WEST PARLEY PARISH COUNCIL

Dear Councillor
You are summoned to attend the **MEETING OF THE PARISH COUNCIL** to be held on **WEDNESDAY 18th NOVEMBER 2026** at **7.00pm** at the West Parley Community Hub, 275 Christchurch Road to transact the following business:

J Weedon

Judi Weedon
Locum Clerk

12th November 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 Parish Council meeting held on Wednesday 21st October 2026 (pages 11751-11762). To Receive any Matters Arising from them (for information only)
5. To Receive Report from Dorset Councillor
6. To Receive Locum Clerk's Report
7. To Consider Planning Applications:
   a) P/HOU/2026/05772 – 77 New Road, West Parley, BH22 8EA
      Front infill porch extension
   b) P/FUL/2026/00770 - Dudsbury Hill Fort, Land South of Christchurch Road, West Parley
      Construction of an alternative access point with a dropped kerb, including a gated entrance and fence
8. To Receive Dorset Council Planning Decisions
9. To Consider Tree Matters
10. To Approve Accounts for Payment

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11. To Receive Financial Information
    a. Bank reconciliations up to 31st October 2026
    b. Income reports
    c. CCLA Information
12. To Consider Grant Application from West Parley Residents Association
13. To Consider Adopting the Following Documents:
    a. Councillor-Officer Protocol
    b. Staff Time Sheets
    c. Annual Appraisal Forms
14. To Consider Electricity Renewal from January 2027
15. Community Hub and Recreation Ground/Sports Field
    a. To discuss Deposits for Hirers and Penalties for Misuse
    b. To Review Cost to Hire Function Room for Sports Club and Pre-school
    c. To Review fees charged for Sports Clubs for 2027
        i. Cricket
        ii. Football youth and Adult
        iii. Petanque
16. To Receive Information from Members
17. To Receive Correspondence
18. To Exclude the Press and Public in accordance with Section 1, subsection (2) of the Public Bodies (Admission to meetings) Act 1960
19. To Approve and Sign the Confidential Minutes from the Staff and Personnel Committee held on the 21st October (pages 8 to 9)
20. To Approve and Sign the Confidential Minutes from the Council meeting held on the 21st October (pages 10 to 11)
21. To Discuss Employment of a Caretaker
    a. Approve Job Description
    b. Person Specification
    c. Salary
    d. Hours
    e. Advertisement details
    f. Interview details

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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.

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AGENDA ITEM 4 – APPROVE COUNCIL MINUTES 21.10.2026

WEST PARLEY PARISH COUNCIL

MINUTES of the **PARISH COUNCIL MEETING** held on Wednesday 21st October 2026 in West Parley Community Hub, 275 Christchurch Road at 7.00pm.

PRESENT: Cllr A Parry – Chair
Cllr M Barber, Cllr A Batley, Cllr Mrs B Manuel
Cllr D Spencer

OTHERS PRESENT: Mrs Nadine Hancock, Locum Assistant Clerk
Mrs Judi Weedon, Locum Clerk

APOLOGIES: Cllr J Barber, Cllr C Graham, Cllr A Logan
Cllr Mrs R McDonald

26/127 PRESENTATIONS BY MEMBERS OF THE PUBLIC
None

26/128 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)
None

26/129 TO APPROVE AND SIGN MINUTES OF THE PARISH COUNCIL MEETING HELD ON 23rd SEPTEMBER 2026
Having been circulated, the minutes on pages 11742-11747 were agreed, adopted and signed.

26/130 DORSET COUNCILLOR REPORT
Dorset Councillor Andrew Parry reported that the next Dorset Councillor meeting was on the 22nd October, so he would be able to give a fuller report at the meeting in November.

Cllr Parry commented on the recent SEND Transformation Plan and the financial impact this would have on Dorset Council. Cllr Manuel queried whether this plan had had an impact on the delay of the opening of the second SEND school site at Portfield School. Cllr Parry agreed to enquire as to what was causing the delay.

Cllr Parry also spoke briefly about positive changes to the Dorset Care Record (DCR) which would allow for closer working between health and care professionals.

Cllr Parry informed members he had been pushing for repairs to specific grass verges and pavements in West Parley, and had been assured these were on the list for when funding is secured.

