



The Monthly Meeting of the Parish Council will take place on
18th March 2026 at 7.00pm
at West Parley Community Hub, 275 Christchurch Road

AGENDA

1. Members are hereby summoned to the meeting, detailed above.
2. Members must declare any Pecuniary Interest, other than those previously declared on the Registration of Pecuniary Interest Form, as laid down under the NALC Code of Conduct dated 17th May 2012.
3. Members are reminded that the Council has a general duty to set out in legislation to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, married status and any disability), Crime & Disorder together with Safety & Human Rights.

1. Apologies
2. Declarations of Interest – Pecuniary & non-Pecuniary
3. Confirm & sign the minutes of the Parish Council Meeting on 18th February 2026
4. Confirm & sign the minutes of the Planning Committee Meeting on 4th March 2026
5. Confirm & sign the minutes of the Personnel & Staffing Committee on 4th March 2026
6. New Councillor(s)
7. Presentations by members of the public
8. Dorset Councillor Report
9. Clerk's Report & Correspondence Received
10. Activity Plan
11. West Parley Memorial Hall
12. Agree date & format for the Annual Parish Meeting
13. Agree Schedule of Works – Playing Fields for 2026/7
14. Update on Road Re-surfacing Concerns
15. Adopt New Policy: Information Technology
16. Agree Frequency of checking accessibility of the website
17. Annual Review : Risk Assessments
18. Annual Review : Fixed Asset Register
19. Annual Review : Financial Regulations
20. Discuss Financial Governance & Internal Controls
21. Consider Policy Audit

22. Finance Reports
 - a) Monthly Payment Schedule
 - b) Monthly Bank Reconciliation
 - c) Note transfer of funds between accounts
 - d) Report on Banking Arrangements
 - e) Return of Donation

23. Land and Property
 - a) Rent amount for Parley Community Pre-School Lease
 - b) Cleaning contract
 - c) Accept findings of the annual bench audit
 - d) Fire Safety Checks
 - e) Consider ACRE Hallmark Accreditation and membership

24. Planning Applications

P/MPO/2026/00695 Land East of New Road, West Parley

Proposal: Modification of Planning Obligation Section 106 agreement of the Act dated the 18th of February 2021 in relation to the outline planning reference 3/17/3609/OUT to definition of "Affordable Rented Housing" in clause 1 of the original s106 agreement required to allow the rented units to be let at 80% market rent.

25. Tree Applications

P/TRT/2026/01278 7 Belle Vue Walk

Proposal: T9 Scots Pine - Fell. Scots Pine x 1 located within G1 - Fell.

26. **Consideration to exclude the Press and Public in accordance with Section 1, subsection (2) of the Public Bodies (Admissions to Meetings) Act 1960 (items 27 – 31)**
27. Confirm & sign the confidential minutes of the Parish Council Meeting on 18th February 2026
28. Confirm & sign the confidential minutes of the Personnel & Staffing Committee Meeting on 4th March 2026
29. Consider rent for Parley Community Pre-School
30. Update / agree Parley Community Pre-school lease
31. Discuss a Staffing Matter

Next meeting dates:

Planning Committee meeting (if required)	1 st April 2026	West Parley Community Hub
Parish Council meeting 7.00pm	15 th April 2026	West Parley Community Hub

REPORT ON BANKING ARRANGEMENTS

Presented to the Parish Council of West Parley on 18th March 2026

BACKGROUND

The Parish Council has historically held funds in Lloyds as a general reserve and Teacher's Building Society for earmarked reserves in relation to the Joint Panel on Accounting and Governance (JPAG) requirements and for the premises. With funds exceeding Financial Compensation Scheme (FCS) limits, additional accounts were opened in 2023. To maximise interest; additional Land and Property reserves were placed in the CCLA account.

