

WEST PARLEY PARISH COUNCIL

MINUTES of the **PARISH COUNCIL MEETING** held on Wednesday 23rd September 2026 in West Parley Community Hub, 275 Christchurch Road at 7.00pm.

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

OTHERS PRESENT: Mrs Nadine Hancock, Locum Assistant Clerk

APOLOGIES: Cllr J Barber Cllr C Graham Cllr A Logan

26/107 PRESENTATIONS BY MEMBERS OF THE PUBLIC

None

26/108 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)
 None

26/109 TO APPROVE AND SIGN MINUTES OF THE PARISH COUNCIL MEETING HELD ON 26th AUGUST 2026
 Having been circulated, the minutes on pages 11729-11741 were agreed, adopted and signed.

26/110 DORSET COUNCILLOR REPORT

Dorset Councillor Andrew Parry reported on:

- A new Dorset Council local plan, for which a scoping consultation is now open
- A temporary pause in the reporting of non-emergency highway matters while a new system is installed
- New boundaries being proposed for council wards in Dorset, which would see West Parley remain a single member ward. Cllr Parry recommended the Parish Council support these changes.

A copy of the written report can be made available if requested.

26/111 TO RECEIVE CLERK'S REPORT

1. Bench Audit, Minute 26/021e – No further information has been provided.
2. Lease for Sports sections, Minute no 26/021f – No updates have been received on this matter. Cllr M Barber clarified that clubs have been approached, so the matter is ongoing.
3. Hub Opening hours, Minute no 26/047a – No updates have been received on this matter.
4. Caretaker role, Minute No 06/047c - No updates have been received on this matter.
5. Minute No 26/049 – Scribe Training Session, this matter is outstanding.
6. Asset Transfer from Dorset Council, no further information has been received.
7. Amazon Account – This cannot be progressed until the Parish Council have a debit card. It was noted this would be discussed further in agenda item 11.
8. Cricket Club container update: The planning department at Dorset Council confirmed there is a document where the container is shown to be alongside the garage in the

compound. So, for now they will not be progressing a container in the corner of the field by the nets. The cricket club thanked members for taking the time at the last meeting to discuss this.

9. Annual Return: The external auditor has come back with various queries relating to the building works, these have all be replied to.
10. Transfer of funds to CCLA, Minute No 26/098 refers – this has not yet happened as a form requires a signature from two of the account signatories.
It was noted the form could be signed at the meeting so this matter could be progressed.

26/112 PLANNING APPLICATIONS

a) [P/HOU/2026/04132 – 40 Dudsbury Road, West Parley, BH22 8RE](#)

New front boundary wall and railings. Including repositioning dropped curb.

RESOLVED: No Objection, but a request that the Planning Officer considers whether the height of the railings and brick piers are in keeping with other properties on the road.

Voting: unanimous

b) [P/HOU/2026/04738 – 9 Fitzpain Road, West Parley, BH22 8RZ](#)

Two storey side extension - kitchen utility with bedroom extensions ensuite. Replace conservatory with rear extension.

RESOLVED: No Objection

Voting: unanimous

c) [P/HOU/2026/04595 – 44 Cammel Road, West Parley, BH22 8SB](#)

Erect single storey front extension to extend existing ground floor bedroom with a pitched tiled roof to match existing property. Remove ground floor front window and brick up lower half to sill height to match existing, install double glazed window to reformed opening.

RESOLVED: No Objection

Voting: unanimous

d) [P/FUL/2025/02329 – Land at former Dudsbury Golf Course, Ferndown](#)

Change of use of land to informal open space (Suitable Alternative Natural Greenspace 'SANG') and allotments, provision of vehicular access, pedestrian road crossing and car park.

Cllr Manuel referred members to West Parley Parish Council's previous comments on the same application in June 2025. It was noted the speed limit on Christchurch Road had since been changed to 30mph, but all other comments made were still relevant. Cllr Manuel also reminded members of the comments made by Historic England.

