

WEST PARLEY PARISH COUNCIL

Dear Councillor

You are summoned to attend the **MEETING OF THE PARISH COUNCIL** to be held on **WEDNESDAY 26th AUGUST 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 August 2026

Cllr A Parry – Chair

Cllr J Barber
Cllr A Logan
Cllr D Spencer

Cllr M Barber
Cllr Mrs B Manual

Cllr A Batley
Cllr Mrs R McDonald
Cllr C Graham

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 22nd July 2026 \(pages 11712-11718\). To Receive any Matters Arising from them \(for information only\)](#)
5. [To Receive Report from Dorset Councillor](#)
6. [To Receive Clerks report](#)
7. [To Consider Planning Applications:](#)
 - a) [P/HOU/2026/03741 – 5 Heathlands Avenue, West Parley, BH22 8RW](#)
 - b) [P/VOC/2026/03803 – 176 Castle Rings, Christchurch Road, West Parley, BH22 8SS](#)
 - c) [P/HOU/2026/03874 – 36 Linden Road, West Parley, BH22 8RR](#)
 - d) [P/HOU/2026/04207 – 202 New Road, West Parley, BH22 8EN](#)
 - e) [P/26/02462/FUL](#) – Eco Sustainable solutions – NOTE: This is a BCP planning application
8. [To Consider Tree Matters](#)

9. [To Approve Accounts for Payment](#)
10. To Receive Financial Information
 - a. [Bank reconciliations up to 31st July 2026](#)
 - b. [Income reports](#)
 - c. [Budget Comparison report to 30th June 2026 \(1st Quarter\)](#)
 - d. [CCLA Information](#)
11. [To Review Earmarked reserves](#)
12. [To Receive update on Chine Walk](#)
13. [To Discuss request from Parley Cricket Club \(attach emails\)](#)
14. [To Review Social Media Policy](#)
15. [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. [Cleaning](#)
 - c. [PPL License](#)
 - d. [Portable bar](#)
 - e. [Electrics in Outbuildings](#)
 - f. [Caretaker](#)
 - g. [Parley Pre School Window Stickers](#)
 - h. [Hire of Sports Field for Holiday Clubs](#)
 - i. [Use of Recreation ground for training](#)
 - j. [Use of Playing field by paid users.](#)
16. [To Receive allotment update](#)
17. [To View draft website](#)
18. [To Receive Information from Members](#)
19. [To Receive Correspondence](#)

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 22.07.2026

11723

WEST PARLEY PARISH COUNCIL

MINUTES of the **PARISH COUNCIL MEETING** held on Wednesday 22nd July 2026 in West Parley Community Hub, 275 Christchurch Road at 7.00pm.

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

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

APOLOGIES: Cllr C Graham Cllr D Spencer

26/070 PRESENTATIONS BY MEMBERS OF THE PUBLIC

Residents present at the meeting spoke about issues in Chine Walk under agenda item 10.

26/071 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)
None

26/072 TO APPROVE AND SIGN MINUTES OF THE PARISH COUNCIL MEETING HELD ON 17th JUNE 2026
Having been circulated, the minutes on pages 11712-11718 were agreed, adopted and signed.

26/073 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

- a. **The Report of the Planning Committee** held on the 1st July 2026, pages 11719-11721 as circulated, was confirmed, adopted and signed.
- b. **The Report of the Staff and Personal Committee** held on the 1st July 2026, page 11722 as circulated, was confirmed, adopted and signed.

26/074 DORSET COUNCILLOR REPORT

Dorset Councillor Parry reported on the Local Plan and that Dc will be using the new methodology as prescribed by central government, this means a delay on producing a local plan until at least 2029. He further reported on the condition of grass vergers, a new cabinet member for the Place Directorate and two recent by-elections. A copy of the written report can be made available if requested.

26/075 TRAFFIC REGULATION ORDER – CHINE WALK

Members having heard from local residents about parking issues in Chine walk created by vehicles being left in the road by people flying from Bournemouth Airport and by residents who do not have sufficient off road parking discussed options available to help alleviate the matter.

It was explained to residents that the process for a TRO was slow and the funding from DC for TRO was very limited therefore creating long waits for matters to be resolved. Concern was raised about the introduction of a TRO pushing the parking issues further along the road. After discussion it was

RESOLVED to formally approach Dorset Council highways for their views and opinions on the introduction of some form of TRO along Chine Walk.

