

WEST PARLEY PARISH COUNCIL

MINUTES of the **PARISH COUNCIL MEETING** held on Wednesday 22nd July 2026 in
West Parley Community Hub, 275 Christchurch Road at 7.00pm.

PRESENT:

Cllr A Parry– Chair		
Cllr J Barber	Cllr M Barber	Cllr A Batley
Cllr A Logan	Cllr Mrs B Manuel	Cllr Mrs R McDonald

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

APOLOGIES: Cllr C Graham Cllr D Spencer

26/070 PRESENTATIONS BY MEMBERS OF THE PUBLIC

Residents present at the meeting spoke about issues in Chine Walk under agenda item 10.

26/071 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)
None

26/072 TO APPROVE AND SIGN MINUTES OF THE PARISH COUNCIL MEETING HELD ON 17th JUNE 2026
Having been circulated, the minutes on pages 11712-11718 were agreed, adopted and signed.

26/073 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

- a. **The Report of the Planning Committee** held on the 1st July 2026, pages 11719-11721 as circulated, was confirmed, adopted and signed.
- b. **The Report of the Staff and Personal Committee** held on the 1st July 2026, page 11722 as circulated, was confirmed, adopted and signed.

26/074 DORSET COUNCILLOR REPORT

Dorset Councillor Parry reported on the Local Plan and that Dc will be using the new methodology as prescribed by central government, this means a delay on producing a local plan until at least 2029. He further reported on the condition of grass verges, a new cabinet member for the Place Directorate and two recent by-elections. A copy of the written report can be made available if requested.

26/075 TRAFFIC REGULATION ORDER – CHINE WALK

Members having heard from local residents about parking issues in Chine walk created by vehicles being left in the road by people flying from Bournemouth Airport and by residents who do not have sufficient off road parking discussed options available to help alleviate the matter.

It was explained to residents that the process for a TRO was slow and the funding from DC for TRO was very limited therefore creating long waits for matters to be resolved. Concern was raised about the introduction of a TRO pushing the parking issues further along the road. After discussion it was

RESOLVED to formally approach Dorset Council highways for their views and opinions on the introduction of some form of TRO along Chine Walk.

Voting: unanimous

26/076 TO RECEIVE CLERKS REPORT

1. Minute No 26/021b – Cllr Barber was looking into this and reported at the June meeting, no further update has been received.
2. Minute 26/021e – No further information has been provided
3. Minute no 26/021f – No updates have been received.
4. Minute no 26/047a – No updates have been received
5. Minute No 06/047c - No updates have been received
6. Minute No 26/049 – Scribe Training Session, this matter is outstanding
7. Asset Transfer from Dorset Council, no further information has been received.
8. Land for Allotments, no information has been received.
9. Community Hub bookings are increasing.
10. The weekly defib checks are now being carried out and reported on The Circuit by Cllr McDonald
11. Council Facebook page – Cllr McDonald has been given access to add content to the page. Members agreed that this should be for a trial period until the end of the year. They also asked that the login details be placed in a sealed envelope and kept by the Council Chairman in case of an emergency whereby the account cannot be accessed.
12. Members are requested to complete GDPR training through the DAPTC website, this is required as part of the AGAR for 2026/27
13. Bank mandate has been updated: Cllr Batley has been added, Cllr Parry has been given full signatory access and the locum clerk has been given full signatory access for operation reasons.
14. The Council meeting date in August will be rescheduled to the 26th Aug to ensure the locum clerk can cover the meeting.

26/077 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 11728 of these minutes. (Cllr's Barber and McDonald to authorise the electronic payments)

Voting: unanimous

26/078 INTERNAL AUDIT REPORT AND RECOMMENDATIONS

Members having received a report from the internal auditor reviewed the recommendations within the report and discussed each of them individually.

Recommendation 1: Bank mandate has been updated, however due to operational changes it has not been updated as per the minutes from May 2025.

Recommendation 2: The budget will have the percentage increase added to it and then published on the website. To be sent to members before publishing.

Recommendation 3: Budget will be published on website

Recommendation 4: General reserves, the council does not have a specific policy, but members are aware that it should be between 3 and 12 months expenditure. In the past they had tried to operate on 9/12^{ths} of the precept. After discussion it was

RESOLVED that members aim to keep the general reserves between 3 and 12 months expenditure (at a level of about 60% of expenditure). General reserves to be reviewed annually.

