

WEST PARLEY PARISH COUNCIL

Dear Councillor

You are summoned to attend the **MEETING OF THE PARISH COUNCIL** to be held on **WEDNESDAY 23rd SEPTEMBER 2026** at **7.00pm** at the West Parley Community Hub, 275 Christchurch Road to transact the following business:

J Weedon

Judi Weedon
Locum Clerk

16th September 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 26th August 2026 \(pages 11729-11741\). To Receive any Matters Arising from them \(for information only\)](#)
5. [To Receive Report from Dorset Councillor](#)
6. [To Receive Clerk's report](#)
7. [To Consider Planning Applications:](#)
 - a) [P/HOU/2026/04132 – 40 Dudsbury Road, West Parley, BH22 8RE](#)
New front boundary wall and railings. Including repositioning dropped curb.
 - 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.
 - 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.

- 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.
8. [To Receive Dorset Council Planning Decisions](#)
 9. [To Consider Tree Matters](#)
 10. [To Approve Accounts for Payment](#)
 11. [To Consider applying for a Debit card](#)
 12. To Receive Financial Information
 - a. [Bank reconciliations up to 31st August 2026](#)
 - b. [Income reports](#)
 - c. [CCLA Information](#)
 13. [To Receive update on Chine Walk](#) survey
 14. [To Consider moving all confidential documentation from the Clerks home address to secure storage within the Hub](#)
 15. [To Discuss and approve quote for Tree works](#)
 16. [Community Hub and Recreation Ground/Sports Field](#)
 - a. [To receive updates on hirers access though main doors and fire push bars to function room doors](#)
 - b. [To Approve Cleaning Service Level agreement](#)
 - c. [To receive update Portable bar](#)
 - d. [To receive update on the Electrics in Outbuildings](#)
 - e. [Update on holiday club](#)
 17. [To View draft website](#)
 18. [To Receive Information from Members](#)
 19. [To Receive Correspondence](#)
 20. [To Exclude the Press and Public in accordance with Section 1, subsection \(2\) of the Public Bodies \(Admission to meetings\) Act 1960](#)
 21. [To Discuss recommendations for the Staff and Personnel committee held on the 1st September](#)

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 26.08.2026

11729

WEST PARLEY PARISH COUNCIL

MINUTES of the **PARISH COUNCIL MEETING** held on Wednesday 26th August 2026 in West Parley Community Hub, 275 Christchurch Road at 7.00pm.

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

OTHERS PRESENT: Mrs Judi Weedon, Acting Parish Clerk
6 members of the public

APOLOGIES: Cllr J Barber Cllr A Batley Cllr C Graham
Cllr A Logan

26/089 PRESENTATIONS BY MEMBERS OF THE PUBLIC

A resident present at the meeting asked if anything could be done about the amount of traffic using Chine Walk, especially in the morning and evening. They reported that speeding and the volume of traffic had increased significantly.

26/090 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)
None

26/091 TO APPROVE AND SIGN MINUTES OF THE PARISH COUNCIL MEETING HELD ON 22nd JULY 2026

Having been circulated, the minutes on pages 11723-11728 were agreed, adopted and signed.

Cllr Barber raised the issue that confidential matters were still unresolved.

26/092 DORSET COUNCILLOR REPORT

Dorset Councillor Parry reported the enhancements in Victora Road in Ferndown, that are due to commence on the 7th September, he informed members about a Switch Together initiative for solar panels and that the electoral register was in the process of being updated. A copy of the written report can be made available if requested.

26/093 TO RECEIVE CLERKS REPORT

1. Minute 26/021e – No further information has been provided
2. Minute no 26/021f – No updates have been received on this matter
3. Minute no 26/047a – No updates have been received on this matter
4. Minute No 06/047c - No updates have been received on this matter.
5. Minute No 26/049 – Scribe Training Session, this matter is outstanding
6. Asset Transfer from Dorset Council, Heads of Terms for the transfer of Land at Fitzpain has been received and passed on to members.
7. Stour Valley Way Update, minute no 26/085 refers - The path here is not actually a Public Right of Way, but a path provided by permission of the landowner - a "permissive path". This has been the situation for some years and the land has recently changed hands. The new landowner is happy for this to continue but wants security fencing, gates and some tree works to be completed before allowing continued access. Unfortunately, this is going to take a bit of time.