Voting: unanimous

26/076 TO RECEIVE CLERKS REPORT

1. Minute No 26/021b – Cllr Barber was looking into this and reported at the June meeting, no further update has been received.
2. Minute 26/021e – No further information has been provided
3. Minute no 26/021f – No updates have been received.
4. Minute no 26/047a – No updates have been received
5. Minute No 06/047c - No updates have been received
6. Minute No 26/049 – Scribe Training Session, this matter is outstanding
7. Asset Transfer from Dorset Council, no further information has been received.
8. Land for Allotments, no information has been received.
9. Community Hub bookings are increasing.
10. The weekly defib checks are now being carried out and reported on The Circuit by Cllr McDonald
11. Council Facebook page – Cllr McDonald has been given access to add content to the page. Members agreed that this should be for a trial period until the end of the year. They also asked that the login details be placed in a sealed envelope and kept by the Council Chairman in case of an emergency whereby the account cannot be accessed.
12. Members are requested to complete GDPR training through the DAPTC website, this is required as part of the AGAR for 2026/27
13. Bank mandate has been updated: Cllr Batley has been added, Cllr Parry has been given full signatory access and the locum clerk has been given full signatory access for operation reasons.
14. The Council meeting date in August will be rescheduled to the 26th Aug to ensure the locum clerk can cover the meeting.

26/077 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 11728 of these minutes. (Cllr's Barber and McDonald to authorise the electronic payments)

Voting: unanimous

26/078 INTERNAL AUDIT REPORT AND RECOMMENDATIONS

Members having received a report from the internal auditor reviewed the recommendations within the report and discussed each of them individually.

Recommendation 1: Bank mandate has been updated, however due to operational changes it has not been updated as per the minutes from May 2025.

Recommendation 2: The budget will have the percentage increase added to it and then published on the website. To be sent to members before publishing.

Recommendation 3: Budget will be published on website

Recommendation 4: General reserves, the council does not have a specific policy, but members are aware that it should be between 3 and 12 months expenditure. In the past they had tried to operate on 9/12^{ths} of the precept. After discussion it was

RESOLVED that members aim to keep the general reserves between 3 and 12 months expenditure (at a level of about 60% of expenditure). General reserves to be reviewed annually.

Voting: unanimous

Recommendation 5: S137 expenditure will be categorised correctly in Scribe going forward.

Recommendation 6: Year end bank reconciliation on Scribe corrected. An explanation of receipts and payments (R&P) and Income and expenditure (I&E) accounts was given to members. The issues occurred because the accounts should be operated on receipts and

payments but it appears that items were carried over as is done with I&E accounts. This will be rectified going forward.

Recommendation 7: VAT Listings: the recommendation was noted

Recommendation 8: VAT reclaims: This has been actioned

Recommendation 9: HMRC payments: This has been actioned

Recommendation 10: Asset Register: This will be published on the website in the format prescribed by Scribe accounts software.

Recommendation 11: Playground Inspection: Members stated that these has been completed in early 2026 and going forward this will be noted in the minutes.

Recommendation 12: Website accessibility: This matter is currently under review

Recommendation 13: GDPR: All members have been asked to undertake GDPR training offered by the DAPTC

Recommendation 14: Policies: Council will work through reviewing each policy to ensure there is no conflicting information.

26/079 BUSINESS CONTINUITY PLAN

Members having received a draft business continuity plan, discussed its contents. It was agreed that a business continuity plan was required and after discussion it was

RESOLVED that the business Continuity Plan as presented be adopted by Council.

Voting: unanimous

26/080 WEBSITE REDESIGN

Members discussed the redesign of the council website to ensure it is compliant with all current regulations. Various options were discussed, however Cllr R McDonald had previously offered to redesign the website for free and then hand over the administration of it to the Council (Clerk). Cllr McDonald explained that it would be a WordPress website and be hosted by Site ground (she confirmed that this company did have the required documentation to host .gov websites) at a cost of £13.99 per month.

After discussion it was

RESOLVED that Cllr McDonald produces a test website for members to see before approving at a future meeting.

Voting: unanimous

26/81 BENCH REPAIRS

Members having received a quotation to repair benches

RESOLVED that the quote for £678.76 be accepted for work to repair the benches. Cllr J Barber to liaise with contractor.

Voting: unanimous

26/082 GARAGE GATES

Members having reviewed a quote to carry out repairs to the garage doors

RESOLVED to accept the quotation of £1280 for repairs to garage doors. Cllr M Barber to liaise with contractor.

