WEST PARLEY PARISH COUNCIL

Dear Councillor
You are summoned to attend the **MEETING OF THE PARISH COUNCIL** to be held on **WEDNESDAY 21st OCTOBER 2026** at **7.00pm** at the West Parley Community Hub, 275 Christchurch Road to transact the following business:

J Weedon

Judi Weedon
Locum Clerk

14th October 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 23rd September 2026 (pages 11742-11747). 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/FUL/2026/05379 - 171 New Road, West Parley, BH22 8ED
      Change of use from conservatory display centre to stone and paving centre
8. To Receive Dorset Council Planning Decisions
9. To Consider Tree Matters
10. To Approve Accounts for Payment
11. To Receive Financial Information
    a. Bank reconciliations up to 30th September 2026
    b. Income reports
    c. Budget Comparison Report for 2nd quarter 30.09.26

Back to top

d. CCLA Information

12. To Receive External Auditor Report and Comments
13. To Receive Results from the Chine Walk Survey and decide on a way forward
14. To Consider Electricity Renewal from January 2027
15. Community Hub and Recreation Ground/Sports Field
    a. To discuss a Caretaker Role
    b. To discuss Deposits for Hirers and Penalties for Misuse
    c. To receive update on Portable Bar
    d. To receive update on the Electrics in Outbuildings
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 September (pages 3 to 6)
20. To Approve and Sign the Confidential Minutes from the Council Meeting held on the 23rd September (page 7)
21. To Discuss Updates on Staffing Matters

Back to top

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.

Back to top

compound. So, for now they will not be progressing a container in the corner of the field by the nets. The cricket club thanked members for taking the time at the last meeting to discuss this.

9. Annual Return: The external auditor has come back with various queries relating to the building works, these have all be replied to.

10. Transfer of funds to CCLA, Minute No 26/098 refers – this has not yet happened as a form requires a signature from two of the account signatories.
It was noted the form could be signed at the meeting so this matter could be progressed.

26/112 PLANNING APPLICATIONS

a) P/HOU/2026/04132 – 40 Dudsbury Road, West Parley, BH22 8RE
New front boundary wall and railings. Including repositioning dropped curb.
RESOLVED: 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.
Voting: unanimous

b) 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.
RESOLVED: No Objection
Voting: unanimous

c) 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.
RESOLVED: No Objection
Voting: unanimous

d) P/FUL/2025/02329 – Land at former Dudsbury Golf Course, Ferndown
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.

Cllr Manuel referred members to West Parley Parish Council's previous comments on the same application in June 2025. It was noted the speed limit on Christchurch Road had since been changed to 30mph, but all other comments made were still relevant. Cllr Manuel also reminded members of the comments made by Historic England.

After some discussion, it was **RESOLVED to stand by the Parish Council's comments made in June 2026 and to strongly support the comments made by Historic England.**
Voting: unanimous

8. Cricket Club container update: The planning department at Dorset Council confirmed there is a document where the container is shown to be alongside the garage in the

Back to top

26/113 DORSET COUNCIL PLANNING DECISIONS

P/HOU/2026/03670 - 7 Linden Close West Parley BH22 8RS
Erect single storey front and rear extension and internal alterations. Conversion of the outbuilding to ancillary residential accommodation
WPPC Comments
West Parley Parish Council object to this application as it is creating a separate dwelling that is not linked to the main property.
Dorset Council Decision
Granted

26/114 TREE MATTERS
The below Tree Works applications have been received. Members noted these.

P/TRD/2026/04146 – 1 Cresta Gardens, West Parley, BH22 8LY
Remove damaged limb under regulation 14.

P/TRD/2026/04233 - Brierley Avenue West Parley BH22 8PE
Dead tree - Remove under regulation 14.

P/TRT/2026/04405 - 8 Burnbrae Road West Parley BH22 8RL
Oak - Lateral reduction of up to 2 metres to the southern canopy only. - Crown lift by up to 1 metre.