8. Cllr Barber has completed the GDPR Training – Notes attached [click here](#). The importance of only using official council email addresses was stressed.
9. Bank Mandate – This has now all been updated as per previously reported, however in May 2025, minute no 12 was also resolved to add Cllr Spencer to the mandate, this has not been processed.
10. Garage Gates, minute no 26/082 refers – This work is now complete.
11. Pest Control have now visited the Community Hub twice to deal with rats and a wasp nest.
12. Cllr Barber has authorised a tree survey at a cost of £350 (Mark Hinsley Arboricultural Consultants Ltd) for the trees on the recreation ground and sports field. The Tree Survey has been completed and some of the work required is classified as urgent. It was agreed that Cllr Barber would get quotes for all the work and bring back to council.
The work classed as urgent would be done immediately and delegated to the Clerk, Chair and Vice Chair to authorise (up to the limits set in the budget for tree works).
13. Amazon Account – The locum clerk has set up a business account with Amazon but is unable to place orders as the Council does not have a debit card.
14. The NALC national pay award has now been settled at 3.3% backdated to April 2026. This will show in September salary.

26/094 PLANNING APPLICATIONS

- a) P/HOU/2026/03741 – 5 Heathlands Avenue, West Parley, BH22 8RW
Erect detached single-storey outbuilding with gym and sauna.

Members of the public present spoke against this application, stating that the development was sited away from the main residence but very close to the neighboring properties and would cause a noise nuisance at all times of the day. Concern that a proposed window would overlook neighbouring gardens. The plans show existing screening, but this is not actually there, so the application is inaccurate. It was also noted that the planning notice appeared to be deliberated sited away from the proposed development.

After discussion it was **RESOLVED to object to the application at 5 Heathlands Avenue**, for the following reasons: proximity to neighboring 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.

Voting: unanimous

- b) P/VOC/2026/03803 – 176 Castle Rings, Christchurch Road, West Parley, 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 width of the building and make associated design amendments).

RESOLVED: No Objection

Voting: unanimous

- c) P/HOU/2026/03874 – 36 Linden Road, West Parley, BH22 8RR
Loft conversion with front and rear gable to form habitable accommodation.

It was noted that there had been an objection from residents in Christchurch Road, however after debate it was

RESOLVED: No objection

Voting: unanimous

- d) P/HOU/2026/04207 – 202 New Road, West Parley, BH22 8EN
Erect a single storey front infill extension and extend and covert carport into enclosed garage

RESOLVED: No Objection

Voting: unanimous

The application below is in the BCP area but may have an impact on West Parley.

- e) P/26/02462/FUL – Eco Sustainable solutions
Proposed expansion of existing Eco Park comprising of an increase in the throughput of recycling and energy recovery processes, including the expansion of an already consented Energy Recovery Facility for the generation of electricity and heat through a low-emission thermal process using non-hazardous residual waste, together with the associated reconfiguration of existing and permitted uses, landscaping and associated works

Cllr Manual reported that she had been in touch with Hurn Parish Council, who has objected to this application on various grounds. Cllr Manual felt that members should support Hurn Parish Council in objection to this application.

Members agreed that Cllr Manual write a letter to BCP supporting the objection form Hurn Parish Council.

26/095 TREE MATTERS

The below Tree Works applications have been received. Members noted these.

- a) P/TRT/2026/03696 – 13 Gallows Drive, West Parley, BH22 8RH
Oak – Option 1: Removal (recommended), Option 2: Crown weight reduction by up to 3m.
- b) P/TRT/2026/03825 – Located within woodland between 108 New Road West Parley BH22 8EL and Kensington Drive, Parley Cross, West Parley, BH22 8GE
Horse Chestnut - Undertake a 4-metre crown reduction.
Sweet Chestnut - Fell to ground level.
Sweet Chestnut - Fell to ground level.
Sweet Chestnut - Fell to ground level.
Maple (tree tag 426) - Fell to ground level.
- c) P/TRT/2026/03783 - 10 Dudsbury Road West Parley BH22 8RE
Scots Pine - Fell to just above the woodpecker hole and leave as a standing pole.
Scots Pine - Remove x2 lowest pendulous branches.
Scots Pine - Reduce the lowest primary branch over the utility roof by no more than 1.5 metres from the tip inward.
Scots Pine - Reduce the lowest primary branch over No. 8 by no more than 1.5 metres from the tip inward.