Voting: unanimous

26/083 COMMUNITY HUB

a) Access to hirers via main doors

Members discussed allowing hirers access via the main doors to the large function room at the Community Hub and agreed that this would be the best option going forward as the bookings increased. Cost to install access control on these doors

having been quoted at £674.10 by the same contractor who installed the access control to other doors.

After discussion it was

RESOLVED that access control on the main doors leading to the large function room in the Community Hub be installed to ensure that hirers of the large function room did not have to use the rear entrance doors, and go through the community room to gain access.

Voting: unanimous

Cllr M Barber to liaise with contractor.

- b) Hire cost for tables and chairs and use of kitchen when hiring large function room
Members discussed the possibility of charging to hire the table and chairs in the large function room as it takes time for someone to go and set them up and take them down after an event. Note: this is currently being carried out by councillors.

After discussion it was

RESOLVED that a standard fee of £10 be applied for the use of tables and chairs in the large function room, when required for a booking.

Voting: unanimous

Members then discussed a hire charge for use of the kitchen facilities for hirers of the large function room. After discussion it was agreed that no charge would be applied but if hirers wished to use the kitchen then it must be noted on the booking form.

- c) PPL Licence

Members

RESOLVED to approve the expenditure for a PPL (music licence) for the Community Hub at a cost of £673.04. Cllr M Barber to apply for this.

Voting: unanimous

- d) Fire push bars to function room doors

Members discussed installed push bars on the large function room doors so the doors could be secured when hirers were using the room. Currently the doors cannot be secured and anyone using the community room could walk into the large function room. Concern was raised about safety, members requested that the original architects be contacted to ask their option on the installing fire push bars to the these internal doors. After discussion it was

RESOLVED that if the architects agree that it is acceptable then fire push bars be installed on the internal doors between the large function room and the community function room (the push bar to be inside the large function room).

Cllr Mrs R McDonald to liaise with architect and contractor.

Voting: unanimous

26/084 PLANNING APPLICATIONS

- a) P/HOU/2026/03528 – 167 Golf Links Road, Ferndown, BH22 8BX

Erect single storey rear extension.

RESOLVED: No Objection *Voting: unanimous*

- b) P/HOU/2026/03670 – 7 Linden Close

Erect single storey rear extension and internal alterations. Conversion of outbuilding to ancillary residential accommodation

Cllr M Barber declared an interest and did not take part in the discussion or vote.

RESOLVED: Object, concern about creating a separate dwelling that is not linked to the main property

Voting: unanimous

- c) P/TRT/2026/03588 – 23 Dudsbury Road, West Parley, BH22 8RA

For information purposes only - Sycamore – Fell

26/085 INFORMATION FROM MEMBERS

Cllr Mrs B Manual gave a report on the work of the volunteers. She also reported that part of the Stour Valley Way was blocked off by a utility company and had been like this for some time. Locum clerk to investigate.

She further reported a complaint about speed in Church Road with badgers being run over. She suggested that wildlife signage be installed, Cllr Parry to follow up this matter.

Cllr A Logan reported that a new 30mph sign had gone up on Christchurch Road, he raised concern about speeding along Christchurch Road and felt that the council should consider a Speed Indicator Device when the 30mph limit had in in operation for a while.

Members resolved to suspend Standing Orders to allow the meeting to continue past the 2 hours' time limit.

Cllr M Barber reported that hub booking were up. He also raised concerns about the memorial hall and its current insurance situation, having heard that the building is uninsured he felt this left the council at great financial risk. Cllr Parry agreed to contact the Memorial Hall trustees and ask for evidence of insurance.

26/086 CORRESPONDENCE

a) Email from local resident asking about a no entry sign opposite Tesco Express. It was noted that this was addressed on the 18th March.

b) Email from local resident asking the council to consider putting in a request for a crossing on New Road, north of West Parley between the traffic lights and ST MarksC Church.

It was noted that enhanced crossing measures are being put in place as part of the speed reduction in the area.

26/087 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

26/088 TO APPROVE, ADOPT AND SIGN CONFIDENTIAL COMMITTEE MEETING MINUTES

The Report of the Staff and Personnel committee held on the 1st July 2026, pages 1-2 as circulated, was confirmed, adopted and signed.

Minute No 26/008C was RESOLVED. *Voting: unanimous*

Minute No 26/009Cb was RESOLVED. *Voting: unanimous*

Cllr Barber and McDonald both stated that they had submitted questions to the committee members and these had not been addressed. They also requested sight of the HR report from Rely.