26/131 TO RECEIVE CLERK'S REPORT

1. Bench Audit, Minute 26/021e – No further information has been provided.
2. Lease for Sports sections, Minute no 26/021f – No updates have been received on this matter.
3. Hub Opening hours, Minute no 26/047a – No updates have been received on this matter.
4. Minute No 26/049 – Scribe Training Session. Locum Clerk is willing to offer a training session for Councillors alongside the upcoming Informal Budget Meeting on the 26th October.

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5. Asset Transfer from Dorset Council, no further information has been received.

6. Service Level Agreement has been sent to and agreed with Soulful Cleaning.

26/132 PLANNING APPLICATIONS

a) P/FUL/2026/05379 – 171 New Road, West Parley, BH22 8ED
Change of use from conservatory display centre to stone and paving centre
RESOLVED: No Objection, but a request that the height of the proposed tile walls on the fence line adhere to standard fencing height requirements.
Voting: unanimous

26/133 DORSET COUNCIL PLANNING DECISIONS

P/FUL/2025/02329 - Land at former Dudsbury Golf Course
Change of use of land to informal open space (Suitable Alternative Natural Greenspace 'SANG') and allotments, provision of vehicular access, pedestrian road crossing and car park.
WPPC Comments
The Parish Council stand by their comments made in June 2026 and strongly support the comments made by Historic England.
Dorset Council Decision
Application not valid on the following grounds
1. The submitted Location plan includes land that is part of the public highway.
2. The Biodiversity Net Gain information must be provided in the Biodiversity Metric and the BNG Statement documents.
3. Flood Risk Assessment is required
4. Legislation assumes that when a planning application is submitted to the Local Planning Authority the application will contain everything it needs for the application to be found valid.

P/HOU/2026/03069 - 20 Mansfield Close West Parley BH22 8QP
Erect single storey front extension
WPPC Comments
No Objection
Dorset Council Decision
Granted

P/HOU/2026/03741 - 5 Heathlands Avenue West Parley BH22 8RW
Erect detached single-storey outbuilding with gym and sauna
WPPC Comments
Object: for the following reasons: proximity to neighbouring boundaries creating detriment to the residents, overlooking and loss of privacy to neighbouring properties, noise pollution it will create to the neighbouring properties. The Parish Council would request that a site visit takes place to gauge the accuracy of the plans and if the officer is minded to approve the application, then a request from the Parish Council that it goes to the Planning committee for determination.
Dorset Council Decision
Granted

P/VOC/2026/03803 - Castle Rings 176 Christchurch Road West Parley Ferndown BH22 8SS
Demolition of existing garage and erect new garage building (variation of condition 2 of PA P/HOU/2025/06574 - amend the approved design to reduce the height and depth of

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WPPC Comments
No Objection
Dorset Council Decision
Granted

P/HOU/2026/03874 - 36 Linden Road West Parley BH22 8RR
Loft conversion with front and rear gable to form habitable accommodation
WPPC Comments
No Objection
Dorset Council Decision
Granted

P/HOU/2026/04207 - 202 New Road West Parley BH22 8EN
Erect a single storey front infill extension and extend and convert carport into enclosed garage
WPPC Comments
No Objection
Dorset Council Decision
Granted

P/HOU/2026/03528 - 167 Golf Links Road Ferndown BH22 8BX
Retain single storey rear extension
WPPC Comments
No Objection
Dorset Council Decision
Granted

P/HOU/2026/04132 - 40 Dudsbury Road West Parley BH22 8RE
New front boundary wall, including repositioning dropped curb.
WPPC Comments
No Objection, but a request that the Planning Officer considers whether the height of the railings and brick piers are in keeping with other properties on the road.
Dorset Council Decision
Granted

P/HOU/2026/04738 - 9 Fitzpain Road West Parley BH22 8RZ
Two storey side extension - kitchen utility with bedroom extensions ensuite. Replace conservatory with rear extension
WPPC Comments
No Objection
Dorset Council Decision
Granted

26/134 TREE MATTERS
The below Tree Works applications have been received. Members noted these.

P/TRT/2026/05536 - 1 Brierley Avenue West Parley BH22 8PE
Scots Pine - Fell to ground level.
Scots Pine - Fell to ground level.

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26/135 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 11757 of these minutes (Cllrs Barber and Batley to authorise the electronic payments).

Voting: unanimous

26/136 TO RECEIVE FINANCIAL INFORMATION

a) Members received bank reconciliations up to 30th September 2026, as attached on page 11758 of these minutes.
Statements were checked and signed by Cllr M Barber.

b) Members reviewed income reports for the period from 1st to 30th September 2026.

c) Budget Comparison Report for 2nd quarter was noted as attached on pages 11759-11762

d) CCLA information was noted.

