

**WEST PARLEY PARISH COUNCIL**

**MINUTES** of the **PARISH COUNCIL MEETING** held on Wednesday 17<sup>th</sup> June 2026 in West Parley Community Hub, 275 Christchurch Road at 7.03pm.

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

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

**APOLOGIES:** Cllr J Barber Cllr A Logan

**26/035 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)**  
 None

**26/036 PRESENTATIONS BY MEMBERS OF THE PUBLIC**  
 Residents from Chine Walk spoke to members about the parking issues in the road, having previously sent correspondence to the Council about this issue. They stated that vehicles are being left in the road for long periods of time as people are parking instead of parking at the airport when they go away. This has created issues with emergency vehicles not being able to get through. They felt that this may create a serious accident if the problem is not addressed. The residents asked if the Council could consider approaching Dorset Council to get some form of traffic management installed, such as single yellow lines, or no overnight parking. The members agreed to contact DC highways to find out what options would be available as they support the residents concerns.

**26/037 TO APPROVE AND SIGN MINUTES OF THE PARISH COUNCIL MEETING HELD ON 20<sup>th</sup> MAY 2026**  
 Having been circulated, the minutes on pages 11703-11709 were agreed, adopted and signed.

**26/038 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES**  
 a. **The Report of the Planning Committee** held on the 3<sup>rd</sup> June 2026, pages 11710-11711 as circulated, was confirmed, adopted and signed.

**26/039 DORSET COUNCILLOR REPORT**  
 Dorset Councillor Parry reported on the financial position of Dorset Council, the Care quality commission report and recycling for small businesses.

**26/040 TO RECEIVE CLERKS REPORT**

1. Letters to the Parley pre school and the Cricket Club as per minute no 26/021a were produced and sent to the Chair for distribution.
2. Asset Transfer from Dorset Council, no further information has been received.
3. Land for Allotments, no information has been received.
4. Minute no 26/021d refers: Confirmation has not been received from members that Idverde has been contacted to instruct them to carry out the required work
5. The Locum Clerk is having problems with not having the required information to complete tasks correctly, such as information to give to hirers of the Hub, all relevant financial information (statements from all bank accounts held by the Council)
6. The Council emails are now being checked daily and enquiries dealt with.
7. Anyone enquiring about an allotment is being added to the list held on the Council computer.

8. The locum clerk requested the approved final 2026/27 budget form members as it was required to produce accurate budgetary reports.

**26/041 ACCOUNTS FOR PAYMENT**

It was

**RESOLVED that the accounts for payment be approved as attached on page 11716 of these minutes. (Cllr's Barber, Parry and McDonald to authorise the electronic payments)**

*Voting: unanimous*

**26/042 CONFLICT OF INTEREST FORM - BDO**

At the request of the external Auditor BDO LLP, a conflict-of-interest form was discussed and completed, and it was

**RESOLVED that no councillors had any conflict of interests with BDO LLP**

*Voting: unanimous*

**26/043 ANNUAL GOVERNANCE STATEMENT AND STATEMENT OF ACCOUNTS 2025/26**

Members reviewed the Annual Governance Statement and the Annual Statement of Accounts for 2025/26

Members considered each of the Annual Governance statements and all members agreed that they confirmed to the best of their knowledge and belief that the council complied with all the governance statements.

- a) **RESOLVED that the Annual Governance Statement for 2025/26 be approved and signed by the Chair.**

*Voting: unanimous*

Members then reviewed the figures on the Accounting Statements, it was then

- b) **RESOLVED that the Accounting Statements for 2025/26 be approved and signed by the Chair. A copy of the Accounting Statement is attached to these minutes on page 11717.**

*Voting: unanimous*

Members raised concern that the internal auditor may not have received a true reflection on the accounts at year end, the locum clerk stated that the internal auditor has read only access to scribe so had all the up to date financial information required to complete the audit.

**26/044 MEETING CALENDAR**

Members reviewed the draft meeting schedule and it was

**RESOLVED to approved the meeting schedule for 2026/27 as presented attached on page 11718 of these minutes**

*Voting: unanimous*

The Chair of the Personnel and Staff committee requested that the meeting scheduled for the 24<sup>th</sup> June be changed as he was unavailable on that date. New date to be confirmed.