The Chair declared the meeting closed at 21.24 hrs

The next meeting of the Parish Council will be held on 26th August 2026 at 19:30hrs

SIGNED DATE
Chair

Payment list dated 22.07.26			
Date	Amount	Supplier	Details
EB 22.07	£140.71	The Fencing Centre	For repairs in Parley Wood
EB 22.07	£600.00	P Heaslip	Webmaster services Jan 26 to June 26
EB 22.07	£1,735.00	West Moors Town Council	Locum Services
EB 22.07	£1,076.23	Judi Weedon	Locum Services
EB 22.07	£27.60	Starboard Systems	Scribe Booking Subs
EB 22.07	£44.60	Dorset Council	Waste Disposal - Hub - July
EB 22.07	£256.56	Dorset Council	Waste Disposal - Various litter bins - July
EB 22.07	£1,920.00	Rely Ltd	HR Support
EB 22.07	£925.32	Grass and Grounds Ltd	Grounds maintenance
EB 22.07	£807.65	PPL	Music Licence for Community Hub
Total	£7,533.67		

Payments made between meetings			
EB 17.07	£126.00	Soulful Cleaning	Community Hub Cleaning
Total	£126.00		

Direct Debits			
DD 01.05	£85.98	Screwfix	Wood Stain and Masonry Paint
DD 01.05	£33.48	Screwfix	Metal paint
DD 01.05	£21.99	Screwfix	Metal paint
DD 25.06	£159.89	SSE	Electricity Supply - The Hub
DD 06.07	£56.33	BT	Broadband charges for HUB
Total	£159.89		

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. 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, no further information has been received.
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](#).
9. Bank Mandate – This has now all been updated as per previously reported, however in May 2025, minute no 12 is 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 Hiinsley Arboricultural Consultants Ltd) for the trees on the recreation ground and sports field.
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.

AGENDA ITEM 7 – To Consider Planning Applications:

Members are asked to consider the planning application shown below.

- a) [P/HOU/2026/03741 – 5 Heathlands Avenue, West Parley, BH22 8RW](#)
Erect detached single-storey outbuilding with gym and sauna.
- 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).
- c) [P/HOU/2026/03874 – 36 Linden Road, West Parley, BH22 8RR](#)
Loft conversion with front and rear gable to form habitable accommodation.
- 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

The application below is in the BCP area but may have an impact on West Parley, therefore it has been put on the agenda for members to discuss.

- 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

AGENDA ITEM 8 – Tree Matters

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

- 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.

AGENDA ITEM 9 – 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 10 – Financial Information

Agenda 10a - Bank Reconciliations

Bank Statements up to 31.07.26 have been reconciled as attached
Statements up to 30.06.26 have been 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 31.07.2026

6 August 2026 (2026-2)

West Parley Parish Council

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

Date: 6/8/26

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

A	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
	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		

Agenda 10b – Income reports

Attached are income reports from April 2026 to end July 2026

Date	Details	Customer	Amount
01/04/2026	pre-school rent	Parley Community Pre-School	£550.00
01/04/2026	Peppercorn Rent	West Parley Memorial Hall	£0.13
01/04/2026	Sports Fees	Parley Cricket Club	£3,180.00
02/04/2026	interest	CCLA	£203.51
02/04/2026	Booking Deposit	Private hire	£20.83
17/04/2026	Booking Deposit	Westmade Ltd	£25.00
22/04/2026	Sports Fees	Parley Petanque	£600.00
22/04/2026	room hire	U3A	£80.00
24/04/2026	CIL	Dorset Council	£1,303.86
29/04/2026	Half year precept	Dorset Council	£52,397.01
30/04/2026	Sports Fees	Parley Youth Football Club	£600.00
01/05/2026	pre-school rent	Parley Community Pre-School	£550.00
05/05/2026	VAT refund	HMRC	£88,023.64
05/05/2026	CCLA Interest	CCLA	£104.63
06/05/2026	VAT refund	HMRC	£592.96
01/06/2026	pre-school rent	Parley Community Pre-School	£550.00
01/06/2026	room hire	Private hire	£140.00
02/06/2026	CCLA Interest	CCLA	£48.44
09/06/2026	room hire	Sally Villain Pilates and Yoga	£200.00
09/06/2026	room hire	Chillout Retreats	£160.00
10/06/2026	room hire	Pieces of Eight Dance Club	£105.00
10/06/2026	room hire	Sally Villain Pilates and Yoga	£120.00
11/06/2026	room hire	Chillout Retreats	£200.00
15/06/2026	Booking Deposit	Jack Hooker	£20.83
29/06/2026	grant	Veolia ES UK Ltd	£3,750.00
29/06/2026	room hire	John Legg	£105.00
30/06/2026	room hire	John Legg	£85.00
02/07/2026	room hire	John Legg	£125.00
02/07/2026	room hire	Sally Villain Pilates and Yoga	£160.00
02/07/2026	room hire	John Legg	£100.00
06/07/2026	room hire	Allsorts Rehab Fitness	£45.00
07/07/2026	room hire	Simon Higgins Fitness	£200.00
07/07/2026	room hire	Simon Higgins Fitness	£100.00
07/07/2026	room hire	Simon Higgins Fitness	£100.00
09/07/2026	room hire	Chillout Retreats	£160.00
13/07/2026	room hire	Clubbercise	£60.00
21/07/2026	room hire	Parley Cricket Club	£80.00
22/07/2026	room hire	Jack Hooker	£140.00
28/07/2026	VAT refund	HMRC	£10,745.71
28/07/2026	donation	East Dorset Environment Partnership	£16.51
29/07/2026	room hire	Aurora Sound Odyssey	£40.00
29/07/2026	room hire	Chillout Retreats	£200.00
Total Income			£165,988.06

