

WEST PARLEY PARISH COUNCIL

MINUTES of the **ANNUAL PARISH COUNCIL MEETING** held on Wednesday 20th May 2026 in West Parley Community Hub, 275 Christchurch Road at 7.07pm.

PRESENT: Cllr M Barber Cllr A Batley Cllr Mrs B Manuel
Cllr Mrs R McDonald Cllr A Parry Cllr D Spencer

OTHERS PRESENT: Mrs Judi Weedon, Acting Parish Clerk
1 member of the public

APOLOGIES: Cllr J Barber Cllr C Graham Cllr A Logan

- 26/001 TO ELECT A CHAIRMAN OF THE COUNCIL FOR THE YEAR MAY 2026 TO MAY 2027**
Cllr A Parry was proposed and seconded and after a vote was duly elected Chairman of the Council
- 26/002 TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN**
Cllr A Parry signed the Declaration of Acceptance of Office as Chairman and the Acting Clerk received it.
- 26/003 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)**
Cllr Mrs R McDonald declared a pecuniary Interest in agenda item 22a, Land and Property – Use of part of leased area by Parley Cricket Club. Cllr McDonald left the room and did not participate in any discussion or vote.

Cllr D Spencer declared a interest in agenda item 22f – Land and Property – Consider lease of 3 sports sections. Cllr Spencer left the room during the discussion and did not take part in the discussion or vote.
- 26/004 TO APPROVE AND SIGN MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON 27th MARCH 2026**
Having been circulated, the minutes on pages 11696 were agreed, adopted and signed.
- 26/005 TO APPROVE AND SIGN MINUTES OF THE PARISH COUNCIL MEETING HELD ON 15th APRIL 2026**
Having been circulated, the minutes on pages 11698-11702 were agreed, adopted and signed.
- 26/006 TO ELECT A VICE CHAIRMAN OF THE COUNCIL**
Cllr A Batley was proposed and seconded, after a vote Cllr A Batley was duly elected Vice Chairman to the Council.
- 26/007 TO AGREE COMMITTEES, TERMS OF REFERENCE and WORKING GROUPS for 2026/27**
It was RESOLVED that the committees be appointed as follows:
Planning Committee membership:
Cllr Mrs B Manuel – Chair
All other councillors to sit on this committee

Personnel and Staffing Committee:

Members considered the Terms of Reference for this committee and felt that non committee members should have the opportunity to attend if they wished. It was explained that when dealing with staffing matters it is advisable to have some members who are independent of the committee.

After discussion it was

RESOLVED that the Terms of Reference for the Personnel and Staff Committee be amended as follows:

Attendance at meetings to read: At the Chairmans discretion non committee members may attend the meetings but will not be able to speak or vote.

There will be a Standing Agenda item for this committee to read: Receive written questions from non committee members. Meetings will take place quarterly or as and when required. Terms of Reference to be amended accordingly.

Voting: unanimous

Personnel and Staffing Committee membership:

Cllr D Spencer - Chair

Cllr Mrs B Manual

Cllr A Batley

Cllr A Parry

Cllr A Logan

Finance and GP Committee:

Members considered the Terms of Reference for this committee and reviewed matters that are delegated to the committee: After discussion it was

RESOLVED that matters relating to the CCTV and the Annual Risk Assessment will come under full Council and not F&GP. Terms of Reference to be amended accordingly. Meetings will take place quarterly.

Voting: unanimous

Finance and GP Committee membership:

Cllr M Barber - Chair

Cllr D Spencer

Cllr Mrs R McDonald

Cllr A Batley

It was noted that a Schedule of Meetings is required. Once produced to come to Council for approval.

Working Groups: None currently operating.

