licence that requires amendment but separate licenses for the playing of music (live and recorded) and or performances.

After discussion it was

RESOLVED that the Parish Council apply for a PPL and PRS licence (as required) for the Community Hub in order that live and recorded music can be played in the building. Management of this licence to be delegated to the clerk and the Finance and GP committee

Voting: unanimous

c) Consider grounds management of the land off Fitzpaine Road if the DC community asset transfer is approved.

In the absence of correspondence from Dorset Council about the land transfer and a timeframe of how long the transfer will take, it was agreed to defer this matter until confirmation is received from Dorset Council with an approximate transfer timeline.

d) Consider tree survey quotes

Members consider quotes for carrying out tree surveys.

After discussion it was

RESOLVED to accept the quotation from Idverde for £450 to carry out tree surveys on Parish Council land.

e) Consider provider for electricity export

Members considered possible companies to use for the export of power from solar panels on the Community Hub. It was felt that more detail was required to make an informed decision. Cllr M Barber agreed to review the tariffs available and make a recommendation to next full council meeting.

f) Consider a lease for 3 sports sections

Cllr D Spencer having declared an interest in the agenda item left the meeting room taking no part in any discussion or vote.

Members discussed the current situation with the sports clubs who have a user agreement but this was noted that it does not give them any form of security of tenure for the future.

Members discussed the possibility of a lease/licence from the Council to the Sports clubs.

It was agreed that initially all the clubs should be approached to discuss with them what their requirements are for the future.

Members agreed to delegate this to the Chair of F&GP committee who will arrange a meeting date with clubs and then inform all members of the date. All members will be welcome to attend.

Cllr D Spencer returned to the meeting room

g) Bench Audit

This matter was deferred until June

26/022 PLANNING APPLICATIONS

P/HOU/2026/02408 – 8 Berkley Avenue

Erect new front porch and a single storey flat roof rear extension

RESOLVED: No Objection *Voting: unanimous*

P/HOU/2026/02469 – 32 Chine Walk

Erect single storey garage

RESOLVED: No Objection *Voting: unanimous*

P/HOU/2026/02462 – 44 Glenmoor Road

Erect single storey extension

RESOLVED: No Objection *Voting: unanimous*

26/023 EXCLUSION OF PUBLIC AND PRESS

RESOLVED:- that because of the confidential nature of the business to be transacted, it was likely that if Members of the Public were present during discussion, there would be disclosure to them of exempt information and they therefore be excluded from the Meeting in accordance with Section 1, subsection (2) of the Public Bodies (Admission to Meetings) Act 1960

Voting: Unanimous

26/024 FINANCE REPORTS

Members raised concerns about the councils finances not being up to date.
Confidential minutes pages 11709 to 11710 refers

26/025 It was

RESOLVED to suspend Standing Order 3x to allow the meeting to continue longer than 2 hours

Voting: unanimous

26/026 CONFIRM AND SIGN THE CONFIDENTIAL MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE 15th APRIL

The minutes having been previously circulated to members discussed their accuracy. It appeared that there were two different sets of minutes for this meeting so after discussion it was

RESOLVED that the minutes of this meeting are not accepted as a true and accurate record of the meeting

Voting: unanimous

Note: the minutes will remain as an unofficial draft of the meeting, they therefore lack legal authority.

The Chair declared the meeting closed at 21.30 hrs

The next meeting of the Parish Council will be held on 17th June 2026 at 19:30hrs

SIGNED DATE
Chair

Payment list dated 20.05.26			
Payment method	Invoice amount	Invoice date	Details
EB 21.05	£1,203.00		Spase architects -
EB 21.05	£1,920.00		Rely HR – HR Support
EB 21.05	£82.80		Protect U Fire and security
TOTAL	£3,205.80		

AGENDA ITEM 5a – APPROVE PLANNING COMMITTEE MINUTES 03.06.2026

11710

WEST PARLEY PARISH COUNCIL

MINUTES of the PLANNING COMMITTEE

held on **WEDNESDAY 3rd JUNE 2026** in the West Parley Community Hub, 275 Christchurch Road at **7.00pm**.