26/096 CHINE WALK

Members having received information from a meeting held with the locum clerk and the Highways officer discussed the options that DC highways would be prepared to consider in regards to parking restrictions in the road.

It was noted that not all residents in the area would like parking restrictions implemented. New concerns were now being raised by residents about speeding and the volume of traffic using the road.

Members felt that all residents should have the opportunity to comment on any proposals and after discussion it was

RESOLVED that the council would carry out a survey of residents in Chine Walk to gauge views and the level of support for parking restrictions before proceeding any further. Members agreed to consider what sort of questions were required and inform the clerk to collate and produce a survey, which would be both paper and electronic format. Members to also inform the clerk after looking at a map of Chine Walk how many houses would receive this survey.

Voting: unanimous

It was noted that a resident present who provided their house number wished to be included in any survey.

The Council also requested that the road safe team be contacted and asked to check speeds in the road.

26/097 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 11736 of these minutes (Cllr's Barber and Parry to authorise the electronic payments).

Voting: unanimous

26/098 TO RECEIVE FINANCIAL INFORMATION

- a. Members received bank reconciliations up to 31st July 2026, as attached on page 11737 of the minutes.

Members agreed that too much money was held in the current account as this did not accrue any interest. It was therefore

RESOLVED that £60,000 be transferred from the Lloyds current account to the CCLA Deposit account.

Voting: unanimous

- b. Internal Controls: Members received income reports from April to July, these were noted.

- c. Members scrutinised and noted the Budget Comparison Report for the first quarter to 30.06.2026 as shown on pages 11738-11741, it was agreed to redact the staffing costs when publishing this report in the minutes.

- d. CCLA information was noted.

26/099 EARMARKED FUNDS

Members reviewed the current earmarked funds as shown in Scribe accounts. After discussion it was

RESOLVED to remove the Community Fund (solar farm) monies of £8,404.54 and reallocate £8000 to the replacement play area fund and £404.54 to the Christmas decoration fund.

Voting: unanimous

26/100 PARLEY CRICKET CLUB REQUEST FOR A CONTAINER

Members considered a request from the cricket club to replace the 2 old storage sheds, which are no longer fit for purpose, with a storage container in the same location.

Members were unsure if planning permission would be required for this and it was noted that the approved planning application P/FUL/2024/06891 had provision for container to be located at the site but it was unclear if the siting of such a container had to be in a specific area.

After discussion it was

RESOLVED that subject to planning consent West Parley Parish Council are in agreement that the Cricket Club can install a green 10ft container for use as storage for the club. There will be at no expense to the council.

Voting: unanimous

A member of the cricket club present asked members if they could also request the installation of an irrigation system for the cricket square.

They informed members that the ECB currently had grants available to cover all the costs of a fully integrated, automatic irrigation system. The system requires a 5000 litre water tank, and underground pipework to the cricket square. It was explained that the pipework would not have any impact on the football pitches and that water could be carried out via a timer at quiet times.

Concern was raised about utilization of space for a water tank and the water costs.

After discussion it was

RESOLVED that in principle the Parley Cricket Club can investigate the possibility of installing an irrigation system on the cricket square at their cost.

Voting: unanimous

It was noted that if this goes ahead then detailed plans need to come to council before install, that a separate water meter is fitted to the water tank so usage can be monitored.

26/101 SOCIAL MEDIA POLICY

Members reviewed the council's social media policy and after discussion it was **RESOLVED to approve the proposed amendments to the policy and the policy be reviewed again in April 2027.**

Voting: unanimous

26/102 COMMUNITY HUB and RECREATION GROUND/SPORTS FIELD**a) Access to hirers via main doors**

Members were informed that after the contractor has visited the site. The cost to install fire push bars to the internal doors between the function room and the community room would be £1450. It was

RESOLVED that the quote from ProtectU for £1450 be accepted for the installation of fire push bars.