**26/045 USE OF SOCIAL MEDIA BY COUNCILLORS**

In the absence of the parish clerk members had requested access to the Council Facebook page. It was noted that the locum clerk now had full access to post on the WPPC Facebook page so if members wished anything to be placed on it they should let the locum know.

It was further noted that the Councils policy on social media does not allow for members to control or have access to the council Facebook page.

After discussion it was

**RESOLVED that the Councils Social Media Policy undergoes a full review by the Finance and General Purpose committee as members felt that the Facebook page needed oversight and contingency planning for its operation.**

*Voting: unanimous*

**26/046 ACCESS TO EMAILS**

Members discussed the general management of the council email system and who from outside the organisation can access emails. An email from the resident who administers the website and the email system was read out to members.

Members agreed that the email system currently used was not very good and after discussion it was

**RESOLVED that the Finance and GP committee look into new email and website providers to ensure the systems are secure and compliant.**

*Voting: unanimous*

**26/047 COMMUNITY HUB**

a) Members discussed the current closing time of the hub as stated on the approved licence from Dorset Council after request had been received from sports users and hirers to stay past 10pm.

It was agreed that Cllr M Barber would contact Dorset Council licencing department to find out if the opening hours could be extended.

b) Members discussed how hirers open and close the building, who shows hirers around and how one-off users are monitored. No formal procedure was decided.

c) Caretaker/Administrator Role for the Hub: members discussed the possibility of employing someone to oversee the Hub and that the income from the building lets should cover any employment costs. Cllr Barber agreed to write a job description and salary implications to then be discussed at the Personal and Staff committee.

**26/048 COUNCIL OPERATION WITH LOCUM STAFF**

Due to the urgent nature of assistance required for the council, the Chair approached the Clerk of a nearby council for assistance, who had been helping out. Members formally **RESOLVED that Judi Weedon act as Locum Proper Officer and RFO for West Parley Parish Council in the absence of the Clerk.**

*Voting: unanimous*

Members noted that this could not be a long-term solution and that the Council required a more sustainable interim solution. It was

**RESOLVED that delegated authority be given to the Chair and Vice Chair to contact the DAPTC and the Local Council Consultancy to seek additional assistance in securing clerking/admin service for the Council during the Clerks absence.**

*Voting: unanimous*

**26/049 ACCESS TO SCRIBE ACCOUNTING SOFTWARE**

In the absence of the Clerk members had requested access to the accounting software to ensure it was kept up to date. The locum clerk stated that they all had read only access and could see everything that a full access user could, the only exception was that they could not make any entries on to the system. Members felt that they need training on how to use the software effectively.

Locum Clerk to contact scribe to arrange a training session for councillors.

**26/050 VOLUNTEER BBQ**

Members agreed that the volunteer BBQ would be held on the 28<sup>th</sup> August. Cllrs to organise this event.

**26/051 COUNCIL INSURANCE**

Members were informed by Cllr M Barber that the Council insurance had almost lapsed as it had not been paid after being agreed to renew at the April Council meeting.

The premium was paid on the 28<sup>th</sup> May but the policy renewal date was the 5<sup>th</sup> May.

Members agreed that the process of the renewal of the Councils insurance was unsatisfactory and that it put the council at risk.

**26/052 PLANNING APPLICATIONS**

**[P/VOC/2026/02973 - 4 Crescent Walk West Parley BH22 8PZ](#)**

Erect side extension and remodel building with new raised roof (with variation to condition 2 of planning permission P/HOU/2025/03970 to alter the position and dimensions of windows WF1 to WFF4 and addition of a roof light)

**RESOLVED: No Objection** *Voting: unanimous*

Members discussed the application for 17 Dudsbury Road which is going to the DC Planning committee. The Chair of Planning felt that attending the committee meeting was not worthwhile

**26/053 INFORMATION FROM MEMBERS**

Cllr Mrs B Manual reported on her attendance at the Bournemouth Airport Consultive meeting

Cllr M Barber reported that he had applied for the PPL and PRS licence for the hub as per minute number 26/021b at a cost of £144. Members thanked Cllr Barber and agreed to the payment.