P/TRT/2026/04158 - 208 New Road West Parley BH22 8EN
Monterey Pine - Remove all dead, dying and dangerous branches throughout the crown. - Remove all branches exhibiting structural defects, including those with significant splits, cracks, partial failures or other defects likely to compromise their structural integrity. - Prior to removal, photograph and record all significant defects identified within the canopy to provide evidence of their condition. - Reduce approximately six prominent overextended scaffold limbs by up to 1–2 metres (back to suitable secondary growth where possible). The limbs proposed for reduction comprise: * Three extending towards the neighbouring property. * Two extending over the public highway. * One extending over the driveway.

P/TRT/2026/04946 – 1 Crescent Walk West Parley BH22 8PY
Lawson Cypress - Fell to ground level.
Cypress - Fell to ground level.

P/TRT/2026/05052 - 7 Burnbrae Road West Parley BH22 8RL
Liquidambar styraciflua - Remove deadwood. - Pruning of damaged, defective, and crossing branches where appropriate. - Reducing the multiple vertical leading competing branches by up to 5 metres or back to the previous crown reduction pruning scars. - On the south (front) elevation facing the cul-de sac to prune branches so they are three metres clear of the overhead lines on the tree's perimeter and then shape this same elevation back to this new face taking out the side branches that have grown well beyond this face. Together with removal of the forward most limbs overhanging the highway. To clear away branches both immediately around and above the telephone pole for a distance of up to three metres. - To provide clearance by up to two metres for the cable going from the pole top to the adjacent dwelling to the west (No 6) provided it does not involve cutting a stem with a diameter greater than 150 mm. - Reduce the north, west and east faces of the tree by up to 2.5 metres. - Crown lift to a maximum of 4 metres above ground level. In this respect the 4 metres shall be measured from a point two metres north of the northernmost part of the trunk (and where the bark of the trunk is at one metre above its raised ground level). Further as the growth is pendulous an encroachment higher than four metres will be accepted where a whole branch would be better served by removal.

Back to top

26/115 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 11748 of these minutes (Cllrs Barber and Batley to authorise the electronic payments).

Voting: unanimous

Cllr Barber shared details of two further invoices received, which he will add to avoid delay of payment. These were added to the payment list.

26/116 DEBIT CARD & TERMS OF USE

Members discussed the benefits of having a debit card for the Parish Council's Lloyds current account, agreeing it would be a preferable option to reimbursing the Clerk or members for Council purchases. It was noted a debit card would allow the Council to make online purchases from suppliers such as Amazon, to draw petty cash and to claim back VAT.

Members reviewed the draft terms and conditions of use. It was noted the Clerk would need to be the named account holder on the debit card.

It was

RESOLVED to adopt the given Terms and Conditions of Use and approve an application for a debit card once the Clerk is available.

Voting: unanimous

26/117 TO RECEIVE FINANCIAL INFORMATION

a) Members received bank reconciliations up to 31st August 2026, as attached on page 11749 of these minutes.
Statements were checked and signed by Cllr M Barber.

b) Members reviewed income reports for the period from 1st to 31st August 2026, as attached on page 11750 of these minutes.
Members expressed satisfaction with the increase of income from Community Hub hires. Cllr M Barber commented he was now checking through bookings on a weekly basis, and the management of these was becoming very time-consuming.

c) CCLA information was noted.
Cllrs Parry and M Barber signed the form necessary to make a deposit into the CCLA account, so the agreed transfer of funds from the Lloyds current account to the CCLA account can be progressed as per minute no 26/098a.

26/118 CHINE WALK SURVEY

Members discussed feedback from the survey received so far and noted there were mixed views.

Cllr M Barber shared correspondence from Dorset Council's Parking Service team, which confirmed there are no parking suspensions in place so no action can currently be taken. Members noted the survey closes on the 30th September, after which a full presentation of results will be shared at October's Council meeting and any further action could be discussed.

26/119 REMOVAL OF CONFIDENTAL DOCUMENTATION FROM THE CLERK'S HOME ADDRESS TO SECURE STORAGE WITHIN THE HUB

Members noted the recommendation made by the Acting Clerk, which stated the following:

1. No councillor has a general right to roam through council documentation, this includes the chair of the council, unless the documents are required to perform their duties as a councillor.
2. This is a presumption of a need-to-know basis.
3. The Clerk is the legal officer of the Council and is responsible person for all documentation relating to the council.

Back to top

4. The Clerk's contract states that they work from home, so all documentation should be easily accessible in the work environment.