Voting: unanimous

Cllr McDonald to liaise with contractor.

b) Cleaning: It was noted that extra cleaning of the hub was now in place. It was further noted that a formal service level agreement for cleaning was not in place and members felt this was required.

Members requested an agenda item to approve a formal service level agreement for cleaning services at the hub be put on the next agenda.

c) PPL Licence: It was noted that this is now active**d) Portable Counter for servicing drinks:** Cllr Spencer had offered to make a portable drink serving area that could be moved around as required and hired out to users of the function room to make serving drinks easier. He felt that this would benefit all hirers of the facility who provide their own refreshments. Cllr Spencer stated that it would

include a drinks fridge (at his own expense). Members agreed that it would be a good addition to the facilities available and after discussion it was

RESOLVED that Cllr Spencer is allocated a maximum of £1000 (all receipts to be kept) to build a portable drinks station and any associated electrical work that may be required. The drinks station to be made available to all hirers.

Voting: unanimous

- e) Electrics in Outbuildings: Quotes had been sought for repairs/ upgrades to the electrics in the outbuildings

Cllr M Barber declared an interest and left the room, he took no part in any discussion or vote

Members reviewed the quotes and it was

RESOLVED to accept the quote from L Barber at a cost of £780 for electrical works in the outbuildings.

Voting: unanimous (Cllr Barber did not vote)

- f) Caretaker Role: It was agreed to defer this matter to the next meeting.

- g) Parley Preschool Window Stickers: Cllr McDonald declared an interest and left the room, she took no part in any discussion or vote.

Members viewed a mock-up of the proposed window stickers which would aid privacy for the children attending the preschool. After discussion it was

RESOLVED that the Parley Preschool is granted permission to install window stickers as presented.

Voting: unanimous (Cllr McDonald did not vote)

At 9pm It was

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

Voting: unanimous

- h) Hire of Sport Field for Holiday Clubs: The Council having been approached by Paragon Football to use the sports field for holiday football clubs. Members debated if there would be any impact on the current sports clubs but agreed that it could be another source of income generation. After debate, it was

RESOLVED that Paragon Football be permitted to trial the holiday club in the October half term at cost of £40 plus VAT per day. The holiday club to take place on a specific section of the sports field only and Cllrs Barber and Spencer to liaise with Paragon to ensure they are aware of the area they are permitted to use.

Voting: unanimous

- i) Use of Recreation Ground for Training: Members considered a request that the recreation ground be used for football training. It was noted that the recreation ground had always been specifically for public recreation and not sports. After considered debate it was proposed and seconded that the recreation ground is used for football training purposes,

Voting: 2 for, 2 against, 1 abstention, the chairman used his casting vote and the motion was not carried.

- j) Use of Sports field by paid users: Cllr Spencer explained that formal pay for training/coaching was taking place on the sports pitches by various individuals and he felt that the council should be charging for this. Discussion took place around the authorised sports clubs providing coaching/training as part of the club, or whether coaching/training was carried out by individuals not associated with the authorised clubs. Members felt that any coaching facilitated and administered by an authorised club would be acceptable but any individuals benefitting from providing coaching services would not be allowed.

26/103 ALLOTMENT UPDATE

Members noted the update and that they still had not received a date for handover from Bellway Homes.

26/104 WEBSITE REDESIGN

Members were shown a preview of a newly designed draft website by Cllr McDonald, members agreed that it felt more modern and easy to use. Members agreed to its continued development with updates being provided at each meeting.

26/105 INFORMATION FROM MEMBERS

Cllr Mrs B Manual informed members of book entitled The Manor of East Parley.

Cllr M Barber reminded members about the volunteer BBQ on Friday 28th Aug

26/106 CORRESPONDENCE

Correspondence about the SANG at the Bellway Homes site, this was noted.