In his absence, Cllr J Barber had provided a quote for repairs to benches, members agreed to defer this matter and seek additional quotes.

**26/054 CORRESPONDENCE**

Email for Ferndown Town Council asking if WPPC would like to participate in a Children's Christmas light competition. Members agreed that WPPC would not participate but thanked FTC for the offer.

**26/055 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*

**26/056 CONFIRM AND SIGN THE CONFIDENTIAL MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON THE 20<sup>th</sup> MAY 2026**

Having been circulated, the minutes on pages 11709-11710 were agreed, adopted and signed.

The Chair declared the meeting closed at 21.00 hrs

The next meeting of the Parish Council will be held on 15<sup>th</sup> July 2026 at 19:30hrs

SIGNED ..... DATE .....

Chair

<b>Payment list dated 17.06.2026</b>			
<b>Date</b>	<b>Amount</b>	<b>Supplier</b>	<b>Details</b>
OB 17.06	£37.51	Dorset Council	Waste disposal - Hub - April
OB 17.06	£320.70	Dorset Council	Waste Disposal - various litter bins - April/May
OB 17.06	£1,331.72	DAPTC	Annual Membership
OB 17.06	£256.56	Dorset Council	Waste disposal - Various litter bins - June
OB 17.06	£44.60	Dorset Council	Waste disposal - Hub - May
OB 17.06	£27.60	Starboard System	Scribe bookings subscription
OB 17.06	£792.00	Starboard System	Scribe Accounts renewal
OB 17.06	£1,285.85	Grass and Grounds Ltd	Grounds Maintenance
OB 17.06	£310.50	Plants for Trade	Compost
OB 17.06	£565.34	J Dinsdale	Bedding Plants for village planters
OB 17.06	£292.28	Gallagher	Cyber Insurance
OB 17.06	£740.26	Grass and Grounds Ltd	Grounds Maintenance - May
OB 17.06	£450.00	Lantern Accounting	Internal Audit 2025/26
OB 17.06	£126.00	Soulful Cleaning	Community Hub cleaning
OB 17.06	£144.00	PPL PRS Ltd	PPL Music Licence for Hub
<b>Total</b>	<b>£6,724.92</b>		
<b>Payments made between meetings</b>			
	£84.00	Soulful Cleaning	Hub Cleaning 11.05 and 18.05
	£3,991.86	Zurich Muncipal	Council Insurance
<b>Total</b>	<b>£4,075.86</b>		
<b>Direct DOBits</b>			
DD 30.06	£39.99	Screwfix	Paint
	£6.00	Smarty Mobile	Mobile Phone top up
<b>Total</b>	<b>£6.00</b>		

## Section 2 – Accounting Statements 2025/26 for

## WEST PARLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	289,736	302,244	Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	87,678	91,550	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	49,764	285,771	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	42,036	44,031	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	82,898	578,304	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	302,244	57,229	Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	302,244	57,229	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	119,770	279,125	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

### Calendar of Meetings 2026/27

	<b>Council</b>	<b>Finance &amp; General Purpose</b>	<b>Planning Consultative</b>	<b>Personnel and Staff</b>
May 2026	<b>20th**</b>		<b>6th</b>	
June	<b>17th</b>		<b>3rd</b>	<b>24th</b>
July	<b>15th</b>	<b>22nd</b>	<b>1st</b>	
August	<b>19th</b>		<b>5th</b>	
September	<b>16th</b>		<b>2nd</b>	<b>23rd</b>
October	<b>21st</b>	<b>14th</b>	<b>7th</b>	
November	<b>18th</b>		<b>4th</b>	
December	<b>16th</b>		<b>2nd</b>	<b>9th</b>
January 2027	<b>20th</b>	<b>13th</b>	<b>6th</b>	
February	<b>17th</b>		<b>3rd</b>	
March	<b>17th</b>		<b>3rd</b>	<b>24th</b>
April	<b>21st</b>	<b>15th</b>	<b>7th</b>	
May	<b>12th* and 19th**</b>			

\* Annual Parish Meeting

\*\* Annual Parish Council Meeting