Voting: unanimous

Recommendation 5: S137 expenditure will be categorised correctly in Scribe going forward.

Recommendation 6: Year end bank reconciliation on Scribe corrected. An explanation of receipts and payments (R&P) and Income and expenditure (I&E) accounts was given to

members. The issues occurred because the accounts should be operated on receipts and payments but it appears that items were carried over as is done with I&E accounts. This will be rectified going forward.

Recommendation 7: VAT Listings: the recommendation was noted

Recommendation 8: VAT reclaims: This has been actioned

Recommendation 9: HMRC payments: This has been actioned

Recommendation 10: Asset Register: This will be published on the website in the format prescribed by Scribe accounts software.

Recommendation 11: Playground Inspection: Members stated that these has been completed in early 2026 and going forward this will be noted in the minutes.

Recommendation 12: Website accessibility: This matter is currently under review

Recommendation 13: GDPR: All members have been asked to undertake GDPR training offered by the DAPTC

Recommendation 14: Policies: Council will work through reviewing each policy to ensure there is no conflicting information.

26/079 BUSINESS CONTINUITY PLAN

Members having received a draft business continuity plan, discussed its contents. It was agreed that a business continuity plan was required and after discussion it was **RESOLVED that the business Continuity Plan as presented be adopted by Council.**
Voting: unanimous

26/080 WEBSITE REDESIGN

Members discussed the redesign of the council website to ensure it is compliant with all current regulations. Various options were discussed, however Cllr R McDonald had previously offered to redesign the website for free and then hand over the administration of it to the Council (Clerk). Cllr McDonald explained that it would be a WordPress website and be hosted by Site ground (she confirmed that this company did have the required documentation to host .gov websites) at a cost of £13.99 per month.
After discussion it was **RESOLVED that Cllr McDonald produces a test website for members to see before approving at a future meeting.**
Voting: unanimous

26/81 BENCH REPAIRS

Members having received a quotation to repair benches
RESOLVED that the quote for £678.76 be accepted for work to repair the benches. Cllr J Barber to liaise with contractor.
Voting: unanimous

26/082 GARAGE GATES

Members having reviewed a quote to carry out repairs to the garage doors
RESOLVED to accept the quotation of £1280 for repairs to garage doors. Cllr M Barber to liaise with contractor.
Voting: unanimous

26/083 COMMUNITY HUB

a) Access to hirers via main doors

Members discussed allowing hirers access via the main doors to the large function room at the Community Hub and agreed that this would be the best option going forward as the bookings increased. Cost to install access control on these doors having been quoted at £674.10 by the same contractor who installed the access control to other doors.

After discussion it was

RESOLVED that access control on the main doors leading to the large function room in the Community Hub be installed to ensure that hirers of the large function room did not have to use the rear entrance doors, and go through the community room to gain access.

Voting: unanimous

Cllr M Barber to liaise with contractor.

- b) Hire cost for tables and chairs and use of kitchen when hiring large function room
Members discussed the possibility of charging to hire the table and chairs in the large function room as it takes time for someone to go and set them up and take them down after an event. Note: this is currently being carried out by councillors.

After discussion it was

RESOLVED that a standard fee of £10 be applied for the use of tables and chairs in the large function room, when required for a booking.

Voting: unanimous

Members then discussed a hire charge for use of the kitchen facilities for hirers of the large function room. After discussion it was agreed that no charge would be applied but if hirers wished to use the kitchen then it must be noted on the booking form.

- c) PPL Licence

Members

RESOLVED to approve the expenditure for a PPL (music licence) for the Community Hub at a cost of £673.04. Cllr M Barber to apply for this.

Voting: unanimous

- d) Fire push bars to function room doors

Members discussed installed push bars on the large function room doors so the doors could be secured when hirers were using the room. Currently the doors cannot be secured and anyone using the community room could walk into the large function room. Concern was raised about safety, members requested that the original architects be contacted to ask their option on the installing fire push bars to the these internal doors. After discussion it was

RESOLVED that if the architects agree that it is acceptable then fire push bars be installed on the internal doors between the large function room and the community function room (the push bar to be inside the large function room).