The Chair declared the meeting closed at 21.38 hrs

The next meeting of the Parish Council will be held on 16th September 2026 at 19:30hrs

SIGNED DATE
Chair

Payments made between meetings			
Date	Amount	Supplier	Details
EB 28.07	£310.50	J Dinsdale	Reimbursement of compost costs - volunteers
EB 05.08	£280.00	Ringwood Pest Control	Pest control at Hub
EB 05.08	£55.00	R McDonald	Reimbursement of DCA membership
EB 05.08	£1,053.73	J Weedon	Locum Services
EB 05.08	£27.60	Starboard Systems	Scribe Bookings Software - Aug
EB 05.08	£1,936.50	West Moors Town Council	Locum Services
EB 05.08	£1,536.00	Boundary Fencing	Repairs to garage doors
EB 05.08	£89.20	Dorset Council	Waste collection - Community Hub
EB 05.08	£320.70	Dorset Council	Waste collection - Various
EB 20.08	£336.00	Soulful Cleaning	Hub Cleaning
Total	£5,945.23		

Payment List dated 26.08.2026			
EB 26.08	£450.00	Parkinson Partnership LLP	Professional fees - VAT advice
EB 26.08	£27.60	Starboard Systems	Scribe Bookings Software - May
EB 26.08	£794.91	Grass and Grounds Maintenance	Grass cutting - July
EB 26.08	£515.76	Mark Hinsley Arboricultural Consultants	Tree Surveys
Total	£1,788.27		

Direct Debits			
DD 03.08	£152.33	BT	Broadband charges - Hub - 01.07.26 to 31.07.26
DD 31.08	£4.59	Screwfix	Screws - bridge repairs parley woods
DD 25.07	£223.91	SSE	Electricity costs - Hub - 01.06.26 to 30.06.26
DD 17.08	£4.25	Lloyds Bank	Service Charges
DD	£45.99	Screwfix	Wood stain for garage doors
DD 01.09	£56.33	BT	Broadband charges - Hub - 01.08.26 to 31.08.26
Total	£487.40		

Standing Order			
SO 24.08	As per contract	Staff Salaries	Staff Salaries
SO 24.08	£763.10	Dorset Council	Pension contributions - Month 5
SO 24.08	£837.23	HMRC	Tax and NI - Month 5

West Parley Parish Council

Prepared by: J Weepdon
Name and Role (Clerk/RFO etc)

Date: 6/8/26

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

Date: _____

	Bank Reconciliation at 31/07/2026		
	Cash in Hand 01/04/2026		57,228.94
	ADD		
	Receipts 01/04/2026 - 31/07/2026		167,514.89
			224,743.83
A	SUBTRACT		
	Payments 01/04/2026 - 31/07/2026		107,222.98
	Cash in Hand 31/07/2026 (per Cash Book)		117,520.85
B	Cash in hand per Bank Statements		
	Petty Cash 31/07/2026	0.00	
	Lloyds 31/07/2026	100,641.36	
	Teacher's B Soc 30/06/2026	1,416.33	
	CCLA Deposit Fund 31/07/2026	15,136.98	
	Nationwide 30/06/2026	355.43	
			117,550.10
	Less unrepresented payments		4.25
			117,545.85
	Plus unrepresented receipts		-25.00
	Adjusted Bank Balance		117,520.85
	A = B Checks out OK		

Financial Budget Comparison

Comparison between 01/04/2026 and 30/06/2026 (1st quarter)

	26/27 Approved Budget	Actual Net to date	Balance
Income			
1 Precept	£104,794.01	£52,397.01	-£52,397.00
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	£120.83	£120.83
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	£1,650.00	-£4,950.00
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	£1,078.34	-£10,921.66
87 Reimbursement	£0.00	£0.00	£0.00
88 interest CCLA	£0.00	£356.58	£356.58
90 Bequest	£0.00	£0.00	£0.00
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	£65,057.58	-£65,840.56

Staffing

11	Salaries inc employers NI and pension	AS PER		
	Extra Staffing	CONTRACT		
14	Holiday Cover / Locum		£2194.72	-£2194.74

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	£0.00	£2,500.00
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
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	£0.00	£1,438.50
99	administration	£0.00	£677.00	-£677.00
	VAT payments	£0.00	£5.53	-£5.53
Total Council Expenses		£8,388.50	£5,044.88	£3,343.62

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	£0.00	£1,000.00
29	Professional fees	£6,000.00	£5,144.00	£856.00
Total Subscriptions & Fees		£8,995.00	£6,838.72	£2,156.28

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	£1,212.50	£7,287.50
34	Hub - Electricity	£2,500.00	£2,587.09	-£87.09
35	Hub - Water	£800.00	£396.00	£404.00
36	Hub -Health, Safety & Security	£2,000.00	£481.00	£1,519.00
82	Broadband and Telephone	£500.00	£185.47	£314.53
84	Admininstration	£0.00	£226.00	-£226.00
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