26/008 TO APPOINT REPRESENTATIVES OF THE COUNCIL TO OUTSIDE BODIES

It was **RESOLVED** that representatives be appointed as follows:

Bournemouth Airport: Cllr Mrs B Manual

DAPTC Eastern Area: Cllr M Barber with Cllr A Parry as a reserve

Memorial Hall: Cllr A Parry

Volunteers: Cllr Mrs B Manual

26/009 FINANCIAL SIGNATORIES

Members discussed the signatories on the banking mandate and it was

RESOLVED that Cllr's M Barber, A Parry and R McDonald and the Clerk remain as signatories and that Cllr A Batley is added to the bank mandate.

Voting: unanimous

26/010 PRESENTATIONS BY MEMBERS OF THE PUBLIC

None

26/011 DORSET COUNCILLOR REPORT

Dorset Councillor Parry reported on the Dorset Council meeting and that Cllr Stella Jones has been elected Chair and Cllr Matt Bell is now the Community Portfolio Holder.

He further reported on the boundary commission review for Dorset Council and that there are no changes proposed for West Parley.

A meeting was held with the new highways officer where areas of concern were discussed, such as paving, gully work and the shop service road.

26/012 TO RECEIVE CLERKS REPORT and CORRESPONDENCE

Members noted the clerks report as attached to the agenda.

Members discussed a request from Westmade to hold a large event at the Hub and on the field. Members felt that the size of the proposed event was not suitable due to available parking, concern about damage to sports pitches and that it was unfair to local user groups. After discussion members agreed that the proposed Westmade event was not suitable, however they were content to host a smaller event contained within The Community Hub if this was suitable for the event organiser.

Cllr M Barber informed members of correspondence for a local resident with regard to tress and hedges being overgrown, this has been passed to the community volunteers.

26/013 ACTIVITY PLAN

Members reviewed the Activity Plan. It was requested that all reference to SM be removed from the plan.

26/014 MEMORIAL HALL

It was reported that plastering work is being carried out and that some tables belonging to the Parish Council are in the Memorial Hall. Members to arrange collecting them and putting them in the Hub

26/015 DAPTC MEMBERSHIP

Members discussed the parish councils membership of the DAPTC and after discussion it was

RESOLVED to continue membership of the DAPTC for 2026/27

Voting: unanimous

26/016 CYBER INSURANCE

Members reviewed the cyber insurance policy quote provided by Gallagher. It was

RESOLVED to accept this quotation and renew the Cyber Insurance policy as presented.

Voting: unanimous

26/017 SITE MEETING WITH ECO

Members considered holding a site meeting with ECO to discuss various issues.

Members were informed that someone from ECO would be attending the Annual Parish Meeting and therefore it was agreed to defer this matter until more information is received.

26/018 MANAGEMENT APPROACH TO ALLOTMENTS

Members agreed to defer this item until the June Council meeting.

26/019 MARTYN'S LAW CONSULTATION

After discussion members

RESOLVED that they did not wish to make a response to the Martyn's Law Consultation but noted that reference should be made to it in the risk assessment.

Voting: unanimous

26/020 FINANCE REPORTS

In the absence of the council's clerk, Cllr M Barber had produced a payment list
RESOLVED that the accounts for payment be approved as attached on page 11708 of these minutes. (Cllr's Barber, Parry and McDonald to authorise the electronic payments)

Voting: unanimous

It was then

RESOLVED that all other matters relating to finance be discussed after agenda item 24, Exclusion of Press and Public.

Voting: unanimous

26/021 LAND and PROPERTY

a) Use of part leased area of Community Hub for Parley Cricket Club

Cllr Mrs R McDonald having declared a pecuniary interest in the agenda item left the meeting room taking no part in any discussion or vote.

Parley Cricket club has requested use of the undercover area (which leased to the Preschool)

Under clause 38.1 and 38.2 of the lease with the preschool, they have to be informed if any club wishes to use an area which is covered by their lease with the Parish Council.

After discussion it was

RESOLVED that Parley Cricket Club are permitted to use the undercover area until the end of September 2026 and are informed of the conditions of use as stated in the preschool lease.