26/137 EXTERNAL AUDITOR REPORT AND COMMENTS

Members noted the notice of conclusion of audit and comments provided by the auditor which provided minor scope for improvement.
In relation to the auditor's opinion that the asset register provided did not reconcile to the value disclosed for the prior year, it was noted the value of the Community Hub building needed to be updated.
Cllr M Barber stated an independent valuation had already taken place, and he would forward the relevant document to officers in order to update the asset register.

26/138 CHINE WALK SURVEY RESULTS

Members discussed the results of the survey distributed to residents in Chine Walk. It was noted there were strong opposing views.
Several members commented they had been driving along Chine Walk regularly to keep an eye on the situation and had not seen evidence of excessive or poor parking.
Members also noted they wanted to be sensitive to the potential inconvenience double yellow lines could cause to residents and their visitors.

After some discussion, it was

RESOLVED that no further action be taken to pursue parking restrictions on Chine Walk at this time.

Voting: unanimous

26/139 ELECTRICITY RENEWAL

Members reviewed an up-to-date electricity comparison provided by Utility Aid.
Cllr M Barber pointed out the importance of signing with a supplier who provides good export rates as well as import rates, to make use of solar panels on the Community Hub.
Members requested to review shorter term contracts, rather than just 36 and 48 months.
After some discussion, it was

RESOLVED that officers seek quotes for 24-month contracts and contact SSE for more information on export rates and the paperwork required. It was agreed that once officer research was complete, the final decision could be delegated to Cllrs Parry and Batley.

Voting: unanimous

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26/140 COMMUNITY HUB & RECREATION GROUND

a) Caretaker role: Members revisited the draft job description discussed by the Staff & Personnel Committee in June 2026 and discussed the responsibilities and hours required. They agreed a caretaker would need to be an employee of the Council rather than self-employed.
After further discussion, it was
RESOLVED that officers take the discussed requirements and conduct further research with the aim of presenting a full job description, person specification and hourly rate to November's meeting for Council to approve.
Voting: unanimous

b) Deposits for hirers: Cllr M Barber requested members consider an increase in refundable deposits for ad hoc hirers. After discussion, members agreed to revisit this once research had been conducted on how similar venues charge deposits.

c) Update on Portable Bar: Cllr Spencer confirmed materials had all been ordered and he estimated this would be completed in the next few weeks.

d) Update on Electrics in Outbuildings: Cllr M Barber confirmed the electrical works were due to take place on Saturday 24th October.

Cllr Spencer commented on feedback received that the lights in the function room were too bright and did not allow for much atmosphere. Cllr M Barber agreed to unplug some of the lights to improve this.

26/141 INFORMATION FROM MEMBERS
Cllr Manuel presented a grant application from the volunteer group to be considered at the next meeting.

26/142 CORRESPONDENCE
Members viewed a letter left in the Community Hub post box which asked why a 'No Parking Overnight' sign had been permitted on a public highway with no parking restrictions. Members agreed the sign had been put in place by a resident and was not enforceable.

26/143 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

26/144 TO APPROVE AND SIGN THE CONFIDENTIAL MINUTES OF THE STAFF & PERSONNEL MEETING HELD ON THE 21st SEPTEMBER
Having been circulated, the minutes on pages 3-6 were agreed, adopted and signed.

26/145 TO APPROVE AND SIGN THE CONFIDENTIAL MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE 23rd SEPTEMBER
Having been circulated, the minutes on page 7 were agreed, adopted and signed.

26/146 UPDATES ON STAFFING MATTERS
Confidential minutes pages 10-11 refers.

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The Chair declared the meeting closed at 20.54 hrs

The next meeting of the Parish Council will be held on 18th November 2026 at 19:00hrs

SIGNED ..... DATE .....
Chair

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Payments made between meetings			
Date	**Amount**	**Supplier**	**Details**
EB 07.10	£84.00	Soulful Cleaning	Hub Cleaning 21.09 and 25.09
EB 07.10	£84.00	Soulful Cleaning	Hub Cleaning 28.09 and 02.10
EB 07.10	£446.95	Mark Barber	Reimbursement of various expenditure for the Hub from 28.09.2025 to 25.09.2026
EB 12.10	£60,000.00	CCLA	Transfer of funds from current account to CCLA Deposit Account
Total	**£60,614.95**		