Agenda 10c – Budget Comparison Report 01.04.26 to 30.06.26 (1st Quarter)

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	£47,661.60	£9,114.40	£38,547.20
Extra Staffing	£8,779.05	£0.00	£8,779.05
14 Holiday Cover / Locum	£0.00	£2,194.74	-£2,194.74
Total Staffing costs	£56,440.65	£11,309.14	£45,131.51

03 Council Expenses

15 Office equipment, Stationary & travel expenses	£800.00	£0.00	£800.00
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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
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 WPCH 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

Agenda 10d – CCLA Information

The current yield for the public sector deposit account is 3.8050%
WPPC has £15,089.49 in this account

AGENDA ITEM 11 – Earmarked Reserves

Attached are the earmarked reserves as shown in Scribe, they have been transposed onto a spreadsheet for clarity.

Members are asked to review the current balance figures to ensure that the Council is content with them.

It is noted that no funds are listed under CIL, however £1,303.86 was received on the 24.04.26. CIL receipts and payments must be accounted for separately.

Earmarked Funds 2026/27	Starting Balances as at 01.04.26	To be added to fund from 26.27 budget (start April 2026)	removed from earmarked fund	Money Spent during 2026.27	Funds added during the year	Total earmarked fund balances
Premises	£23,485.57			£19,592.04		£3,893.53
Community Fun (solar farm)	£8,404.54					£8,404.54
Replacement Play area fund	£5,500.00					£5,500.00
Contractual Matters	£1,294.62					£1,294.62
Christmas decoration replacement	£135.42					£135.42
Election fund	£2,950.00					£2,950.00
Tree Care	£11,534.00					£11,534.00
Bench replacement fund	£800.00					£800.00
Speed Indicator Device fund	£283.72					£283.72
Recreation Ground Signage	£399.23					£399.23
Streetlighting	£500.00					£500.00
Communications	£1,500.00					£1,500.00
Allotments	£1,000.00					£1,000.00
CIL						
Total	£34,301.53	£0.00	£0.00	£19,592.04	£0.00	£38,195.06

As at 30.06.2026

Monies held in all accounts 120981.59

less reserves -38195.06

Total 82786.53

General reserves should be between 3 and 12 months expenditure

£32,724 - £130,898

If you use the lowest general reserves figure this
leaves £50062 as working capital

If you use the 60% figure as agreed at July Council meeting, that then leaves £17338 as
working capital.

AGENDA ITEM 12 – Chine Walk

On Wednesday 5th August at 11:30am the locum clerk met with DC highways on site in Chine Walk.



