

## Minutes of the Parish Council Meeting Wednesday 15<sup>th</sup> April 2026

West Parley Community Hub, 275 Christchurch Road

**Present:** Councillors: Mark Barber; John Barber; Rachel McDonald; Barbara Manuel;  
Andrew Parry; David Spencer

**In Attendance:** 3 members of the public; Linda Leeding (Parish Clerk)

### 1. APOLOGIES

Cllr(s): Andy Batley; Chris Graham; Alan Logan

### 2. DECLARATIONS OF INTEREST – Pecuniary or Non-Pecuniary

The Chairman reminded Councillors to declare anything through the meeting, should it arise.

### 3. CONFIRM & SIGN THE MINUTES OF THE PARISH COUNCIL MEETING ON 18<sup>th</sup> MARCH 2026

Circulated prior, the minutes were **resolved** as an accurate record & were signed by the Chairman (11691-11694).

### 4. CONFIRM & SIGN THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING ON 27<sup>th</sup> MARCH 2026.

Circulated prior, clarification of an amendment to the minutes was requested whether to include the resolutions in the main minutes. The Clerk offered to seek a second opinion and bring back to Council in May (11696).

For accurate record keeping, the Chairman also signed the confidential minutes, subject to a requested amendment, of the Extraordinary meeting on 4<sup>th</sup> March, previously agreed by Council.

### 5. PRESENTATIONS BY MEMBERS OF THE PUBLIC

2 of the West Parley Resident Association (WPRA) volunteers spoke about the need to reduce the amount of floral displays around the village, due to the workload, equipment expectations and the watering commitment. They anticipate scaling down the number of planters in the autumn after the summer display. It was suggested to remove the tall oblong wooden roadside planters and also move the 5 oval planters; 3 from Glenmoor Road shopping parade and 2 on Christchurch Road, to the Community Hub. They suggested making village gates which could have bulbs planted beneath to reduce the volume of work and to enhance all entry points in the village. It was also asked to move the Christmas decorations to the outbuilding of the community hub. Disappointment was also shared regarding the trees which were planted along New Road service road by Dorset Council, with help from the WPRA volunteers, which appear not to have been watered sufficiently to survive.

2 members of the public left the meeting room at 7.20pm

### 6. DORSET COUNCILLOR REPORT

Circulated prior to the meeting, members discussed the scheduled traffic survey work on 20<sup>th</sup> April; the Ward Boundary Review which currently the parish qualifies for 1 Dorset Councillor and will be published on the website and facebook page & the disappoint of recent graffiti along the New Road shops. **Action:** residents to be asked to remain vigilant and check CCTV / doorbell footage following incidents. Cllr Parry also paid tribute to Cllr Barry Goringe of St Leonards & St Ives Parish Council

## 7. CLERK REPORT & CORRESPONDENCE

The report was circulated prior to the meeting and questions invited. Cllr McDonald raised that bookings cannot be processed within 7 days. The Clerk will check the booking system but informed Council that it was a soft launch as additional staffing had not been progressed and this would further overburden the Clerk. The Chairman asked for the booking information to be put on the front page and the Clerk to publicise using usual council channels.

### Correspondence

- a) The Clerk informed Council that having spoken with an Insurance Broker they recommend that Council remains with Zurich Insurance due to a claim in progress (water leak). The Clerk confirmed the excess was £500 but as well as the reparatory works resulting from the leak, the Insurer may cover some costs of the investigatory costs. The Clerk confirmed the premium was £3991.86 and the majority of the increase as a result of the building cover rising from £1.3m to £1.7m following refurbishment. Council **resolved** to remain with Zurich for the coming year. **Action:** payment to be processed for renewal and both Public & Employer Liability Certificates posted at the Community Hub.
- b) The Clerk notified members of hirer wishing to use the Community Hub, extending to the playing fields for a bouncy castle. User groups have been consulted; Petanque have no games on that day. **Resolved:** This was agreed pending an acceptable response from Cricket. **Action:** Notify Hirer with a request for Risk Assessment and Insurance for contractors.
- c) The Clerk notified members of a concern on the New Road service road in front of Tesco where the disabled parking bays are opposite a road with no restriction so is frequently double parked. Council agreed to approach Mark Adams (Dorset Council) and if the land is owned by Tesco Stores, to approach them about a possible remedy. **Action:** the clerk to write as agreed.
- d) The Clerk provided an update on the current VAT reclaim position. Payments have been made for June – December and January, while the refund is awaited.
- e) The Chairman notified members of 2 events for the Health Walks. **Action:** Clerk to advertise.