Payment List dated 21.10.26			
EB 21.10	£879.37	Judi Weedon	Locum Clerk - September
EB 21.10	£207.00	Plants for Trade	Compost
EB 21.10	£75.00	Nadine Hancock	Admin assistance - September
EB 21.10	£1,638.00	BDO LLP	External Audit Fee
EB 21.10	£27.60	Starboard systems	Bookings software subscription
EB 21.10	£5.00	Linda Leeding	Mobile phone cost reimbursement
EB 21.10	£2,040.00	CFP Carpentry and Fire Prevention Ltd	Install of Fire exit bars and door closers to internal doors at the hub
EB 21.10	£115.45	Dorset Council	Bin Emptying - Hub - 01.09.26 to 28.09.26
EB 21.10	£256.56	Dorset Council	General waste bin emptying - 28.09.26 to 25.10.26
EB 21.10	£84.00	Soulful cleaning	Hub Cleaning 05.10 and 09.10
EB 21.10	£84.00	Soulful cleaning	Hub Cleaning 12.10 and 16.10
EB 21.10	£767.58	Grass and Grounds Maintenance	Grounds Maintenance - September
Total	**£6,179.56**		

Direct Debits			
DD 24.09	£223.03	SSE Energy Solutions	Electricity charges 01.08.26 to 31.08.26
DD 18.10	£4.25	Lloyds Bank	Service charge
Total	**£227.28**		

Standing Order			
SO 22.10	As per contact	Staff Salaries	Staff Salaries - Oct - Month 7
SO 22.10	£788.27	Dorset Council	Pension contributions - Month 7
SO 22.10	£876.49	HMRC	Tax and NI - Month 7

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6 October 2026 (2026-2027)

West Parley Parish Council

Prepared by: J. Veepon Date: 6/10/2026

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/09/2026			
	Cash in Hand 01/04/2026			57,228.94
	ADD			
	Receipts 01/04/2026 - 30/09/2026			224,865.99
				282,094.93
	SUBTRACT			
	Payments 01/04/2026 - 30/09/2026			128,128.39
A	**Cash in Hand 30/09/2026** (per Cash Book)			153,966.54
	Cash in hand per Bank Statements			
	Petty Cash	30/09/2026	0.00	
	Lloyds	30/09/2026	138,940.49	
	Teacher's B Soc	30/06/2026	1,416.33	
	CCLA Deposit Fund	30/09/2026	15,235.88	
	Nationwide	30/06/2026	355.43	
				155,948.13
	Less unpresented payments			1,956.59
				153,991.54
	Plus unpresented receipts			-25.00
B	**Adjusted Bank Balance**			153,966.54
	A = B Checks out OK			

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Budget Comparison 2nd quarter 30.09.2026

		26/27 Approved Budget	Actual Net to date	Balance	
Income					
1	Precept	£104,794.01	£104,794.01	£0.00	
2	CIL / S106	£0.00	£1,303.86	£1,303.86	
3	Ground Rents	£4.13	£0.13	-£4.00	
4	Grants	£1,500.00	£3,750.00	£2,250.00	
5	Deposit	£0.00	£195.83	£195.83	
6	Recreation Ground Donation	£0.00	£0.00	£0.00	
7	Sports Fees	£3,000.00	£4,380.00	£1,380.00	
8	Pre-School Fees	£6,600.00	£3,300.00	-£3,300.00	
10	Interest	£3,000.00	£0.00	-£3,000.00	
64	Insurance Claim	£0.00	£0.00	£0.00	
86	Hire charges	£12,000.00	£3,954.17	-£8,045.83	
87	Reimbursement	£0.00	£0.00	£0.00	
88	interest CCLA	£0.00	£502.97	£502.97	
90	Bequest	£0.00	£16.51	£16.51	
96	interest Teachers	£0.00	£0.00	£0.00	
97	interest Nationwide	£0.00	£0.00	£0.00	
104	Booking Deposit	£0.00	£20.83	£20.83	
TOTAL INCOME		**£130,898.14**	**£122,218.31**	**-£8,679.83**	
Staffing					
11	Salaries inc employers NI and pension	£47,661.60	£23,014.65	£24,646.95	
	Extra Staffing	£8,779.05	£0.00	£8,779.05	
14	Holiday Cover / Locum	£0.00	£6,811.43	-£6,811.43	1
Total Staffing costs		**£56,440.65**	**£29,826.08**	**£26,614.57**	
03 Council Expenses					
15	Office equipment, Stationary & travel expenses	£800.00	£0.00	£800.00	
16	Capital Office Equipment	£1,000.00	£0.00	£1,000.00	
17	Website	£2,500.00	£600.00	£1,900.00	
18	Room Hire	£0.00	£0.00	£0.00	
20	Course & Conference Fees	£500.00	£0.00	£500.00	

