

Minutes of the Parish Council Meeting Wednesday 18th February 2026

West Parley Community Hub, 275 Christchurch Road

Present: Councillors: Mark Barber; Andy Batley; Rachel McDonald; Barbara Manuel; Andrew Parry; David Spencer

In Attendance: 2 members of the public; Linda Leeding (Parish Clerk)

1. APOLOGIES

Cllr(s): John Barber; 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 21st JANUARY 2026

Circulated prior, the Clerk recommended 2 amendments to the draft minutes.

Item 19, all business was conducted excluding the press and public, so the minutes must be included within the confidential minutes rather than public minutes. The Clerk explained concern with the suggested wording of item 15c and had circulated alternative wording prior to the meeting. Cllr McDonald declared a pecuniary interest. The Clerk reminded members that the resolution cannot be altered, that the minutes need to be agreed today and they can be signed outside of the meeting once amended.

Discussion took place regarding the draft wording and Council **resolved** to amend the 21st January 2026 minutes to the suggested wording with an additional statement agreed by Council.

With these amendments the minutes were **resolved** as an accurate record & will be signed by the Chairman outside of the meeting (11671-11674).

4. CONFIRM & SIGN THE MINUTES OF THE PLANNING COMMITTEE MEETING ON 4th February 2026.

Circulated prior, the minutes were **resolved** as an accurate record & signed by the Chairman (11676-77).

5. CONFIRM & SIGN THE MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING ON 4th February 2026.

Circulated prior, the minutes were **resolved** as an accurate record & signed by the Chairman (11678).

6. Consideration to exclude the Press and Public in accordance with Section 1, subsection (2) of the Public Bodies (Admissions to Meetings) Act 1960. (item 7 & 8 only)

2 members of the public left the meeting room at 7.18pm returning at 7.19pm

7. CONFIRM & SIGN THE CONFIDENTIAL MINUTES OF PARISH COUNCIL MEETING ON 21st JANUARY 2026

Circulated prior, the minutes were **resolved** as an accurate record & signed by the Chairman (11675).

8. CONFIRM & SIGN THE CONFIDENTIAL MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING ON 4th FEBRUARY 2026

Circulated prior, the minutes were **resolved** as an accurate record & signed by the Chairman (11679).

2 members of the public returned to the meeting room at 7.19pm

9. NEW COUNCILLOR(S)

The Chairman introduced Mr Graham, who gave an overview of his experience. Members asked questions, which were duly answered. Mr Graham has particular concern over the resurfacing works of Glenmoor Road. Council **resolved** to co-opt Mr Graham, who signed the appropriate paperwork witnessed by the Proper Officer. **Action:** Clerk to issue paperwork and update website and noticeboards.

10. PRESENTATIONS BY MEMBERS OF THE PUBLIC

None.

11. DORSET COUNCILLOR REPORT

Circulated prior to the meeting, members accepted the report and raised no further questions. Activities at the former car was site adjacent to the crossroads was discussed. Frustration has been experienced with no out of hours for Dorset Council Environmental Health. There was concern as to whether the former fuel tanks have been decommissioned. **Action:** the Clerk to write to the fire service to clarify the position.

12. CLERK REPORT & CORRESPONDENCE

The report was circulated prior to the meeting and no questions were asked.

Correspondence:

- a) The cleaner has tendered her resignation and offered to work to end March while a replacement is found. **Action:** The Clerk was asked to advertise on Facebook for a local cleaning company and revert to 2 previous quotes obtained.
- b) The Chairman informed members of the passing of a former chairman of Parley Sports Club who led the club in very difficult circumstances to keep it going historically.
- c) The Chairman circulated the Police crime report prior to the meeting, received from Sgt Payne.
- d) The request for Hurn Parish Council to support the request to reduce the speed to 30mph along Christchurch Road to Chapel Gate, was not possible as there were no further meetings ahead of the consultation period ending. A response from BCP was still outstanding. It was agreed that the Parish Council should respond formally to the consultation and question whether an extension to the boundary should be included. **Action:** the Clerk to submit the response within deadline.

13. ACTIVITY PLAN

The document was circulated prior and Councillors noted the content.

14. WEST PARLEY MEMORIAL HALL

Cllr Parry confirmed that he should have the opportunity to see inside the building in 1-2 weeks. The Parish Council are pleased to see the progress continuing.

15. CONSIDER ANY CONFLICT OF INTEREST WITH AUDITORS

As an annual requirement of the Audit progress, members were asked if there was any conflict of interest with either the internal or external auditor. Whilst the Chairman has spoken with the Internal Auditor; it was **resolved** that there was no conflict of interest between members or council with either auditor.

16. ADOPT IT POLICY

The Clerk requested to defer to March meeting.

17. ANNUAL REVIEW : STANDING ORDERS

Resolved: agree the circulated document. **Action:** to be added to the website.

18. ANNUAL REVIEW : GRIEVANCE POLICY

The Clerk requested to defer the policy review.

19. ANNUAL REVIEW : FINANCIAL REGULATIONS

The Chairman requested to defer to March meeting, pending amendments.

20. ANNUAL REVIEW : INTERNAL CONTROLS

Resolved: agree the circulated document.