## 8. ACTIVITY PLAN

Circulated prior to the meeting, the Clerk talked through the report, listing items which have not been progressed either due to workload volumes or by councillors eg gym inspections; planting the 2 Rowan trees on the recreation ground; Tree management Plan for Parley Wood; the Residents' Association Risk Assessment review; Clerk's appraisal; conclusion of the Veolia grant; 7 policy reviews and 2 recommended new risk assessments. Members questioned whether the hub user fire escape drill was necessary and cllr M Barber confirmed he had put up all fire safety signage. The hole in the roof of the CCTV remains outstanding which repair is required for the fire break. **Actions:** The Clerk to add the Booking link to facebook (once 7 day block investigated) & cllr McDonald to produce posters for the noticeboards. Cllr Spencer asked if the Clerk could check booking situation on 25<sup>th</sup> April between Petanque and Youth football. Cllr McDonald asked if the Clerk could check the Cricket Club bookings for the community room. The Clerk to order a 240L glass recycling bin to be emptied fortnightly, and council to review the requirement ongoing. The fire safety signs to be updated with the location of the assembly point. The Clerk to contact Dorset FA regarding the February inspection and fund drawdown. The Clerk will continue to progress arranging the inspections for the roof, solar panels and air conditioning.

## 9. WEST PARLEY MEMORIAL HALL

Nothing to report.

## 10. AGREE PERIOD TO EXERCISE PUBLIC RIGHTS

The Clerk's recommendation was agreed. **Resolved** the date period as 30<sup>th</sup> June – 10<sup>th</sup> August 2026.

## 11. SUGGESTED CHANGES TO THE FLORAL DISPLAYS

Discussed under item 5.

## 12. POLICY : Co-option

Deferred.

### 13. POLICY: Grievance

Deferred pending comparison with the NALC template.

### 14. CONSIDER POLICY AUDIT

Concern was raised that some policies were overdue their review and others may be missing. The Clerk checked with DaPTC for a list of policies and the only omission was a Community Emergency Response Policy (which many smaller councils do not have). The Clerk reminded Council that it is Council's responsibility to review the policies, perhaps via a working group, and the Clerk provides guidance and templates. Members felt 2 policies should be reviewed per month, starting with Employment; Health & Safety and then Bookings.

**The Chairman called for Consideration to exclude the Press and Public in accordance with Section 1, subsection (2) of the Public Bodies (Admissions to Meetings) Act 1960 in relation to item 15.**

**Resolved:** Agreed.

### 15. FINANCIAL REGULATIONS

Confidential minutes were taken.

### 16. FINANCE REPORTS

All reports were circulated prior to the meeting.

a) Monthly Receipts & Payment Schedules

Following some questions, Council **Resolved** to agree the document and the invoices checked against the schedule and initialed after the end of the meeting.

b) Monthly Bank Reconciliation

Circulated prior to the meeting, Council **Resolved** to agree document and it was signed by Cllr Manuel.

c) Quarterly Update

Circulated prior to the meeting, the Clerk provided an overview of the financial position.

### 17. LAND & PROPERTY

a) Agree Cleaning Contract

Council **Resolved** to agree with the Clerk's recommendation with a 3 month probation period to review.

b) Accept Finding of the annual bench audit

Cllr Parry requested to defer but confirmed the audit had been completed and all were in good order apart from the part concrete round tables which require expenditure. The Clerk asked how much was in the 2026/7 budget for benches. Cllr Parry also suggested numbering the benches with discs for ease of identification. Cllr Manuel add that she found the post from the Dog Related PSPO signs which had been removed around the playing fields.

**Council resolved to suspend Standing Order 3x (meetings to be 2 hours) at 21:04hrs.**

c) Approve Annual Playground Inspection & Agree Recommendations

Council **Resolved** to agree with the Inspectors recommendations and the Clerk suggested speaking with Wickstead about warranty for some apparatus installed in 2022 and the matting lifting.

d) Consider Sports Fees 2026/7

Agreed to Defer.

e) Report : Grass Cutting Contract – open spaces

Council **Resolved** to agree with the Clerk's recommendation to remain with the current contractor.

f) Internet Provision & Utilities

Council asked the Clerk to arrange a BT engineer due to the poor wifi signal.