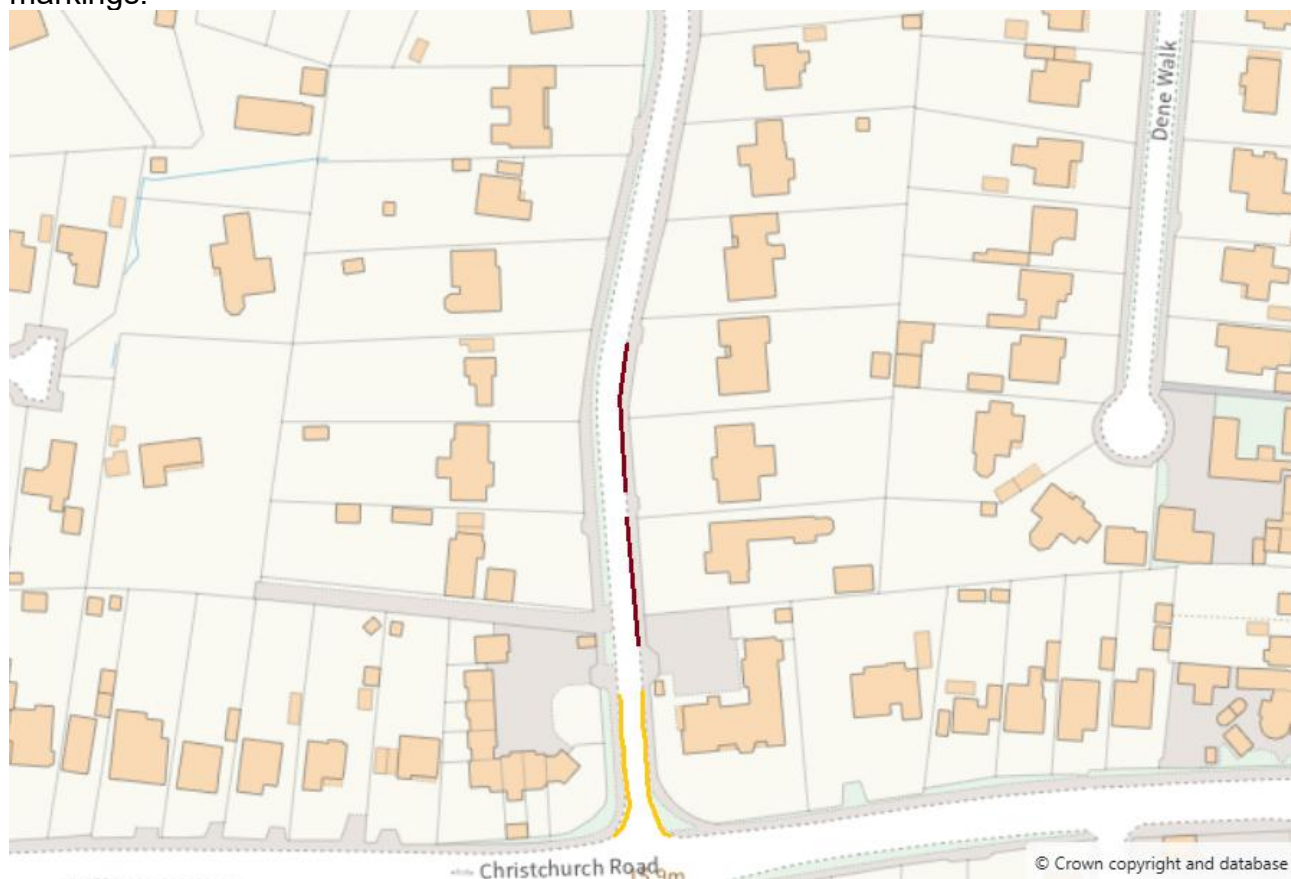
At time of visiting there were only two parked vehicles as shown in the picture.

The Council and the highway offer have both received correspondence for restrictions in the road and also against having restrictions in the road.

The highways officer wishes to protect the entrance/exit to Chine Walk from Christchurch Road so has suggested the following as shown on the map below.

The yellow mark up would be double yellow lines to protect the junction and the red mark up would be single yellow lines up to the driveway entrance of No 6. This then allows for some parking in the road but keeps one side clear to aid traffic flow.

The highways officer further recommended that residents apply for driveway protection markings.



Members are asked if they wish to take on the recommendations and apply for a TRO.

AGENDA ITEM 13 – Request from Cricket Club

A request from the Parley Cricket Club has been received

Parley Cricket club are looking into replacing the 2x old, leaking, not fit for purpose storage sheds we have currently in the corner of the field behind the practise nets. As an ever growing cricket club we obviously have more things to store connected with training for both the youth and adults and some of these items are expensive.

Having looked at numerous options of wooden / metal sheds and containers, we are finding a shipping container is working out the best financial option for us. Also it has the benefit of being more secure and longer lasting. This can either be hired or bought outright.

I understand that planning was granted last year in August as part of the planning application P/FUL/2024/06891 for a shipping container to be placed at Parley Community Hub for the provision of sport and operation of the community hub. I am unsure if a location for this container on the premises was submitted or whether we would be allowed to use this granted planning permission to replace the current sheds with one. I believe the parish council have decided not to carry on exploring the option of their own container for storage.