PRESENT: Cllr Mrs B Manuel – Chair
Cllr M Barber Cllr A Logan Cllr A Batley
Cllr J Barber Cllr D Spencer Cllr Mrs R McDonald

OTHERS PRESENT: None

APOLOGIES: Cllr A Parry Cllr C Graham

26/027 DECLARATIONS OF INTEREST

None

Cllr Logan arrived at 19:02

26/028 PUBLIC DISCUSSION PERIOD

None

26/029 TO CONSIDER PLANNING APPLICATIONS

Copies of the following applications were received, and it was agreed that observations, as stated, should be submitted to the Dorset Council:

Voting was unanimous unless stated otherwise.

P/PADM/2026/02679 – Lloyds Equestrian And Examination Centre Christchurch Road West Parley BH22 8SQ

Demolition of single storey brick building positioned to the north of the current equestrian building.

No Objection

26/030 NOTIFICATION OF DECISIONS FROM DORSET COUNCIL

P/HOU/2026/00288 – 52 Chine Walk

Amendment to approved application (P/HOU/2023/04025). Alterations to ground floor utility door and window, kitchen glazing configuration. Dormer extended and alteration to window (obscured). New dormer added with rooflight. Grey composite cladding to dormer roofs. **WPPC Comments**

No objection

Dorset Council Decision

Granted

P/VOC/2026/00709 – 24 Dudsbury Road

Erect detached garage block with games room in loft (with variation of condition 2 of Approved P/A P/HOU/2023/06738 to install additional windows and roof light.)

WPPC Comments

No objection

Dorset Council Decision

Granted

P/HOU/2026/00595 – 3 Dane Drive

Form new garage with solar panel array to front garden & swimming pool house with solar panel array to rear garden.

WPPC Comments

No objection

Dorset Council Decision

Application withdrawn

P/VOC/2026/00509 – 4 Crescent Walk

Erect side extension and remodel building with new raised roof (P/HOU/2025/03970)
Variation of Condition 2 - to allow fenestration changes and alteration to the raised roof height.

WPPC Comments

Unable to locate comments

Dorset Council Decision

Application withdrawn

26/031 NOTIFICATION OF PLANNING APPEALS

None

26/032 NOTIFICATION OF TREE MATTERS**Tree Preservation Orders:**

None

26/033 Tree Work

<u>208 New Road</u>	REQUEST TO: Monterey Pine – Fell to Ground
<u>37 Dudsbury Road</u>	REQUEST TO: Maritime Pine – Lateral reduction of up to 3m on SW canopy. Remove 1 st Primary branch
<u>7 Burnbrae Road</u>	REQUEST TO: Liquidambar - Crown reduction of up to 6m.

26/034 CORRESPONDENCE

None

The Chairman declared the meeting closed at 19.16 hrs

The next meeting of the Planning committee is scheduled for the 1st July 2026.

SIGNED DATE
CHAIR OF PLANNING COMMITTEE

AGENDA ITEM 6 – Dorset Councillor Report

Cllr Andrew Parry will give a verbal report at the meeting

AGENDA ITEM 7 – Locum Clerks Report

The Clerk's report is an update of on-going issues as well as informing members of any other matters that do not require a decision.

1. Letters to the Parley pre school and the Cricket Club as per minute no 26/021a were produced and sent to the Chair for distribution.
2. Asset Transfer from Dorset Council, no further information has been received.
3. Land for Allotments, no information has been received.
4. Minute no 26/021d refers: Confirmation has not been received from members that Idverde has been contacted to instruct them to carry out the required work
5. The Locum Clerk is having problems with not having the required information to complete tasks correctly, such as information to give to hirers of the Hub, all relevant financial information (statements from all bank accounts held by the Council)
6. The Council emails are now being checked daily and enquiries dealt with.
7. Anyone enquiring about an allotment is being added to the list held on the Council computer.