Source for Business (fresh water) have approved the leak allowance.

The electricity bill as £415 in March and £671 in April. Cllr M Barber confirmed that one quarter of costs relate to the outside lights however based on previous antisocial behaviour police advice is to keep them on. The Clerk has negotiated a repayment plan of 25% over 4 months for the accumulated costs.

g) Update on the ACRE accreditation application

It was previously agreed to pay £100 for 3 members/officers to have access to gain accreditation for good management of the Community Hub. However, due to the cost being higher than first thought, council resolved to pay the £55 for one member and not to progress to accreditation. The Clerk confirmed that accreditation would not alter the insurance premium. **Action:** Cllr McDonald to submit expenditure evidence for reimbursement.

h) Pre-school request of leaver's ceremony (playing field use) and request for signage

Cllr McDonald left the room at 9.26pm.

Members discussed the request and **resolved** to agree the use of the playing fields for a bouncy council, on the basis of the item being put up and taken down in the same day; along with prior evidence of the risk assessment and insurances. Council also **resolved** to approve the request for gate signage.

Cllr McDonald returned to the room at 9.29pm.

## 18. PLANNING APPLICATIONS

**P/FUL/2026/01283**

**Lloyds Equestrian Centre Lloyds Equestrian And Examination Centre, Christchurch Road**

Change of use and minor extensions and alteration of existing buildings to form Special Education Needs school with parking and landscaping.

Change of use of the equestrian building into a multi-game space ancillary to the Special Education Needs School

**Resolved:** No objection, however raised concern about the Highways access onto the B3073 and request a condition that all parking of construction vehicles must be onsite; and all facility users must park onsite.

**P/LBC/2026/01415**

**Brambles House, Church Lane**

Reinstatement of boundary Wall. Reconstruction of outbuilding and installation of close boarded timber fencing, access gate and gateposts

**Resolved:** No objection.

**P/CLE/2026/01613**

**Parley Glade Campsite Church Lane**

Proposal: Use of land as a caravan and camp site and associated ancillary operations.

**Resolved:** No evidence to the contrary.

## 19. TREE APPLICATIONS

**P/TRT/2026/01493**

**93 Chine Walk West Parley BH22 8PT**

Proposal: T1 Silver Birch - Fell.

**P/TRT/2026/01430**

Tree works as detailed in Poor Common & Casterbridge Road Public Open Space - Tree Inspection Report, Recommended Works 2026, dated 21/01/2026

**P/TRT/2026/01715**

**Dudsbury Guide Camp Christchurch Road**

Proposal: Located to the rear of the nursery school building.

T1 Birch- Section fell to ground level. Replant with 1 x Silver Birch.

T2 Goat Willow - Coppice to 3ft stumps.

**P/TRT/2026/01605**

**Located on land East of New Road, Kingsmere Park**

Proposal: Undertake all tree work as per submitted tree report undertaken by Barrell tree consultancy dated 17-03-2026 reference 26025-TRM-2026-IL

## 20. Consideration to exclude the Press and Public in accordance with Section 1, subsection (2) of the Public Bodies (Admissions to Meetings) Act 1960. (item 21-22 only)

1 Member of the public left the meeting at 9.48pm.

**21. CONFIRM & SIGN THE CONFIDENTIAL MINUTES OF PARISH COUNCIL MEETING ON 18<sup>TH</sup> MARCH 2026**

Circulated prior, the minutes were **resolved** as an accurate record & signed by the Chairman (11695).

**22. CONFIRM & SIGN THE CONFIDENTIAL MINUTES OF THE EXTRAORDINARY COUNCIL MEETING ON 27<sup>TH</sup> MARCH 2026**

Circulated prior, the minutes were **resolved** as an accurate record & signed by the Chairman (11697).

**Meeting started:** 7.04pm

**Meeting closed:** 9.48pm

**DATE OF NEXT MEETING**

Wednesday 20<sup>th</sup> May 2026

Wednesday 6<sup>th</sup> May 2026

Annual Parish Council meeting  
Planning Committee

venue: West Parley Community Hub  
venue: West Parley Community Hub

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