

Minutes of the Parish Council Meeting Wednesday 18th March 2026

West Parley Community Hub, 275 Christchurch Road

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

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

The Chairman made a confidential statement.

1. APOLOGIES

Cllr(s): Andy Batley; 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 18th FEBRUARY 2026

Circulated prior, the minutes were **resolved** as an accurate record & will be signed by the Chairman outside of the meeting (11680-11683).

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

Circulated prior, the minutes were **resolved** as an accurate record & signed by the Chairman (11685-11686).

5. CONFIRM & SIGN THE MINUTES OF THE PERSONNEL & STAFFING COMMITTEE ON 4th MARCH 2026.

Circulated prior, the minutes were **resolved** as an accurate record & signed by the Chairman (11687).

6. NEW COUNCILLOR(S)

None.

7. PRESENTATIONS BY MEMBERS OF THE PUBLIC

A resident raised concern that the No Entry signage from New Road into the New Road service road is frequently ignored and asked if council would support installation of a bollard to prevent this. Further concern was raised regarding the dropped kerb towards the chemist / hairdresser, being regularly blocked. **Action:** Clerk to contact Mark Adams (Dorset Council) regarding both matters.

1 member of the public left the meeting room at 7.23pm

8. DORSET COUNCILLOR REPORT

Circulated prior to the meeting, members accepted the report and Cllr Parry to raise the Council's shared concern of road damage due to recent flooding with Dorset Council.

9. CLERK REPORT & CORRESPONDENCE

The report was circulated prior to the meeting and with the exception of the Keysafe make to enable the insurer to be notified, no questions were asked. The Clerk confirmed receipt of the annual playground inspection which will be forwarded to members but is prior to the fencing installation.

A number of updates were provided by members:

Cllr M Barber stated the water leak repair is drying. The cost of damage to be provided to the Clerk for the insurer. Cllr Spencer raised issue with a lock, repair undertaken. Suggested once the door is unlocked it is propped open. Cllr M Barber requested clarification on whether the fire safety checks are undertaken by an officer of Council or a representative. An officer of Council is responsible for the building management however assistance can be sought from a representative. Cllr J Barber offered.

Cllr McDonald confirmed she would order the fire extinguisher signs for the pre-school area & updated members that the school system does not require testing if the area is not being used. The Clerk asked how Council wish to receive confirmation that the Pre-school are undertaking their fire safety checks. It was agreed that photographic evidence of the fire inspection booklet would be sent to the Clerk on a monthly basis.

Cllr Parry raised that there had been social media activity regarding the precept increase and cllr M Barber offered to produce a press release to explain the reasoning for the increase.

Cllr M Barber raised a resident concern who is corresponding with Dorset Council regarding the omission of part of Christchurch Road from the 30mph consultation. Dorset Council officers have replied accordingly.

Cllr Parry had received communication regarding the former car wash site and arranged a site visit.

Cllr Manuel presented the Volunteers Report.

10. ACTIVITY PLAN

The document was circulated prior and the Clerk updated members on the outstanding items. Councillors noted the content. Due to the Clerk's annual leave, Cllr M Barber agreed to conclude the Veolia grant. Cllr Manuel agreed to progress the planting of the Rowan trees on the recreation ground, with the WPRA volunteers.

11. WEST PARLEY MEMORIAL HALL

It was noticed that there is work being undertaken tonight and that a facebook update had been published.

1 member of the public entered the meeting room at 7.50pm, leaving immediately through the toilets.

12. AGREE DATE & FORMAT FOR THE ANNUAL PARISH MEETING

The Clerk explained that historic meetings were well attended due to the developments; and more recently Council had held a meeting with local groups; a meeting with a Dorset Council Planning representative and that some Councils just have the meeting prior to the Annual Parish Council meeting. Council agreed on a coffee evening on Wednesday 13th May 7pm, with possible by Dorset Police or planning (due to the incinerator plans)

13. AGREE SCHEDULE OF WORKS – PLAYING FIELDS 2026/7

As part of the Dorset FA grant, the recommendation was to undertake an annual spring herbicide treatment and an autumn vertidrain. Members were reminded that the grant funding is on a reducing scale and the cost differential was met last year by the football and cricket sections, and the Clerk sought clarity of whether this be formalized with their fees. It was agreed that this should be shared between the sections pro-rata. The Clerk shared the quote for the herbicide treatment and members agreed to it being scheduled.

14. UPDATE ON ROAD RESURFACING CONCERNS

Cllr Graham provided an update on the poor resurfacing of Glenmoor Road and others, and following much correspondence and onsite meetings Dorset Council have verbally agreed to undertake localised repairs and will add an additional top dressing in Spring 2027. The large potholes on the New Road service road have been 'plugged' as a temporary solution and large patching is required in areas of Ellesfield Drive.

15. ADOPT NEW POLICY: INFORMATION TECHNOLOGY

The Clerk explained that it is a requirement of Assertion 10 of the AGAR to have a policy in place, and this is the amended template policy for smaller authorities. Social media & WhatsApp are covered under the Social Networking Policy which was reviewed in September 2025. The absence of any privacy statement for the webmaster was raised. Cllr Parry offered to contact a contact at Dorset Council for wording.

16. AGREE FREQUENCY FREQUECNY OF CHECKING ACCESSIBILITY OF THE WEBSITE

Resolved : half yearly and for a Council to have a new website in the next 12 months.