AGENDA ITEM 8 – Accounts for Payment

A list of payments will be sent out prior to the meeting next week to ensure all relevant invoices are processed.

AGENDA ITEM 9 – BDO Conflict of Interest form

BDO LLP being the external auditor appointed by the government, require the Council to confirm whether they have any conflicts of interest with BDO LLP, such as knowing staff working there etc.

A copy of the form is shown below for your reference.
Members are requested to declare any interest as required.

<i>CONFLICT OF INTEREST WITH BDO LLP</i> <i>To be completed annually and minuted at a meeting of the smaller authority.</i>	
<i>Name of Smaller Authority</i>	<i>WEST MOORS TOWN COUNCIL</i>
<input type="checkbox"/>	I confirm that there are no conflicts of interest with BDO LLP.
<input type="checkbox"/>	I confirm the following conflicts of interest (please detail below:
This was confirmed and minuted at the following meeting:	
Date of Meeting	Minute Reference
Signed (Clerk/RFO) Print Name	
Signed (Chair) Print Name	

AGENDA ITEM 10 – Annual Governance Statement and Statement of Accounts (AGAR) for 2025/26

The Statement of Accounts is the position of the council's finances as of 31st March 2026. It is a statutory document that must be completed each year and sent to an external auditor for approval.

The Council's internal Auditor Paula Harding had not completed the internal audit at the time of producing this agenda, therefore all documents relating to the year end will be sent out once they have been checked by the internal auditor. Paula has stated in a phone call that they should be with the Council by Friday 12th June.

So, documents to be sent out to members prior to the meeting include the accounting statements and the report of the internal auditor.

Please note that the Notice of Exercise of Public rights has to be put up on the website and on the noticeboards. This notice has to include the first 10 days of July therefore it is recommended that this is issued on Monday 22nd June, with the period of rights starting on Tuesday 23rd June and ending on Monday 3rd August.

Also once the Notice of Public Rights is published a screen shot will need to be taken to prove when it was uploaded to the website as this will be tested by the external auditor next year.

The Section 1 Annual Governance Statement must be approved before the accounting statement is agreed and approved.

Section 1 the Annual Governance statement, members are requested to review the statements shown on the form below and mark yes or no to each item 1 to 10.

It is hoped that members have previously received information about the new assertion 10 on Section 1.

Once completed section 1 requires the signature of the Chair.

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

WEST PARLEY PARISH COUNCIL
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.				<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.westparley-pc.gov.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2, Accounting Statements.

These will be sent out prior to the meeting.

Once received members are requested to approve Section 2 of the annual return. Once approved the Chair is required to sign the document.

AGENDA ITEM 11 – Meeting Calendar

Members are asked to approve the attached meeting schedule

DRAFT Calendar of Meetings 2026/27

	Council	Finance & General Purpose	Planning Consultative	Personnel and Staff
May 2026	20th**		6th	
June	17th		3rd	24th
July	15th	22nd	1st	
August	19th		5th	
September	16th		2nd	23rd
October	21st	14th	7th	
November	18th		4th	
December	16th		2nd	9th
January 2027	20th	13th	6th	
February	17th		3rd	
March	17th		3rd	24th
April	21st	15th	7th	
May	12th* and 19th**			

* Annual Parish Meeting

** Annual Parish Council Meeting

AGENDA ITEM 12 – Social Media

Members have requested access to the WPPC Facebook page in the absence of the Clerk.

Please see the Councils Social Media Policy, link below

<https://westparley-pc.gov.uk/documents/policies/social-media-policy-2025.pdf>

This Policy states:

The Parish Council operates a Facebook Page which is administered solely by the Parish Clerk to ensure all communications are checked prior to publication (as with the website). Comments are monitored and responded to; and if necessary removed.

The locum clerk has managed to gain full access to the WPPC Facebook page, and this is now being updated by WMTC staff with relevant information.
If members have anything they feel should go on Facebook, please email it over.