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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	£5,695.12	£15,884.88

Grounds Maintenance

37	General	£0.00	£117.85	-£117.85
38	Recreation Ground (inc Millennium Garden)	£3,500.00	£771.75	£2,728.25
39	Playing Fields	£4,500.00	£1,129.88	£3,370.12
40	Parley Wood	£525.00	£0.00	£525.00
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	£45.54	£454.46
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	£2,065.02	£10,959.98

Tree Maintenance

43	Recreation Ground	£1,500.00	£0.00	£1,500.00
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	£0.00	£6,100.00

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

58 Children's Play Area	£2,500.00	£21,208.23	-£18,708.23
59 Gym	£105.00	£6,576.00	-£6,471.00
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	£737.61	£2,727.39
49 WPOCH Bins	£1,000.00	£214.60	£785.40
50 Defibrillator	£200.00	£0.00	£200.00
51 SIDs	£537.00	£0.00	£537.00
Total Health & Safety	£5,202.00	£952.21	£4,249.79

Community Events

19 Parish Meeting	£50.00	£0.00	£50.00
63 Volunteer Reception	£600.00	£0.00	£600.00
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	£0.00	£2,912.00

TOTAL EXPENDITURE	£130,898.15	£60,754.66	£70,143.49
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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. Caretaker role, Minute No 06/047c - No updates have been received on this matter.
5. Minute No 26/049 – Scribe Training Session, this matter is outstanding
6. Asset Transfer from Dorset Council, no further information has been received.
7. Amazon Account – This cannot be progressed until the Parish Council have a debit card.
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 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 happened as a form requires a signature from two of the account signatories.

AGENDA ITEM 7 – To Consider Planning Applications:

Members are asked to consider the planning application shown below.

[P/HOU/2026/04132 – 40 Dudsbury Road, West Parley, BH22 8RE](#)

New front boundary wall and railings. Including repositioning dropped curb.

[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.

[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.

[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.

AGENDA ITEM 8 – To Report 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

AGENDA ITEM 9 – Tree Matters

The below Tree Works applications have been received. Members are being notified for information purposes only.

[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.

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.

AGENDA ITEM 11 – Debit Card and terms of use

Members are asked to consider approving an application for a debit card on the Parish Council Lloyds current account to enable purchases from online suppliers such as Amazon.

In the past, the parish clerk or members of the council have paid for items themselves and then been reimbursed.

This has VAT implications, with VAT not being able to be claimed back from purchases not directly made by the Parish Council.

A draft terms and conditions of use would need to be approved if members agreed to a debit card on the account as shown below:

DRAFT

West Parley Parish Council Business Debit Card

Terms and Conditions of Use

A debit card on the business accounts has been provided for your use in order that you do not need to buy items on behalf of the Parish Council and wait to be reimbursed.

The card is provided primarily for the purchase of small items via the internet and in shops in order to get the best value for money.

Maximum amount to be spent in any one transaction is £500, anything above this requires prior approval from the Finance committee or the Council.

A receipt must be produced for each and every purchase made with the debit card. Failure to produce receipts may lead to disciplinary action.

Under no Circumstances is the card to be used for personal use.
This will constitute a gross misconduct and could lead to dismissal.

If you lose your card or think it may have been stolen you must report it as soon as you are aware of the loss to the bank and to the Chairman of the Council and/or the Chairman of the Finance and GP committee. Bank Contact details are [add phone number]

I have read and accept the above terms and conditions.

Name:

Signed:

Date:

It is Recommended that members approve an application for a debit card, once the clerk is available.