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21	Communication (newsletter / flyers)	£0.00	£0.00	£0.00	
22	Insurance	£1,800.00	£4,284.14	-£2,484.14	2
23	Training	£350.00	£0.00	£350.00	
24	Election	£0.00	£0.00	£0.00	
68	Reimbursement	£0.00	£78.21	-£78.21	
89	Accounting package	£1,438.50	£798.00	£640.50	
99	administration	£0.00	£167.62	-£167.62	3
	VAT payments	£0.00	£5.53	-£5.53	
Total Council Expenses		**£8,388.50**	**£5,933.50**	**£2,455.00**	
Subscriptions & Fees					
25	DAPTC	£1,995.00	£1,331.72	£663.28	
26	SLCC	£0.00	£316.00	-£316.00	
27	ICO	£0.00	£47.00	-£47.00	
28	Audit	£1,000.00	£450.00	£550.00	
29	Professional fees	£6,000.00	£8,774.00	-£2,774.00	4
Total Subscriptions & Fees		**£8,995.00**	**£10,918.72**	**-£1,923.72**	
Donations / Grants Awarded					
30	General Power of Competence	£0.00	£0.00	£0.00	
31	Grants awarded	£2,100.00	£500.00	£1,600.00	
62	Remembrance	£0.00	£0.00	£0.00	
110	Chairman's Allowance	£250.00	£0.00	£250.00	
Total Donations / Grants Awarded		**£2,350.00**	**£500.00**	**£1,850.00**	
Premises					
32	Hub - repair	£4,000.00	£0.00	£4,000.00	
33	Hub - maintenance	£8,500.00	£2,868.75	£5,631.25	
34	Hub - Electricity	£2,500.00	£4,009.96	-£1,509.96	5
35	Hub - Water	£800.00	£937.78	-£137.78	
36	Hub -Health, Safety & Security	£2,000.00	£1,388.43	£611.57	
82	Broadband and Telephone	£500.00	£49.37	£450.63	
84	Admininstration	£0.00	£853.04	-£853.04	6
85	Car Park	£500.00	£0.00	£500.00	
91	Fencing	£500.00	£0.00	£500.00	
98	Insurance	£2,280.00	£0.00	£2,280.00	
101	CCTV	£0.00	£0.00	£0.00	

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102	Alarms	£0.00	£607.06	-£607.06	
103	Deposit refund	£0.00	£0.00	£0.00	
Total Premises		**£21,580.00**	**£10,714.39**	**£10,865.61**	
Grounds Maintenance					
37	General	£0.00	£1,397.85	-£1,397.85	7
38	Recreation Ground (inc Millennium Garden)	£3,500.00	£823.50	£2,676.50	
39	Playing Fields	£4,500.00	£2,705.40	£1,794.60	
40	Parley Wood	£525.00	£121.08	£403.92	
41	Car Park	£0.00	£0.00	£0.00	
42	Verges	£0.00	£0.00	£0.00	
83	Traveller Incursion	£500.00	£0.00	£500.00	
93	Allotments	£1,000.00	£0.00	£1,000.00	
100	Access Lane	£500.00	£113.85	£386.15	
108	Ditches	£2,000.00	£0.00	£2,000.00	
109	Open Spaces (Fitzpaine)	£500.00	£0.00	£500.00	
Total Grounds Maintenance		**£13,025.00**	**£5,161.68**	**£7,863.32**	
Tree Maintenance					
43	Recreation Ground	£1,500.00	£429.80	£1,070.20	
44	Playing Fields	£1,500.00	£0.00	£1,500.00	
45	Parley Wood	£1,500.00	£0.00	£1,500.00	
46	Car Park	£500.00	£0.00	£500.00	
47	Verges	£100.00	£0.00	£100.00	
107	Open Spaces (Fitzpaine)	£1,000.00	£0.00	£1,000.00	
Total Tree Maintenance		**£6,100.00**	**£429.80**	**£5,670.20**	
Street Furniture					
52	Noticeboards	£0.00	£0.00	£0.00	
53	Seats & Gazebo	£800.00	£0.00	£800.00	
54	signs	£500.00	£0.00	£500.00	
55	Gates	£0.00	£0.00	£0.00	
56	Street Lighting	£0.00	£0.00	£0.00	
57	Bicycle Rack	£0.00	£0.00	£0.00	
Total Street Furniture		**£1,300.00**	**£0.00**	**£1,300.00**	
Equipment					