17. ANNUAL REVIEW : RISK ASSESSMENTS

The Clerk confirmed that time has not permitted the change of format and council asked for the documents to be sent to the Fire Risk Assessor to review. Council **resolved** to agree the documents along with a review from a third party. **Action:** Clerk to send.

18. ANNUAL REVIEW : FIXED ASSET REGISTER

The document was circulated prior to the meeting. Since circulation the installation of the fencing has commenced, which needs to be added. Pending this amendment it was **resolved** to agree the document.

19. ANNUAL REVIEW : FINANCIAL REGULATIONS

Circulated prior to the meeting, with the removal of an unnecessary sentence under the contents page, Council **resolved** to adopt the document.

20. DISCUSS FINANCIAL GOVERNANCE & INTERNAL CONTROLS

Cllr M Barber and Cllr Parry requested to defer.

21. CONSIDER POLICY AUDIT

Cllr M Barber questioned whether Council has all the policies it should and requested Council seek advice from DaPTC if all present (once any absent are added to the website). **Action** : Clerk to write to DaPTC for guidance.

22. FINANCE REPORTS

All reports were circulated prior to the meeting.

a) Monthly Payment Schedule

Following some questions, Council **Resolved** to agree the document.

Cllr M Barber requested authority to speak with SSE / Utility Aid. **Action:** Clerk to arrange authority.

b) Monthly Bank Reconciliation

February reconciliation agreed and signed by Cllr Manuel.

c) Note transfer of funds between accounts

The £5000 transfer between accounts was noted by Council.

The £15,000 transfer of funds from CCLA to Lloyds was resolved and paperwork signed.

d) Report on Banking Arrangements

Circulated prior to the meeting, content of the report was noted and it was agreed to use Nationwide for the Community Hub and to close Teachers Building Society Account. The Clerk informed that Lloyds is now charging a £4.25 monthly fee for a community account and it was agreed to review this in 12 months.

Cllr McDonald declared a pecuniary interest. Cllr McDonald & Cllr M Barber left the meeting.

e) Return of donation

Cllr Parry updated members regarding ongoing discussions around Pre-school accepting the return of funds and agreement of their lease; with differing opinions and legal advice ongoing.

Cllr Parry asked to move the meeting to exempt matters for 22e and 23a at 8.50pm; 1 member of the public left the room & confidential minutes were taken.

23. LAND & PROPERTY

a) Rent amount for Parley Community Pre-School Lease

Confidential minutes taken.

Council resolved to suspend Standing Order 3x (meetings to be 2 hours) at 21:09hrs.

Cllr Parry left the room at 9.13pm.

Cllr McDonald, 1 member of the public returned at 9.14pm and cllr Parry and Cllr M Barber returned at 9.15pm.

- b) Cleaning contract
Unfortunately the contractor did not turn up so further quotes are required.
- c) Accept finding of the annual bench audit
The audit has not been completed and will be undertaken as soon as possible. Action: Cllr Parry & Cllr J Barber to complete.
- d) Fire Safety checks
Cllr J Barber offered to assist the Clerk.
- e) Consider Acre Hallmark Accreditation and membership
Cllr McDonald confirmed the cost is either £9 per month or £100 pa for 3 people. **Resolved** membership for 3 people. **Action:** Cllr McDonald to sign up for 1 year membership; Clerk to establish insurance impact.

24. PLANNING APPLICATIONS

P/MPO/2026/00695 Land East of New Road, West Parley

Proposal: Modification of Planning Obligation Section 106 agreement of the Act dated the 18th of February 2021 in relation to the outline planning reference 3/17/3609/OUT to definition of "Affordable Rented Housing" in clause 1 of the original s106 agreement required to allow the rented units to be let at 80% market rent.

Resolved: No objection in view of the current situation and inability to pass properties onto a Housing Association at the original discounted rate.

25. TREE APPLICATIONS

P/TRT/2026/01278 7 Belle Vue Walk

Proposal: T9 Scots Pine - Fell. Scots Pine x 1 located within G1 - Fell.

No comment.

26. Consideration to exclude the Press and Public in accordance with Section 1, subsection (2) of the Public Bodies (Admissions to Meetings) Act 1960. (item 27 - 31 only)

1 Member of the public left the meeting at 9.38pm.

27. CONFIRM & SIGN THE CONFIDENTIAL MINUTES OF PARISH COUNCIL MEETING ON 18TH FEBRUARY 2026

Circulated prior, the minutes were **resolved** as an accurate record & signed by the Chairman (11684).

28. CONFIRM & SIGN THE CONFIDENTIAL MINUTES OF THE PERSONNEL & STAFFING COMMITTEE MEETING ON 4TH MARCH 2026

Circulated prior, an amendment to item F was requested and the minutes were **resolved** as an accurate record. To be signed by the Chairman after the amendment (11688-11690).

29. CONSIDER RENT FOR PARLEY COMMUNITY PRE SCHOOL

Covered under item 23a.

30. UPDATE / AGREE PARLEY COMMUNITY PRE-SCHOOL LEASE

This matter is being progressed.

31. DISCUSS A STAFFING MATTER

Cllr M Barber asked to defer.

Meeting started: 7.09pm

Meeting closed: 9.40pm

DATE OF NEXT MEETING

Wednesday 15th April 2026

Full Council

venue: West Parley Community Hub

Wednesday 1st April 2026

Planning Committee

venue: West Parley Community Hub