After some discussion, it was **RESOLVED to stand by the Parish Council's comments made in June 2026 and to strongly support the comments made by Historic England.**

Voting: unanimous

26/113 DORSET COUNCIL PLANNING DECISIONS**P/HOU/2026/03670 - 7 Linden Close West Parley BH22 8RS**

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

WPPC Comments

West Parley Parish Council object to this application as it is creating a separate dwelling that is not linked to the main property.

Dorset Council Decision

Granted

26/114 TREE MATTERS

The below Tree Works applications have been received. Members noted these.

P/TRD/2026/04146 – 1 Cresta Gardens, West Parley, BH22 8LY

Remove damaged limb under regulation 14.

P/TRD/2026/04233 - Brierley Avenue West Parley BH22 8PE

Dead tree - Remove under regulation 14.

P/TRT/2026/04405 - 8 Burnbrae Road West Parley BH22 8RL

Oak - Lateral reduction of up to 2 metres to the southern canopy only. - Crown lift by up to 1 metre.

P/TRT/2026/04158 - 208 New Road West Parley BH22 8EN

Monterey Pine - Remove all dead, dying and dangerous branches throughout the crown. - Remove all branches exhibiting structural defects, including those with significant splits, cracks, partial failures or other defects likely to compromise their structural integrity. - Prior to removal, photograph and record all significant defects identified within the canopy to provide evidence of their condition. - Reduce approximately six prominent overextended scaffold limbs by up to 1–2 metres (back to suitable secondary growth where possible). The limbs proposed for reduction comprise: * Three extending towards the neighbouring property. * Two extending over the public highway. * One extending over the driveway.

P/TRT/2026/04946 – 1 Crescent Walk West Parley BH22 8PY

Lawson Cypress - Fell to ground level.

Cypress - Fell to ground level.

P/TRT/2026/05052 - 7 Burnbrae Road West Parley BH22 8RL

Liquidambar styraciflua - Remove deadwood. - Pruning of damaged, defective, and crossing branches where appropriate. - Reducing the multiple vertical leading competing branches by up to 5 metres or back to the previous crown reduction pruning scars. - On the south (front) elevation facing the cul-de sac to prune branches so they are three metres clear of the overhead lines on the tree's perimeter and then shape this same elevation back to this new face taking out the side branches that have grown well beyond this face. Together with removal of the forward most limbs overhanging the highway. To clear away branches both immediately around and above the telephone pole for a distance of up to three metres. - To provide clearance by up to two metres for the cable going from the pole top to the adjacent dwelling to the west (No 6) provided it does not involve cutting a stem with a diameter greater than 150 mm. - Reduce the north, west and east faces of the tree by up to 2.5 metres. - Crown lift to a maximum of 4 metres above ground level. In this respect the 4 metres shall be measured from a point two metres north of the northernmost part of the trunk (and where the bark of the trunk is at one metre above its raised ground level). Further as the growth is pendulous an encroachment higher than four metres will be accepted where a whole branch would be better served by removal.

26/115 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 11748 of these minutes (Cllrs Barber and Batley to authorise the electronic payments).

Voting: unanimous

Cllr Barber shared details of two further invoices received, which he will add to avoid delay of payment. These were added to the payment list.

26/116 DEBIT CARD & TERMS OF USE

Members discussed the benefits of having a debit card for the Parish Council's Lloyds current account, agreeing it would be a preferable option to reimbursing the Clerk or members for Council purchases. It was noted a debit card would allow the Council to make online purchases from suppliers such as Amazon, to draw petty cash and to claim back VAT.

Members reviewed the draft terms and conditions of use. It was noted the Clerk would need to be the named account holder on the debit card.

It was

RESOLVED to adopt the given Terms and Conditions of Use and approve an application for a debit card once the Clerk is available.

Voting: unanimous

26/117 TO RECEIVE FINANCIAL INFORMATION

a) Members received bank reconciliations up to 31st August 2026, as attached on page 11749 of these minutes.

Statements were checked and signed by Cllr M Barber.

b) Members reviewed income reports for the period from 1st to 31st August 2026, as attached on page 11750 of these minutes.