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58	Children's Play Area	£2,500.00	£21,208.23	-£18,708.23	8
59	Gym	£105.00	£6,576.00	-£6,471.00	9
Total Equipment		**£2,605.00**	£27,784.23	**-£25,179.23**	
Appearance of West Parley					
60	Floral Displays	£2,000.00	£565.34	£1,434.66	
61	Christmas / celebrations	£0.00	£0.00	£0.00	
95	Flags	£0.00	£0.00	£0.00	
Total Appearance of West Parley		**£2,000.00**	**£565.34**	**£1,434.66**	
Health & Safety					
48	General Waste Bins	£3,465.00	£1,432.46	£2,032.54	
49	WPCH Bins	£1,000.00	£1,978.61	-£978.61	
50	Defibrilator	£200.00	£0.00	£200.00	
51	SIDs	£537.00	£0.00	£537.00	
Total Health & Safety		**£5,202.00**	**£3,411.07**	**£1,790.93**	
Community Events					
19	Parish Meeting	£50.00	£0.00	£50.00	
63	Volunteer Reception	£600.00	£140.73	£459.27	
92	Parish / community Event	£2,000.00	£0.00	£2,000.00	
106	Coffee mornings	£262.00	£0.00	£262.00	
Total Community Events		**£2,912.00**	**£140.73**	**£2,771.27**	
TOTAL EXPENDITURE		**£130,898.15**	**£95,385.54**	**£35,512.61**	
1	Unbudgeted expense to cover staff absence				
2	Increased insurance costs - approved at Council				
3	Mobile phone costs, bank charges and email service				
4	HR Support and solicitors fees				
5	Electricity charges for hub, underpayment being repaid				
6	Music licence for hub				
7	repairs to garage doors				
8	fencing around play area				
9	fencing around gym equipment				

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AGENDA ITEM 5 – Dorset Councillor Report

Cllr Andrew Parry has given his apologies for this meeting. A report will be circulated if received.

AGENDA ITEM 6 – 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.

Please Note that the Locum Clerk is only carrying out essential work and no meeting apart from Full Council, important matters pertaining to other committees will appear on the Council agenda.
The only exception will be if a Staff and Personal committee is required as a matter of expediency.

1. Bench Audit, Minute 26/021e – No further information has been provided

2. Lease for Sports sections, Minute no 26/021f – No updates have been received on this matter

3. Hub Opening hours, Minute no 26/047a – No updates have been received on this matter

4. Asset Transfer from Dorset Council, no further information has been received.

5. Storm Damage: A tree in the woods was reported as snapped, this was dealt with by RHV Tree and Hedging Specialists as soon as practicability possible; A tree fell on a fence in Birch Avenue, this has been dealt with the repairs to the fence carried out on behalf of the council. The resident is very pleased with the response.

6. The Internal Auditor has been contacted and asked to quote for 2026/27

7. West Parley Youth FC have had an outstanding invoice for £217 from hall hire on the 24th and 25th April for presentation evenings, this has been chased on numerous occasions but it still has not been paid.

8. Community hub hirer on a Thursday morning has reported that the floors are dirty and need sweeping. This has caused issues with hirers who use the floor for their classes.

9. REMINDER – All Councillors must complete GDPR training before the end of March 2027. The DAPTC run an online course for £14, which can be completed at your leisure. If councillors have completed GDPR training elsewhere and have a certificate or other evidence then this will suffice. Please give this information to the locum clerk.

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AGENDA ITEM 7 – To Consider Planning Applications:
Members are asked to consider the planning application shown below.