It is not recommended that Councillors administer the Facebook page.

AGENDA ITEM 13 – 3rd Party Access to emails.

It has come to the attention of the Locum Clerk and the past Chair of the Council that the person who administers the website and the emails has full access to read any of the council emails.

This has been proven as Cllr Barber asked if there were any important emails that the council should know about and these were forwarded to Cllr Barber from the website administrator.

This could be seen as a breach of GDPR, members should change their passwords associated with their email accounts.

The main council email account should also have the password changed. It is assumed that this will then not allow the email administrator to access the accounts and be able to read the emails.

However, not having any information about how the email system was initially set up by the Council with the email/website administrator, the locum clerk cannot comment fully on its operation.

AGENDA ITEM 14 – Community Hub

Three items for discussion have been requested by Cllr Barber, no information has been provided by Cllr Barber for discussion apart from what is listed below.

- A) Closing time
- B) Opening and Closing by Hirers
- C) Caretaker role

AGENDA ITEM 15 – Council operation with Locum Staff

Members are requested how to proceed if the Clerk is off for a long period of time. The current situation is that the Clerk to West Moors is helping with the administration of the WPPC. This is happening in two different ways:

1. West Moors Town Council have given permission for their staff to assist a couple of hours a week during their work time, this will be invoiced at £45 per hour from West Moors TC, timesheets will be kept.
2. The Clerk of West Moors acting as Locum Clerk for WPPC outside of her normal working hours. This work will be invoiced directly at £45 per hour.

The locum has the WPPC laptop and mobile phone, emails are being checked daily and dealt with as appropriate, anything that cannot be dealt with is being forwarded to councillors.

It is obvious that a few hours a week is not enough to administer WPPC to an acceptable standard.

If the WPPC clerk is going to be unavailable for work for an extended period of time, then it is suggested that the Local Council Consultancy be contacted to assist with a more long-term solution.

<https://www.localcouncilconsultancy.co.uk/locum-interim-services>

AGENDA ITEM 16 – Scribe Access

Cllr Barber has requested that members discuss councillor access to the Scribe accounts and booking packages.

Members already have a view only access to this software so can check at any time what is going on.

It is not recommended that councillors are granted full access to this software.

AGENDA ITEM 17 – Volunteer BBQ

Cllr M Barber has requested that members confirm a date for the Volunteer BBQ

AGENDA ITEM 18 – Council Insurance

Cllr M Barber has requested that members note payment issues for the Council insurance policy.

Insurance was agreed to be paid at the 15th April Meeting as the policy was due to expire on the 5th May.

Cllr Barber noticed that this had not been paid by the 20th May after checking the bank account. He then spent time liaising with Zurich to try and resolve the payment, which was eventually sent on the 28th May.

Cllr Barber wishes it noted that because of the delay in payment there was a significant risk to council both financially and legally.

AGENDA ITEM 19 – To Consider Planning Applications:

Members are asked to consider the planning application shown below.

a. [P/VOC/2026/02973 - 4 Crescent Walk West Parley BH22 8PZ](#)

Erect side extension and remodel building with new raised roof (with variation to condition 2 of planning permission P/HOU/2025/03970 to alter the position and dimensions of windows WF1 to WFF4 and addition of a roof light)

AGENDA ITEM 20 – Information from Members

An opportunity for brief verbal reports from members who have information relevant to West Parley.

Members are asked to produce a written report of attendance at meetings etc. on which they are the Council representative. Please send this to the Clerk so it can be sent out with the agenda.

AGENDA ITEM 21 – Correspondence

None at time of producing agenda

AGENDA ITEM 22 – Exclude Press and Public

To Exclude the Press and Public in accordance with Section 1, subsection (2) of the Public Bodies (Admission to meetings) Act 1960

Members are asked to vote to exclude press and public

AGENDA ITEM 23 – Confidential Minutes

Members are asked to approve the confidential minutes for the Annual Parish Council meeting held on the 20th May. These will be sent separately to the agenda.