Members expressed satisfaction with the increase of income from Community Hub hires. Cllr M Barber commented he was now checking through bookings on a weekly basis, and the management of these was becoming very time-consuming.

c) CCLA information was noted.

Cllrs Parry and M Barber signed the form necessary to make a deposit into the CCLA account, so the agreed transfer of funds from the Lloyds current account to the CCLA account can be progressed as per minute no 26/098a.

26/118 CHINE WALK SURVEY

Members discussed feedback from the survey received so far and noted there were mixed views.

Cllr M Barber shared correspondence from Dorset Council's Parking Service team, which confirmed there are no parking suspensions in place so no action can currently be taken. Members noted the survey closes on the 30th September, after which a full presentation of results will be shared at October's Council meeting and any further action could be discussed.

26/119 REMOVAL OF CONFIDENTIAL DOCUMENTATION FROM THE CLERK'S HOME ADDRESS TO SECURE STORAGE WITHIN THE HUB

Members noted the recommendation made by the Acting Clerk, which stated the following:

1. No councillor has a general right to roam through council documentation, this includes the chair of the council, unless the documents are required to perform their duties as a councillor.
2. This is a presumption of a need-to-know basis.
3. The Clerk is the legal officer of the Council and is responsible person for all documentation relating to the council.

4. The Clerk's contract states that they work from home, so all documentation should be easily accessible in the work environment.

It was confirmed the safe room was lockable, so only the Clerk or other relevant person(s) would have access. It was noted the removal had been a previous request from the Clerk. It was clarified the removal should not include documentation needed by the Clerk on a day-to-day basis, but rather historical information. Members agreed some documents of importance which are needed quite urgently are not currently available.

It was

RESOLVED that the Council not accept the recommendation of the Acting Clerk, and instead RESOLVED that, when appropriate, historical documentation be removed from the Clerk's home address to a locked storage space within the Community Hub.

Voting: unanimous

26/120 TREE WORKS

Members reviewed three quotes received for tree works detailed in the arboriculture report. After some discussion, it was

RESOLVED to accept the quotation from Ashton Arbor for £2350 to carry out the recommended works.

Voting: unanimous

26/121 COMMUNITY HUB & RECREATION GROUND

a) It was noted that main access to hirers should now be through the main doors, and that fire push bars were due to be installed on internal doors between the function room and community room on the 29th September.

b) Members reviewed the draft cleaning contract and it was **RESOLVED to adopt the service level agreement with Soulful Cleaning.**

Voting: unanimous

c) Update on Portable Bar: Cllr Spencer stated he had costed the materials, and it was all within the budget of £1000 agreed in minute no 26/102d. He will now proceed to order these.

d) Update on Electrics in Outbuildings: Cllr M Barber confirmed the electrical works had been agreed, and a further update would be provided at the next meeting.

e) Holiday Club at the recreation ground: It was noted that Paragon Football had been given space at their home ground, so the use of West Parley playing fields was no longer required.

26/122 DRAFT WEBSITE

Members agreed to revisit the new website again in January when Cllr McDonald had more time to work on it.

26/123 INFORMATION FROM MEMBERS

Cllr Manuel gave a brief report on the volunteers group and confirmed there had been positive feedback following the recent volunteer's BBQ.

Cllr M Barber informed members a renewal was due for the energy broker, and this matter was ongoing.

Cllr Parry informed members of a letter received from Bournemouth Water dated 9th February 2026 but received by the Parish Council in September. The letter described a water leak in the Hub that Cllr Parry confirmed has since been addressed.

26/124 CORRESPONDENCE

Members noted correspondence from Dorset Council's Corporate Planning Director regarding a 'Part Discharge' of conditions response relating to the fencing around the play park. Members recognised the delay in this correspondence and will await clarification on any further action required by West Parley Parish Council.

26/125 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

26/126 STAFF & PERSONNEL COMMITTEE

Confidential minutes page 11751 refers.