P/HOU/2026/05772 – 77 New Road, West Parley, BH22 8EA
Front infill porch extension

P/FUL/2026/00770 - Dudsbury Hill Fort, Land South Of Christchurch Road, West Parley
Construction of an alternative access point with a dropped kerb, including a gated entrance and fence

AGENDA ITEM 8 – To Report Dorset Council Planning Decisions:

P/HOU/2026/04595 - 44 Cammel Road, West Parley BH22 8SB
Erect single storey front extension to extend existing ground floor bedroom with a pitched tiled roof to match existing property. Remove ground floor front window and brick up lower half to sill height to match existing, install double glazed window to reformed opening.
WPPC Comments
No Objection
Dorset Council Decision
Granted

AGENDA ITEM 9 – Tree Matters
The below Tree Works applications have been received. Members are being notified for information purposes only.

P/TRT/2026/05917 – Recreation & Sports Fields, 275 Christchurch Road, West Parley
Silver Birch x3: Monolith to 4 metres.
Silver Birch: Fell.
Oak: Reduce wind loading and weight by dead canopy reduction of 3 metres.
Oak: Remove limb with large cavity at base on main stem.
Silver Birch: Fell.
Oak: Remove broken limbs and deadwood. Remove limbs that are hanging within canopy.
Oak: Remove dead limbs close to branch collar.
Oak: Elongated limb with 2x dead branches remove at main stem.
Oak: Remove dead section of limb back to live wood.
Oak: Remove dead limbs larger than 40 mm diameter.
Ash: Fell.
Silver Birch: Fell.
Standing dead: Fell.
Silver Birch: Monolith to 4 metres.
(Extract of tree work recommended by Mark Hinsley (Arb Consultant) and defined in the submitted tree survey (Liability Report 8225 Aug 26)). Much of the work includes dead wooding and dead/partially dead tree removal. T8 is the largest tree removal proposed and can be replaced with Sequoiadendron giganteum or other species of the council's choice**.**

P/TRD/2026/06036 - The Curlews 287 Christchurch Road West Parley Ferndown BH22 8SQ
Willow - Remove broken branch.

P/TRD/2026/06192 - Castle Rings 176 Christchurch Road West Parley Ferndown BH22 8SS
Remove fallen, split, hanging / dangerous branches. Remove fallen/uprooted, split stem oak tree and related damage to neighboring trees - snapped branches and hangers caused by the falling oak. Remove snapped and hanging branches in large oak near the house. Remove primary branch snapped and hanging in another oak near the house. Various debris across the property to clear.

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AGENDA ITEM 10 – Accounts for Payment
A list of payments will be sent out prior to the meeting next week to ensure all relevant invoices are processed.

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AGENDA ITEM 11 – Financial Information

Agenda 11a - Bank Reconciliations

Bank Statements up to 31.10.26 have been reconciled as attached
Statements to be checked by Cllr M Barber, and should any other member wish to inspect the bank statements they can be emailed or made available at the meeting.
Bank reconciliation as at 31.10.26

West Parley Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/10/2026			
	Cash in Hand 01/04/2026			57,228.94
	ADD Receipts 01/04/2026 - 31/10/2026			226,678.05
				283,906.99
	SUBTRACT Payments 01/04/2026 - 31/10/2026			140,068.30
A	**Cash in Hand 31/10/2026** (per Cash Book)			**143,838.69**
	Cash in hand per Bank Statements			
	Petty Cash	31/10/2026	0.00	
	Lloyds	31/10/2026	67,684.23	
	Teacher's B Soc	30/06/2026	1,416.33	
	CCLA Deposit Fund	31/10/2026	75,284.19	
	Nationwide	30/06/2026	355.43	
				144,740.18
	Less unpresented payments			876.49
				143,863.69
	Plus unpresented receipts			-25.00
B	**Adjusted Bank Balance**			**143,838.69**
	A = B Checks out OK			

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Agenda 11b – Income reports

Received Income 01.10.26 to 31.10.26			
Accepted date	Gross	Organisation	Details
01.10.26	£660.00	Parley Pre-School	Rent
02.10.26	£48.31	CCLA Public Sector Deposit Account	Interest
05.10.26	£192.00	Chillout Retreats	Hub Hire
05.10.26	£120.00	Allsorts Rehab Fitness	Hub Hire
05.10.26	£192.00	Simon Higgins Fitness	Hub Hire
05.10.26	£456.00	Sally Villain Pilates and Yoga	Hub Hire
12.10.26	£118.75	HMRC	VAT Refund
12.10.26	£25.00	Private Hire	Hub Hire Deposit
Total	**£1,812.06**		

Agenda 11c – CCLA Information

The current yield for the public sector deposit account is 3.8855%

A letter was received dated 10th November which detailed a change of authorised corporate director (ACD). A copy of the letter has been attached separately, however there will be no changes to the day-to-day management of the fund and no changes that impact the Council.