AGENDA ITEM 12 – Financial Information

Agenda 12a - Bank Reconciliations

Bank Statements up to 31.08.26 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 31.08.2026

7 September 2026 (2026-26)

West Parley Parish Council

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

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

A	Bank Reconciliation at 31/08/2026		
	Cash in Hand 01/04/2026		57,228.94
	ADD Receipts 01/04/2026 - 31/08/2026		170,252.07
	SUBTRACT Payments 01/04/2026 - 31/08/2026		227,481.01 118,779.20
	Cash in Hand 31/08/2026 (per Cash Book)		108,701.81
B	Cash in hand per Bank Statements		
	Petty Cash 31/08/2026	0.00	
	Lloyds 31/08/2026	92,652.03	
	Teacher's B Soc 30/06/2026	1,416.33	
	CCLA Deposit Fund 31/08/2026	15,186.24	
	Nationwide 30/06/2026	355.43	
			109,610.03
	Less unrepresented payments		883.22
			108,726.81
	Plus unrepresented receipts		-25.00
	Adjusted Bank Balance		108,701.81
	A = B Checks out OK		

Agenda 12b – Income reports

Received Income 01.08.26 to 31.08.26			
Accepted date	Gross	Organisation	Details
04.08.26	£49.26	CCLA Public Sector Deposit Account	Interest
03.08.26	£660.00	Parley Preschool	rent
06.08.26	£25.00	Private hire	Hub Hire
28.08.26	£47.00	Allsorts Rehab	Hub Hire
28.08.26	£96.00	Sally Villian Pilates	Hub Hire
21.08.26	£169.00	Dorset Council	Hub Hire
17.08.26	£24.00	Parley Preschool	Hub Hire
14.08.26	£96.00	Hobbycraft	Hub Hire
10.08.26	£861.35	HMRC	VAT Refund - July
06.08.26	£96.00	Private hire	Hub Hire
04.08.26	£120.00	Private hire	Hub Hire
03.08.26	£277.57	HMRC	VAT Refund - June
04.08.26	£216.00	Sally Villian Pilates	Hub Hire
Total	£2,737.18		

Agenda 12c – CCLA Information

The current yield for the public sector deposit account is 3. 3.7543%
WPPC has £15,186.24 in this account

Members agreed to transfer funds from the Lloyds current account to the CCLA account, this has not happened as the form to make a deposit in to this account requires two of the signatories to sign it.

AGENDA ITEM 13 – Chine Walk Survey

A survey having been compiled and sent to members via email for approval has been distributed to residents in Chine Walk. The survey is open until the 30th September. As at 16.09.2026 23 responses have been received along with various emails from residents. A full presentation of the results will be presented at the October Council meeting, so members can make an informed decision about any action they feel is required.

AGENDA ITEM 14 – REMOVAL OF CONFIDENTIAL DOCUMENTATION FROM THE CLERK’S HOME ADDRESS TO SECURE STORAGE WITHIN THE HUB

Cllr Mark Barber has requested that members consider storage of council documentation. He has requested that all confidential documentation is placed in secure storage at the hub and is only accessible by the Chairman and the Clerk.

Cllr Barber did not specify in the request what information he considered to be confidential.

It is not recommended that this proposal is considered for various reasons:

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

Information from the NALC Advice Note: Local councils' powers to discharge their functions

The need to know

Councillors do not need to know all aspects of council business and cannot claim an automatic right to see all council documentation and information. In other words, councillors are not permitted a fishing expedition in respect of council documentation and information simply because they are councillors. The following may prove helpful in establishing whether a councillor has a need to know:

- If a councillor is a member of a committee, he has the right to inspect documents or to obtain information relating to the business of that committee.
- If a councillor is not a member of a particular committee, he has to demonstrate why sight of the document(s)/or receipt of the information in question is necessary to enable him to perform his duties as a councillor.
- If the councillor’s motive for seeing the documents/obtaining information is indirect, improper or ulterior, then the documentation or information should be withheld.

AGENDA ITEM 15 – TREE WORKS

Three quotes have been received for tree works as detailed in the arboricultural report. Quotes are attached separately to the agenda for consideration.

Please note one quote is very detailed with specific works and two are generic based on the time required to complete the work.

Members are asked to review all three quotes prior to the meeting.

These works will be funded from the budget for tree work which stands at £5670

AGENDA ITEM 16 – COMMUNITY HUB and RECREATION GROUND

a) Access to hirers and fire push bars

Works are due to be carried out on the 21st September to install the fire push bars

b) Approve Service Level agreement for cleaning contact

Members are asked to consider approving a service level agreement as shown below, for the cleaning contact with Soulful cleaning to ensure that a standard of cleaning is carried out that is acceptable to the council.