It was confirmed the safe room was lockable, so only the Clerk or other relevant person(s) would have access. It was noted the removal had been a previous request from the Clerk. It was clarified the removal should not include documentation needed by the Clerk on a day-to-day basis, but rather historical information. Members agreed some documents of importance which are needed quite urgently are not currently available.

It was
RESOLVED that the Council not accept the recommendation of the Acting Clerk, and instead RESOLVED that, when appropriate, historical documentation be removed from the Clerk's home address to a locked storage space within the Community Hub.
Voting: unanimous

26/120 TREE WORKS

Members reviewed three quotes received for tree works detailed in the arboriculture report. After some discussion, it was
RESOLVED to accept the quotation from Ashton Arbor for £2350 to carry out the recommended works.
Voting: unanimous

26/121 COMMUNITY HUB & RECREATION GROUND

a) It was noted that main access to hirers should now be through the main doors, and that fire push bars were due to be installed on internal doors between the function room and community room on the 29th September.

b) Members reviewed the draft cleaning contract and it was
RESOLVED to adopt the service level agreement with Soulful Cleaning.
Voting: unanimous

c) Update on Portable Bar: Cllr Spencer stated he had costed the materials, and it was all within the budget of £1000 agreed in minute no 26/102d. He will now proceed to order these.

d) Update on Electrics in Outbuildings: Cllr M Barber confirmed the electrical works had been agreed, and a further update would be provided at the next meeting.

e) Holiday Club at the recreation ground: It was noted that Paragon Football had been given space at their home ground, so the use of West Parley playing fields was no longer required.

26/122 DRAFT WEBSITE

Members agreed to revisit the new website again in January when Cllr McDonald had more time to work on it.

26/123 INFORMATION FROM MEMBERS

Cllr Manuel gave a brief report on the volunteers group and confirmed there had been positive feedback following the recent volunteer's BBQ.

Cllr M Barber informed members a renewal was due for the energy broker, and this matter was ongoing.

Cllr Parry informed members of a letter received from Bournemouth Water dated 9th February 2026 but received by the Parish Council in September. The letter described a water leak in the Hub that Cllr Parry confirmed has since been addressed.

DRAFT

Back to top

26/124 CORRESPONDENCE

Members noted correspondence from Dorset Council's Corporate Planning Director regarding a 'Part Discharge' of conditions response relating to the fencing around the play park. Members recognised the delay in this correspondence and will await clarification on any further action required by West Parley Parish Council.

26/125 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

26/126 STAFF & PERSONNEL COMMITTEE

Confidential minutes page 11751 refers.

The Chair declared the meeting closed at 20.11 hrs

The next meeting of the Parish Council will be held on 21st October 2026 at 19:00hrs

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

DRAFT

Back to top

AGENDA ITEM 5 – Dorset Councillor Report
Cllr Andrew Parry will give a verbal report at the meeting

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. 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.

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.

Back to top

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

P/FUL/2026/05379 - 171 New Road, West Parley, BH22 8ED
Change of use from conservatory display centre to stone and paving centre

AGENDA ITEM 8 – To Report 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 the building, remove the first floor accommodation, increase the length of the building and make associated design amendments to include dormers)
WPPC Comments
No Objection

Back to top

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

Back to top

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

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

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.

Back to top

AGENDA ITEM 11 – Financial Information

Agenda 11a - Bank Reconciliations

Bank Statements up to 30.09.26 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 30.09.2026

6 October 2026 (2026-2027)

West Parley Parish Council

Prepared by: J. WEEPON 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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Back to top

Agenda 11b – Income reports

Received Income 01.09.26 to 30.09.26			
Accepted date	Gross	Organisation	Details
01.09.26	£660.00	Parley Pre-School	Rent
01.09.26	£24.00	Sally Villain Pilates	Hub Hire
02.09.26	£48.00	Emma Gibbs-Ng	Hub Hire
02.09.26	£96.00	Emma Gibbs-Ng	Hub Hire
02.09.26	£48.00	Emma Gibbs-Ng	Hub Hire
02.09.26	£49.64	CCLA Public Sector Deposit Account	Interest
07.09.26	£314.00	Sebastian	Hub Hire
10.09.26	£647.28	HMRC	VAT Refund - August
10.09.26	£48.00	Aurora Sound Odyssey	Hub Hire
11.09.26	£24.00	Clubbercise	Hub Hire
18.09.26	£24.00	Harvey's Fusion Dance Co	Hub Hire
18.09.26	£234.00	U3A	Hub Hire
28.09.26	£52,397.00	Dorset Council	Half-year Precept
Total	**£54,613.92**		