The Chair declared the meeting closed at 20.11 hrs

The next meeting of the Parish Council will be held on 21st October 2026 at 19:00hrs

SIGNED DATE
Chair

Payments made between meetings			
Date	Amount	Supplier	Details
EB 28.08	£277.78	Source for Business	Water Charges - 23.01. to 21.07.26
EB 01.09	£140.73	Cllr A Parry	Volunteer BBQ - reimbursement costs
EB 03.09	£25.00	Linda Leeding	Mobile phone costs
EB 08.09	£84.00	Soulful Cleaning	Hub Cleaning 24.08, 28.08
EB 08.09	£42.00	Soulful Cleaning	Hub Cleaning 04.09
Total	£569.51		

Payment List dated 23.09.2026			
EB 23.09	£740.22	Judi Weedon	Locum Clerk - August
EB 23.09	£1,059.00	West Moors Town Council	Locum Clerk assistance - August
EB 23.09	£27.60	Starboard systems	Bookings software subscription
EB 23.09	£58.78	Dorset Council	Waste bin emptying - Hub Aug
EB 23.09	£256.56	Dorset Council	Waste bin emptying - Various - Sep
EB 23.09	£212.38	Grass and Grounds	Grass cutting - Aug
EB 23.09	£84.00	Soulful Cleaning	Hub Cleaning - 07.09, 11.09
EB 23.09	£84.00	Soulful Cleaning	Hub Cleaning - 14.09, 18.09
EB 23.09	£117.12	Paul Heaslip	Email hosting from Zoho Corporation to be reimbursed
EB 29.09	£808.92	ProtectU Fire & Security	Installation of access control on front inner door of Hub
EB 29.09	£861.93	Terry's Minor Maintenance	Community Hub maintenance
Total	£2,639.66		

Direct Debits			
DD 24.08	£242.12	SSE Energy Solutions	Electricity charges 01.07.26 to 31.07.26
DD 15.09	£4.25	Lloyds Bank	Service charge
DD 01.10	£56.33	BT	Broadband charges
Total	£302.70		

Standing Order			
SO 22.09	As per contact	Staff Salaries	Staff Salaries
SO 22.09	£914.15	Dorset Council	Pension contributions - Month 6
SO 22.09	£1,073.37	HMRC	Tax and NI - Month 6

West Parley Parish Council

Prepared by: J Weepdon
Name and Role (Clerk/RFO etc)

Date: 6/8/26

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 31/07/2026			
	Cash in Hand 01/04/2026		57,228.94
	ADD		
	Receipts 01/04/2026 - 31/07/2026		167,514.89
			224,743.83
	SUBTRACT		
	Payments 01/04/2026 - 31/07/2026		107,222.98
A	Cash in Hand 31/07/2026 (per Cash Book)		117,520.85
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2026	0.00	
	Lloyds 31/07/2026	100,641.36	
	Teacher's B Soc 30/06/2026	1,416.33	
	CCLA Deposit Fund 31/07/2026	15,136.98	
	Nationwide 30/06/2026	355.43	
			117,550.10
	Less unrepresented payments		4.25
			117,545.85
	Plus unrepresented receipts		-25.00
B	Adjusted Bank Balance		117,520.85
A = B Checks out OK			

Received Income 01.08.26 to 31.08.26			
Accepted date	Gross	Organisation	Details
04.08.26	£49.26	CCLA Public Sector Deposit Account	Interest
03.08.26	£660.00	Parley Preschool	rent
06.08.26	£25.00	Private hire	Hub Hire
28.08.26	£47.00	Allsorts Rehab	Hub Hire
28.08.26	£96.00	Sally Villain Pilates	Hub Hire
21.08.26	£169.00	Dorset Council	Hub Hire
17.08.26	£24.00	Parley Preschool	Hub Hire
14.08.26	£96.00	Hobbycraft	Hub Hire
10.08.26	£861.35	HMRC	VAT Refund - July
06.08.26	£96.00	Private hire	Hub Hire
04.08.26	£120.00	Private hire	Hub Hire
03.08.26	£277.57	HMRC	VAT Refund - June
04.08.26	£216.00	Sally Villain Pilates	Hub Hire
Total	£2,737.18		