I would be grateful if you could consider the above and feedback any comments or suggestions on how we could proceed and whether we can use this approved planning or would need to apply through the Parish Council for a container. I feel it shouldn't cause any issues as we can request a green coloured container to blend in with the tree line and it is hidden by the cricket nets.

Members are asked to discuss this request.

AGENDA ITEM 14 – SOCIAL MEDIA POLICY

Below is the current social media policy.

Members are asked to review the policy and approve changes highlighted (**Remove** / *Replace with*)

Information and Communication Technology Policy

Social Media, Email, Networking

1. Introduction

1.1 Information and Communication Technology (ICT) is central to everything that the Parish Council does. It is integral in the day to day running of the Council.

1.2 Social media offers a range of opportunities for local councils to use the internet to communicate and engage with local residents.

1.3 The Parish Council can make use of social media to:-

- Improve communication
- Increase participation in Council work
- Help change the culture of the Council, to be more open, transparent and collaborative
- Reduce costs

1.4 Social Networking is an effective method for Council to interact with parishioners. Used effectively, they can engage those who would not normally have access to local councillors.

1.5 It is vital that all parties are aware of the safeguarding issues surrounding the use of ICT.

2. Legal considerations:

- Human Rights Act 1998
- Data Protection Act 1988
- Regulation of Investigatory Powers Act 2000
- Defamation Act 2013
- The Parish Council's Code of Conduct
- Other Parish Council's policies

3. Acceptable Use of ICT for Councillors

3.1 All Councillors must take responsibility for their own actions when using the internet and email, and must exercise care and consideration at all times.

3.2 It is the personal responsibility of every Councillor to take all reasonable steps to make sure they follow the conditions set out in this policy.

3.3 Any comments made on social media should not represent or purport to represent the Parish Council on the internet. Postings about the Parish Council or individuals within the Council are not allowed.

4. Data Protection and Monitoring

4.1 The Council's Monitoring Officer may, at any time, monitor social media use by Members.

4.2 The Parish Council has a legal duty to meet regulations of Data Protection legislation.

5. Intellectual Property

5.1 The use of intellectual property belonging to the Parish Council is strictly forbidden outside of official capacity. This includes the use of the Parish Council and Community Hub logo.

5.2 All Members are reminded that the title of Councillor belongs to the Parish Council.

6. Social Media

6.1 The Parish Council operates a Facebook Page which is administered solely by the Parish Clerk to ensure all communications are checked prior to publication (as with the website).

Change to administered by the Parish Clerk, along with one/two names parish councillors as administrators (where social media sites allow) They will be responsible for posting and monitoring the content, ensuring it complies with the social media policy.

The administrators will have the right to remove any posts or content that includes:

- Obscene, racist or abusive content*
- Personal attacks, insults or threatening language*
- Potentially libellous statements*
- Any material in violation of any laws including copyright*
- Private, personal information published without consent*
- Commercial promotions and spam*

6.2 Comments are monitored and responded to; and if necessary removed.

6.3 *Information that is published should be factual, fair, thorough and transparent.*

7. WhatsApp

7.1 The Council group is for urgent communications to expedite progress of Council matters. Unless delegated authority has been resolved to certain members, no decisions can be made via WhatsApp.

7.2 Personal communications should not take place within this group. Conversation in WhatsApp, like all councillor emails; are subject to Freedom of Information legislation.

8 Personal/System Security

8.1 User accounts and passwords are strictly for the use of the registered user and should not be shared or made accessible to others. It is not acceptable to use anyone else's username and passwords.

8.2 Do not give out personal details to anyone via email.

8.3 It is important to respect the privacy of other users as well as be polite and appreciate that others may have different views to your own. Any use of strong language, swearing or aggressive behaviour is not permitted.

9. Status of Policy

Last Reviewed

24th September 2025

AGENDA ITEM 15 – COMMUNITY HUB and RECREATION GROUND

General Update: Bookings are still increasing with lots of regular slots being booked for fitness classes.

a) Access to hirers and fire push bars

At time of producing agenda, no update has been received from members who agreed to action these items.

b) Cleaning

Cllr Barber and Batley have requested extra cleaning due to the usage of the building. The cleaner will now also be cleaning on a Friday morning between 9am and 11am.

c) PPL Licence

This is now in place.

d) Portable Bar

Cllr Spencer has requested that members consider a probable bar for the hub for all users to enjoy having somewhere to serve refreshments from. Cllr Spencer has offered to build this and suggested that it is built on castors to enable it to be safely transported between hired areas.