21. FINANCE REPORTS

All reports were circulated prior to the meeting.

a) Monthly Payment Schedule

Resolved: agree January & February payment schedules.

b) Monthly Bank Reconciliation

January reconciliation requires further processing to balance. **Defer.**

c) Forecast to year end.

The Clerk provided an overview of known income & expenditure.

Water leak appears to be under the accessible toilet from a cast iron pipe; smoke test schedule to identify leak location. The Clerk informed Council that the insurer has confirmed there is cover for water damage but not for repair or excess water usage. The Water company explained the Council is responsible for the pipe from the meter (Christchurch Road) to the Community Hub. As billing is 6 monthly, usage isn't known unless a member of Council takes monthly readings.

The Clerk confirmed that there has been no correspondence from HMRC following the VAT submission on 2nd February 2026. Further submission due for January income and expenditure then from the new financial year, it will be changed to quarterly submissions.

d) Grant Funding Request : East Dorset & Purbeck Citizen's Advice

CLlr Manuel declared a non-pecuniary interest. **Resolved:** agree donation of £500. **Action:** raise payment.

22. Consideration to exclude the Press and Public in accordance with Section 1, subsection (2) of the Public Bodies (Admissions to Meetings) Act 1960. (item 23 & 24a only)

1 member of the public left the room at 8.13pm.

23. STAFF REQUEST TO CARRY OVER 1 WEEK ANNUAL LEAVE

The Clerk provided a summary of leave taken and outstanding, prior to the meeting and explained the benefit of carrying over 4 days to a consistent service delivery.

The Proper Officer left the meeting at 8.14pm.

Resolved: Council refused request: all leave to be taken by 31st March 2026. (vote 4 against; 3 abstentions)

The Proper Officer returned to the meeting at 8.34pm

CLlr McDonald left the meeting at 8.35pm

24. LAND & PROPERTY

a) Update on Parley Community Pre-School Lease

Confidential minutes taken.

CLlr McDonald returned to the meeting at 8.39pm

b) Consider suitable entry system

The Chairman provided an overview of the proposal and cost. It was resolved to install on the rear door initially, with potential to add to the front entrance door if it proves effective. Each user group will have an individual number so usage can be monitored. **Resolved:** for the Chairman and Clerk to progress. **Action:** the Clerk to check with Insurer if there are any rules re access codes being used on doors.

A question was raised who checks the rooms between sessions and the absence of a caretaker.

Discussion took place regarding monitoring of the intruder & fire alarm. **Resolved:** proceed with monitoring. Suggestion to include statement in the hire agreement that if the alarm is activated the user is liable for the cost of a call out from the monitoring company. **Action:** Clerk to update the hire agreement.

c) Update on the snagging list

Internal doors between rooms to be installed on 23rd February, along with remedial works on several other doors.

The Pre-school require the contractor to review the water heater issues.

Surveyor will undertake a final walk through.

Westmade to look at the emergency exit.

d) Consider ACRE Hallmark Accreditation and membership

Members were asked to consider whether some signing up for the Course for Community Space would be beneficial. Cost is £9 per month per person or £300 for 3 people for the year. It was mentioned this may enable a reduction in insurance. The Clerk asked if licences are transferable should any councillors leave. It was not known, so agreed to defer decision to the March meeting.

e) Consider approach for booking requests for both main and community function room

The Clerk asked council to consider the approach should potential hirers wish to use the main room but also have access to the kitchen. It was felt that the community users should have use of the kitchen at all times but hirers of the main room would not get exclusive use of the kitchen. The Clerk raised the issue of managing bookings, expectations and safeguarding on this basis. Council to give consideration to the cost of installing a small kitchenette in the corner of the main room to meet hirer's needs and boost use.

The Clerk also raised the question about creating storage in the main room for the tables and chairs so users don't have to access the community room. Council to cost this also.

The Clerk also asked Council to consider the pricing as an introductory offer of £24 (including vat) was agreed however bookings are now going beyond this and some hirers have been put off with the uncertainty.

Resolved: to hold the fee at £24 including vat to end March 2027.

The Clerk asked members about the booking flexibility eg to hire one facility for a whole evening is £50 but to hire the community hub for 2 is comparable. But a hirer can only hold 2 instead of 3 or 4 sessions. **Resolved:** to delegate flexibility to the Clerk with the bookings to increase general usage of the hub.

Cllr McDonald raised that the heating has been left on after use and suggested instruction signs on exit. The Clerk confirmed that exit instructions were already included on the booking form.

25. PLANNING APPLICATIONS

P/HOU/2026/00595 **3 Dane Drive**

Proposal: Form new garage with solar panel array to front garden & swimming pool house with solar panel array to rear garden.

Resolved: No Objection.

Cllr Manuel informed members that she had attended the Nature Buddies session by Dorset Council which encourage individuals into the countryside to volunteer work and conservation. Something that West Parley is already active in doing.

Following a meeting with the new owner of Stocks Farm, council was informed that a planning application for their proposals should be submitted by the end of February.

Meeting started: 7.03pm

Meeting closed: 9.25m

DATE OF NEXT MEETING

Wednesday 18th March 2026

Full Council

venue: West Parley Community Hub

Wednesday 4th March 2026

Planning Committee

venue: West Parley Community Hub