Cllr Mrs R McDonald to liaise with architect and contractor.

Voting: unanimous

26/084 PLANNING APPLICATIONS

- a) [P/HOU/2026/03528 – 167 Golf Links Road, Ferndown, BH22 8BX](#)

Erect single storey rear extension.

RESOLVED: No Objection *Voting: unanimous*

- b) [P/HOU/2026/03670 – 7 Linden Close](#)

Erect single storey rear extension and internal alterations. Conversion of outbuilding to ancillary residential accommodation

Cllr M Barber declared an interest and did not take part in the discussion or vote.

RESOLVED: Object, concern about creating a separate dwelling that is not linked to the main property

Voting: unanimous

c) [P/TRT/2026/03588 – 23 Dudsbury Road, West Parley, BH22 8RA](#)

For information purposes only - Sycamore – Fell

26/085 INFORMATION FROM MEMBERS

Cllr Mrs B Manual gave a report on the work of the volunteers. She also reported that part of the Stour Valley Way was blocked off by a utility company and had been like this for some time. Locum clerk to investigate.

She further reported a complaint about speed in Church Road with badgers being run over. She suggested that wildlife signage be installed, Cllr Parry to follow up this matter.

Cllr A Logan reported that a new 30mph sign had gone up on Christchurch Road, he raised concern about speeding along Christchurch Road and felt that the council should consider a Speed Indicator Device when the 30mph limit had been in operation for a while.

Members resolved to suspend Standing Orders to allow the meeting to continue past the 2 hours' time limit.

Cllr M Barber reported that hub booking were up. He also raised concerns about the memorial hall and its current insurance situation, having heard that the building is uninsured he felt this left the council at great financial risk. Cllr Parry agreed to contact the Memorial Hall trustees and ask for evidence of insurance.

26/086 CORRESPONDENCE

a) Email from local resident asking about a no entry sign opposite Tesco Express. It was noted that this was addressed on the 18th March.

b) Email from local resident asking the council to consider putting in a request for a crossing on New Road, north of West Parley between the traffic lights and ST MarksC Church.

It was noted that enhanced crossing measures are being put in place as part of the speed reduction in the area.

26/087 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

26/088 TO APPROVE, ADOPT AND SIGN CONFIDENTIAL COMMITTEE MEETING MINUTES

The Report of the Staff and Personnel committee held on the 1st July 2026, pages 1-2 as circulated, was confirmed, adopted and signed.

Minute No 26/008C was RESOLVED. *Voting: unanimous*

Minute No 26/009Cb was RESOLVED. *Voting: unanimous*

Cllr Barber and McDonald both stated that they had submitted questions to the committee members and these had not been addressed. They also requested sight of the HR report from Rely.

The Chair declared the meeting closed at 21.24 hrs

The next meeting of the Parish Council will be held on 26th August 2026 at 19:30hrs

SIGNED DATE
Chair

Payment list dated 22.07.26			
Date	Amount	Supplier	Details
EB 22.07	£140.71	The Fencing Centre	For repairs in Parley Wood
EB 22.07	£600.00	P Heaslip	Webmaster services Jan 26 to June 26
EB 22.07	£1,734.00	West Moors Town Council	Locum Services
EB 22.07	£1,076.23	Judi Weedon	Locum Services
EB 22.07	£27.60	Starboard Systems	Scribe Booking Subs
EB 22.07	£44.60	Dorset Council	Waste Disposal - Hub - July
EB 22.07	£256.56	Dorset Council	Waste Disposal - Various litter bins - July
EB 22.07	£1,920.00	Rely Ltd	HR Support
EB 22.07	£925.32	Grass and Grounds Ltd	Grounds maintenance
EB 22.07	£807.65	PPL	Music Licence for Community Hub
Total	£7,533.67		

Payments made between meetings			
EB 17.07	£126.00	Soulful Cleaning	Community Hub Cleaning
Total	£126.00		

Direct Debits			
DD 01.05	£85.98	Screwfix	Wood Stain and Masonry Paint
DD 01.05	£33.48	Screwfix	Metal paint
DD 01.05	£21.99	Screwfix	Metal paint
DD 25.06	£159.89	SSE	Electricity Supply - The Hub
DD 06.07	£56.33	BT	Broadband charges for HUB
Total	£159.89		