AGENDA ITEM 12 - To Consider Grant Application from West Parley Residents Association

A request has come in from the West Parley Residents Association to ask if the Town Council could offer £1200 to cover:

1. Public/Employers Liability Insurance (£300)
2. Machinery Servicing (£250)
3. Machinery Parts (£100)
4. Fuel (£150)
5. New Hedgecutter (£400)

The grant application is attached separately for members' consideration.

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AGENDA ITEM 13 – To Consider Adopting the Following Documents

a) Councillor-Officer Protocol
A Councillor-Officer Protocol is attached separately. It is recommended that members review and adopt this policy.

b) Staff Time Sheets
An example time sheet is attached separately. It is recommended that members review and adopt this to ensure staff members' weekly and additional hours, mileage and holidays are logged.

c) Annual Appraisal Forms
An example appraisal form is attached separately. It is suggested this be adopted by the Council and completed by staff members each year prior to an annual review with at least two Councillors.
Members are asked to review, suggest any amendments and adopt the appraisal form.

AGENDA ITEM 14 – To Consider Electricity Renewal from January 2027
Utility Aid have been asked to provide updated pricing to include 24-month contracts. This will be produced on the 18th November to ensure accurate pricing, and a comparison will be presented at the meeting for Councillors to consider. Utility Aid cannot assist with export tariffs.

The form required to connect the solar panels to the DNO Distribution Network is the EREC G99 Standard Application Form (SAF) which can be found here:
www.ssen.co.uk/globalassets/our-services/generation-connections/generator-requirement-docs/erec-g99-saf-connection-of-generation-to-distribution-networks-v8-april-2022.pdf

It is recommended this form is completed by the Installer. Officers do not have the required information to complete the forms.

It is recommended members make a decision on an import tariff now, and a separate export tariff is secured when necessary paperwork has been completed.

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AGENDA ITEM 15 – COMMUNITY HUB and RECREATION GROUND

a) **To review deposits for hirers and penalties for misuse**
Following the last Council meeting, officers have reviewed deposits requested by similar community venues. Findings are as follows:

- West Moors Memorial Hall: “A deposit (payable on booking by bank transfer) of between £75 and £375 is required for private bookings depending on the potential for risk or damage to the premises.”
- The Centre, Ferndown: “A £50 deposit will be required and this will be returned within 5 working days of the end of the booking. The deposit is to cover any damage or extra cleaning that has to be carried out after your event.”
- Wimborne Minster Town Hall: “£50 refundable damage deposit”.

Many venues such as The Barrington, Ferndown Village Hall and Merley Community Centre do not list a specific deposit online, as it will depend on the type/length/regularity of event and is agreed at the time of booking.
For venues offering a flat, refundable rate, £50 seems to be the standard amount required.

Members are asked to consider increasing the current deposit required for Hub hire.

b) **To review cost to hire Function room for sports club and preschool**
Members are asked to consider whether reduced rates/free sessions should be offered to Parley Pre-school ongoing where events do not raise money.

Cllr Spencer has requested that members also consider whether sports groups who regularly use the Hub facilities should be permitted to use the space at a reduced rate/free of charge once a year for their annual presentation/celebration.

c) **To review fees charged for Sports Clubs for 2027**

i. Cricket
ii. Football Youth and Adult
iii. Petanque

A separate document is attached which details usage by each of the above clubs, along with fees paid in previous years.

Members are asked to review fees and consider whether these need to be increased. Members are also asked to decide when and how these fees should be paid.

AGENDA ITEM 16 – 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 Locum Clerk so it can be sent out with the agenda.

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AGENDA ITEM 17 – Correspondence

None to report at time of producing this agenda.

AGENDA ITEM 18 – 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 due to the confidential nature of the discussions.

AGENDA ITEM 19 - Approve Confidential Staff and Personnel Committee Minutes 21.10.26
Attached separately

AGENDA ITEM 20 - Approve Confidential Council Minutes 21.10.26
Attached separately

AGENDA ITEM 21 - To Discuss Employment of a Caretaker
The below documents have been attached separately. Members are asked to review and approve each document ahead of advertising the position.

a. Approve Job Description
b. Person Specification
c. Salary & Hours

If the Council wish to proceed with the hire, members are also asked to discuss how they would like to advertise the position and how the interview process will be carried out.

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