West Parley Parish Council

DRAFT SERVICE LEVEL AGREEMENT FOR CLEANING SERVICES PROVIDED BY Soulful Cleaning

Purpose

This service level document is for the provision cleaning services at the Parley Community Hub located at 275 Christchurch Road, West Parley.

Key Aims

To maintain the cleanliness and hygiene of the toilets, kitchen, function room and community room and any adjoining space within the Community Hub to a high standard to enable all users to enjoy a clean, tidy and hygienic space. (does not include the area leased to the Parley Preschool)

Authorisation

This service level is made between West Parley Parish Council ("the Council") and Soulful Cleaning (Hannah Bennett)

Reviews

A full review of the service will take place on an annual basis, with monthly communication to discuss any issues.

Next review: Prior to contract end date 4th January 2027

The Service

It is the responsibility of the Council to:

- Ensure Soulful cleaning has full access to the Hub, with any keys, codes being provided.
- Notify Soulful Cleaning of any problems that have arisen since their last visit.
- Notify Soulful Cleaning of any additional work that may be required.
- Pay Soulful Cleaning invoices within 14 days of receipt.

It is the responsibility of Soulful Cleaning to:

- To vacuum or sweep, as appropriate all floors during each visit.
- To mop all floors during each visit
- To clean all toilets and wash hand basins at each visit.
- To ensure toilet paper, hand soap and hand towels are kept refilled.
- To clean the kitchen as necessary to ensure that all work surfaces, sink etc are maintained in a spotless and hygienic condition.
- To ensure the kitchen walls that are within reach are washed down regularly.
- To clean the inside of all windows and their surrounds at least every 6 weeks
- To wipe down skirting boards to ensure they are free from dust.
- To empty all bins and dispose of rubbish in the bins located outside the hub and replace with clean bin bags.
- To wipe down and ensure any tables and chairs are clean and free from dirt.
- To ensure all areas are kept cobweb free.
- To behave in an appropriate manner towards visitors using the Community Hub
- Report any damage or concerns to the Parish Clerk.

Fee for service:

A charge of £21 per hour is payable to Soulful Cleaning for this service. Cleaning to take place on Mondays between 9am and 10am and Fridays between 9am and 11am

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

e) Holiday Clubs at the recreation ground

To receive update from Cllr's Spencer and Barber in regard to Paragon Football trialling a holiday club in October half term as per minute no 26/102h

AGENDA ITEM 17 – Draft Website

Cllr McDonald to give members an update on the development of a new website.

AGENDA ITEM 18 – 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 19 – Correspondence

1. Correspondence from Dorset Council's Corporate Planning Director, offering a Discharge of Conditions Response relating to West Parley Parish Council's planning application for the Community Hub (P/FUL/2024/06891).

The letter refers to Condition 2 - Trees – **Part Discharged**

A pre-commencement site meeting between the Tree Officer, Arboricultural Consultant and Site Manager has taken place which confirmed the methods of protecting trees on and adjacent to the site in accordance with the Specification and Work Method Document, dated 08/04/2025, by Sharman Fencing Ltd, Arboricultural Impact Assessment and Method Statement by Ashton Arbor, dated 4th February 2025, ref: 304, and the Tree Protection Plan, drawing reference: 304AV1, dated February 2025.

To fully comply with this condition, the tree protection shall be positioned as shown in the Specification and Work Method Document, dated 08/04/2025, by Sharman Fencing Ltd, Arboricultural Impact Assessment and Method Statement by Ashton Arbor, dated 4th February 2025, ref: 304, and the Tree Protection Plan, drawing reference: 304AV1, dated February 2025, before any equipment, materials or machinery are brought onto the site for the purposes of the development, and retained until the development is completed. Nothing shall be placed within the fencing, nor shall any ground levels be altered or excavations made without the written consent of the Local Planning Authority.

To fully comply with this condition, the development must be carried out in accordance with the approved plans and agreed documents.

A response was sent on the 9th September to clarify the development is now complete, and to ask whether any further action by the Council needs to be taken for this condition to be fully discharged.

AGENDA ITEM 20 – 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 21 – Staff and Personnel committee

Members will be briefed on information received at the staff and personnel committee and will consider any recommendations put forward by the committee.