A letter to be sent to the Cricket Club informing them of their obligations when using this area and a letter to the Preschool informing them of this additional use.

Voting: unanimous

Acting Clerk to write letters to Parley Cricket Club and the Preschool and send to the chair for distribution.

Cllr Mrs R McDonald returned to the meeting

b) Consider Amendment to Alcohol License for the Hub

Members disused this matter and agreed that it is not the alcohol licence that requires amendment but separate licenses for the playing of music (live and recorded) and or performances.

After discussion it was

RESOLVED that the Parish Council apply for a PPL and PRS licence (as required) for the Community Hub in order that live and recorded music can be played in the building. Management of this licence to be delegated to the clerk and the Finance and GP committee

Voting: unanimous

c) Consider grounds management of the land off Fitzpaine Road if the DC community asset transfer is approved.

In the absence of correspondence from Dorset Council about the land transfer and a timeframe of how long the transfer will take, it was agreed to defer this matter until confirmation is received from Dorset Council with an approximate transfer timeline.

d) Consider tree survey quotes

Members consider quotes for carrying out tree surveys.

After discussion it was

RESOLVED to accept the quotation from Idverde for £450 to carry out tree surveys on Parish Council land.

e) Consider provider for electricity export

Members considered possible companies to use for the export of power from solar panels on the Community Hub. It was felt that more detail was required to make an informed decision. Cllr M Barber agreed to review the tariffs available and make a recommendation to next full council meeting.

f) Consider a lease for 3 sports sections

Cllr D Spencer having declared an interest in the agenda item left the meeting room taking no part in any discussion or vote.

Members discussed the current situation with the sports clubs who have a user agreement but this was noted that it does not give them any form of security of tenure for the future.

Members discussed the possibility of a lease/licence from the Council to the Sports clubs.

It was agreed that initially all the clubs should be approached to discuss with them what their requirements are for the future.

Members agreed to delegate this to the Chair of F&GP committee who will arrange a meeting date with clubs and then inform all members of the date. All members will be welcome to attend.

Cllr D Spencer returned to the meeting room

g) Bench Audit

This matter was deferred until June

26/022 PLANNING APPLICATIONS**P/HOU/2026/02408 – 8 Berkley Avenue**

Erect new front porch and a single storey flat roof rear extension

RESOLVED: No Objection *Voting: unanimous*

P/HOU/2026/02469 – 32 Chine Walk

Erect single storey garage

RESOLVED: No Objection *Voting: unanimous*

P/HOU/2026/02462 – 44 Glenmoor Road

Erect single storey extension

RESOLVED: No Objection *Voting: unanimous*

26/023 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

26/024 FINANCE REPORTS

Members raised concerns about the councils finances not being up to date.
Confidential minutes pages 11709 to 11710 refers

26/025 It was

RESOLVED to suspend Standing Order 3x to allow the meeting to continue longer than 2 hours

Voting: unanimous

26/026 CONFIRM AND SIGN THE CONFIDENTIAL MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE 15th APRIL

The minutes having been previously circulated to members discussed their accuracy. It appeared that there were two different sets of minutes for this meeting so after discussion it was

RESOLVED that the minutes of this meeting are not accepted as a true and accurate record of the meeting

Voting: unanimous

Note: the minutes will remain as an unofficial draft of the meeting, they therefore lack legal authority.

The Chair declared the meeting closed at 21.30 hrs

The next meeting of the Parish Council will be held on 17th June 2026 at 19:30hrs

SIGNED DATE
Chair

| Payment list dated 20.05.26 | | | |
|------------------------------------|-----------------------|---------------------|-----------------------------|
| Payment method | Invoice amount | Invoice date | Details |
| EB 21.05 | £1,203.00 | | Spase architects - |
| EB 21.05 | £1,920.00 | | Rely HR – HR Support |
| EB 21.05 | £82.80 | | Protect U Fire and security |
| TOTAL | £3,205.80 | | |
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