Back to top

Agenda 11c - Budget Comparison Report for 2nd quarter 30.09.26

Financial Budget Comparison

Comparison between 01/04/2026 and 30/09/2026 (2nd quarter)

		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	

Back to top

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	
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	

Back to top

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	
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	

Back to top

Total Street Furniture		**£1,300.00**	**£0.00**	**£1,300.00**	
Equipment					
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

Back to top

Agenda 11d – CCLA Information

The current yield for the public sector deposit account is 3.7524%
On the 12th October £60,000 was transferred, confirmation of this has been received.

AGENDA ITEM 12 - To Receive External Auditor Report and Comments

Notice of conclusion of audit was received on the 23rd September, reporting that West Parley Parish Council's Annual Governance and Accountability Return (AGAR) for the year ended March 2026 is in accordance with Proper Practices and the relevant legislation and regulatory requirements have been met. Members are asked to review and note the comments provided by the Auditor which provide minor scope for improvement.
The Notice of conclusion of Audit has been published on the council website.

External Auditors opinion:
The fixed asset register provided does not reconcile to the value disclosed in box 9 for the prior year of the Accounting statements. Assets held prior to 2025-26 were not included on the 2024-25 box 9 figure.

External Auditors: other matters not affecting their opinion:
The AGAR was not accurately completed before submission for review. It was returned for amendment and has subsequently been corrected.
The internal auditor did not provide an answer to internal control objective P. However, we can conclude that this should have been ticked N/A as evidence provided suggests that the smaller authority is not the sole managing trustee.

Back to top

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of West Parley Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The fixed assets register provided does not reconcile to the value disclosed in box 9 for the prior year of the Accounting Statements. Assets held prior to 2025-26 were not included in the 2024-25 box 9 figure.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. It was returned for amendment and has subsequently been corrected.

The internal auditor did not provide an answer to internal control objective P. However, we can conclude that this should have been ticked 'N/a' as evidence provided suggests that the smaller authority is not a sole managing trustee.

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

External Auditor Name: BDO LLP Southampton

External Auditor Signature: DocuSigned by: BDO LLP 467DFB746A8A428... Date: 22 September 2026

Back to top

AGENDA ITEM 13 – Chine Walk Survey

The survey distributed to residents in Chine Walk closed on the 30th September. The report is attached separately to the agenda.

Members are asked to review the results and decide whether they want to pursue any further action.

AGENDA ITEM 14 – To Consider Electricity Renewal from January 2027

A renewal for energy supply at the Hub is due at the end of January 2027. A price comparison of electricity rates is attached separately to the agenda.

Members are asked to review the electricity price comparisons provided by Utility Aid and confirm which supplier they wish to renew with.

AGENDA ITEM 15 – COMMUNITY HUB and RECREATION GROUND

a) **To discuss the caretaker role**
Cllr Barber has requested that members are asked to revisit the matter of hiring a caretaker for the Hub.
To date no job description, person specification or hours have been written or decided for this role.

b) **To discuss deposits for hirers and penalties for misuse**
Cllr M Barber has requested that members are asked to consider an increase in refundable deposits for ad hoc hirers (the deposit is currently set at £25) and to consider introducing a penalty charge for misuse.

c) **Update on Portable Bar**
Cllr Spencer to give verbal update on the progress of the portable drinks station.

d) **Electrics in outbuilding**
Cllr Barber to give update on the electrical works in outbuildings as per minute no 26/102e

Back to top

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.

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 21.09.26
Attached separately

AGENDA ITEM 20 - Approve Confidential Council Minutes 23.09.26
Attached separately

AGENDA ITEM 21 - To Discuss Updates on Staffing Matters

Cllr Barber has requested that members discuss any updates on staffing matters and review the process to date.

Back to top