No financial costs have been provided.

Members are asked to consider this.

e) Electrics in outbuilding

Cllr Barber has requested this agenda item, no other information is available

f) Caretaker Role

Cllr Barber has requested this agenda item. At the meeting held on 17th June it was agreed that Cllr Barber would write a job description and provide details of salary implications to be discussed at a Staff committee, As there has not been a staff committee meeting, this matter is now on the Council agenda. No further information has been provided.

g) Parley Pre School

Parley Pre School are requesting permission to display temporary window stickers with their branding (eg Logo and blobs!) on the window closest to the Pre School gate. These would provide clear signage for promoting the Pre School but would also offer a degree of privacy. The window directly looks onto the area where the children hang their bags with a clear view from the hub entrance. Children often get changed there and they feel it would help with some privacy.

Members are asked to consider this request.

h) To consider a request from Paragon Football to hire the sports field for children's holiday clubs

A request has been received following a meeting with Cllr McDonald regarding the possibility of hiring the venue to host our football holiday club.

Paragon Football currently operate 15 to 20 days per year across the school holidays, with a view to expanding in future. Their standard schedule includes 1–2 days during most major holiday periods (excluding Christmas), including: * October half-term * February half-term * Easter holidays * May half-term * Summer holidays.

They would welcome the opportunity to establish a partnership with WPPC.

Cllr McDonald has worked out potential income and based on the information above if they were charged £40 (£33.33 plus VAT) for example per day based on their minimum 20 days per year this would bring in £800 to the council per year. However, when speaking to the coach he would like to expand and offer a min of 3 days per holiday period.

Members are asked if they wish to consider this request.

i) Use of Recreation ground for training

Cllr Spenser has requested that members consider allowing sports user groups the use of the front recreation area for training purposes.

He states that this is due to the prolonged dry weather and the cricket section continued cutting of the playing fields at an extremely short length, this has removed the surface of the playing field in some areas leaving it almost unplayable in the upcoming football season.

Members are asked to consider this request

j) Use of Playing Field by Paid Users

Cllr Spencer has requested that members discuss the use of the playing field by paid users. He has stated that this needs a full and decisive answer as one section having paid training on these pitches having sole use of the user groups should not be allowed if it has been decided that these playing fields are for the use of the paying user groups only - which is what the four user groups pay for.

AGENDA ITEM 16 – Allotment update

Cllr Manual has asked that members receive an update on the provision of allotments.

Information has been received that there are will be

- 11no. x 112.5 sq.m
- 1no. x 82.5 sq.m
- 1no. x 87.5 sq.m
- 1no. x 96.1 sq.m

- There is one water meter that serves the whole of the site. Serial no. 24W714790
- Entrance gate has been fitted with a combi lock
- Each metal shed has a set of keys
- The lease will be £500 per year.

No handover date has been received.

To date there are 8 people on the waiting list who are interested and another 20 that no reply has been received from.

AGENDA ITEM 17 – Draft Website

Cllr McDonald has designed a homepage and a couple of other pages in order to give members a feel for the design, layout and navigation of a new website.

The design will be shown at the meeting via a projector.

Members will be asked to make a decision on whether to continue with Cllr McDonald continuing to complete a new website for the parish council or look at alternative options.

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 regarding the plan for the SANG as shown below:

Good afternoon.

Further to the correspondence to Bellway Homes and as we have had any reply since the last email we are wondering if this has been progressed.

I have been checking the plan for the SANG and it clearly shows that the paths are to be protected from the horse routes to ensure that the footpaths will not be churned up by the horses, please can you tell me when this will be carried out.

The existing grassland is to be retained, surely this implies that it will be managed as grassland and not left to become a fire hazard and full of weed, brambles, etc. that it is at the moment, whilst on this subject there is the one of oldest house in West Parley (Woodtown Farm) built in the 16th century, that is a thatched cottage some 10 metres from the fire risk. (It is also Grade 2 listed). Woodtown Farm lies to the north of the SANG so the prevailing winds will blow any fire directly on to it.

If the whole site is visited you will see that the vast majority of the trees and shrubs have died due to the very dry weather over the last 2 years. Again please can you inform me when these are likely to be replaced.

Again please can you give me some indication of when the work to bring the SANG to the level that the plans will be carried out and how you will manage the fire risk.