- Earmarked Reserves (CCLA)
- Land and Property (CCLA, Teacher's Building Society & Nationwide)
- General Reserves (Lloyds Bank)

EVIDENCE

Council's reserves have reduced significantly as a result of the Community Hub refurbishment. The current balances at the time of report production, excluding the VAT refund and sports

Lloyds Bank	£ 2,910.28
CCLA	£ 72,512.46
Teacher's Building Society	£ 1.00
Nationwide	£ 1.00

Total	£ 75,424.74

OPTIONS

- Do Nothing

At present all accounts are within the FCS limits and set up for use. Interest potential is optimised using the CCLA investment.

- Close account(s)

With the level of funds held, does Council still require 4 accounts?

- Repurpose an account

- All accounts were held pending procedure once the Community Hub was operational; namely using a separate account for Hub Income eg Lloyds or Nationwide.

- Movement of funds

Once the VAT refund has been received, the earmarked / ringfenced 'pots of money' need to be re-established in the relevant accounts eg Teachers or CCLA.

RECOMMENDATION

Move to a position where:

Lloyds remains the main Council account

Nationwide is used for the Community Hub

CCLA continues to hold JPAG recommended reserves & long term earmarked reserves

Teachers is either used for short term ringfenced / earmarked reserves or closed.

Produced by Linda Leeding – Clerk/RFO to West Parley Parish Council

12th March 2026

Clerk Report – agenda item 9 (meeting 18th March 2026)

Admin

- ~ Collated papers for new audit requirement, referred to as Assertion 10.
- ~ Spoken with residents about the condition of the highways; property enquiry;
- ~ Progressed position regarding fence installation around the play area / gym. Dorset Council instructed the need to apply for discharge of condition 2 and council made payment. It now transpires, that this advice was incorrect. Condition has been discharged with no requirement for safety fencing. Refund of planning fee requested. Liaised with contractor upon installation to overcome obstacles.
- ~ Dog bins on the Church Lane SANG are overflowing. Written to the developer to ask for them to be emptied and requested a regular emptying scheduled to avoid future recurrence.
- ~ Liaised with Dorset and Wiltshire Fire & Rescue regarding fires on the former car wash site. Dorset Council have confirmed that the underground tanks were permanently decommissioned in 2001, so they will not pose a hazard to the site.
- ~ Publicised Dorset Council Highways notices.
- ~ Chased HMRC Vat repayment; evidence to be submitted.
- ~ Gallagher Insurance claim successful for damaged temporary facility. £150 received.

Community Hub

- ~ Bookings, invoicing, fielding lots of hire enquiries, deposit return etc
- ~ Advertised and fielding enquiries for a cleaning contract. Requested councillor to meet contractors.
- ~ Updated the weekly fire checks instruction document twice; circulated to all members and the pre-school. Establishing protocol of who undertakes the checks.
- ~ Asked Council to arrange 6 monthly roof inspection and emergency door inspection (by competent persons). Has this been arranged?
- ~ Liaised with Dorset Council regarding the potential recommencement of the West Parley Health Walks, who have displayed advertising posters. Passed to the Chairman to progress.
- ~ SSE have again undertaken reversals back to 31 October 2025. Liaising with Utility Aid to resolve and establish a way to prevent this from reoccurring. Spent an hour on the phone on Thursday 5th March to resolve the ongoing issue. It appears the meter wasn't registered correctly on the national database, so downloaded readings were not feeding into the system.
- ~ Liaised with the insurer about the entry system changes at the Community Hub and a suitable keysafe to be used. Awaiting information from Council to allow information to be provided to the Insurers, enabling their underwriters to assess risk and any likely impact on the premium.
- ~ Completed Defibrillator weekly checks.
- ~ Awaiting information from the Chairman to submit an insurance claim for the underground water leak. Leak allowance form submitted by the Chairman.
- ~ Reminder to Council that under Local Government Act 1972, meetings may not take place in licensed premises unless no other room is available free of charge or at a reasonable cost. However under SLCC advice note AN133 provides guidance that this is acceptable if no sale of alcohol is taking place at the time.