

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT
Please note that meetings may be recorded

WEST MOORS TOWN COUNCIL

4 Park Way, West Moors, Dorset BH22 0HL
Tel: 01202 861044 Email: office@westmoors-tc.gov.uk



Dear Councillor

You are summoned to attend the **MEETING OF THE TOWN COUNCIL** to be held on **THURSDAY 27th JUNE 2024** at **7.30pm** in the **Pavilion, Fryer Field** to transact the following business:

J Weedon

Judi Weedon
Clerk

20th June, 2024

	Cllr Mrs R Burke – Chair		
	Cllr Mrs N Senior – Vice Chair		
Cllr D Green	Cllr M Hawkes	Cllr Mrs C Holmes	Cllr J Randall
Cllr T Salt	Cllr D Shortell	Cllr J Staig	Cllr C Way
Cllr K Wilkes	Cllr Mrs P Yeo		

AGENDA

1. [To Receive Apologies for Absence](#)
2. Questions from Members of the Public (Public to submit questions a minimum of 24 hours prior to meeting. Any questions/representations will be read out) Public session is limited to 10 minutes
3. To Receive Declarations of Interests and requests for Dispensations - Localism Act 2011 – Dispensations from section 31(4)
4. [To Approve and Sign the Minutes of the Town Council meeting held on Thursday 16th May 2024 \(pages 3175-3178\). To Receive any Matters Arising from them \(for information only\)](#)
5. To Approve, Adopt and Sign the following Committee meeting reports:
 - a) [Finance and GP](#) [23.05.24 \(3179-3186\)](#)
 - b) [Planning Consultative committee](#) [30.05.24 \(3187-3188\)](#)
 - c) [Planning Consultative committee](#) [20.06.24 \(3189-3190\)](#)
 - d) [Environment committee](#) [20.06.24 \(3191-3193\)](#)**Recommendations 24/057, 24/058, 24/059a, 24/059b**
6. [To Receive Clerks report](#)
7. [To Discuss 80th VE Day plans for 2025](#)
8. [To Approve Accounts for Payment](#)
9. [To Receive Westival Update and Discuss Event Planner Role](#)
10. [To Receive Report from Dorset Councillors](#)
11. [To Receive Information from Members](#)
12. [Correspondence](#)

AGENDA ITEM 1 – Apologies for Absence

The Clerk will give the apologies for those councillors who have given prior notice that they are unable to attend the meeting.

PLEASE NOTE: That a reason for all future apologies for non-attendance at meetings will be required. This is part of the Local Government Act 1972 s 85(3) and Sch 12 para 40. The reason for the apology will be noted in the minutes.

AGENDA ITEM 2 – Questions from Members of the Public

Public are required to submit questions a minimum of 24 hours prior to meeting. Please note that the meeting is by law 'a meeting held in public, not a 'public meeting'. The law gives members of the public the right to attend and observe but not to speak. Any questions/representations received will be read out) Public session is limited to 10 minutes

AGENDA ITEM 3 – Declarations of Interests

If an item appears on the agenda that a member holds a pecuniary interest in, as stated on their registration of pecuniary interest form, they must declare that interest and follow the rules set out in the Code of Conduct.

If any member is in any doubt whether to declare an interest, please speak to the clerk.

AGENDA ITEM 4 – APPROVE COUNCIL MINUTES 16.05.2024

3175

WEST MOORS TOWN COUNCIL

MINUTES of the **ANNUAL TOWN COUNCIL MEETING** held on Thursday 16th May 2024 in The Pavilion, Fryer Field at 7.30pm.

PRESENT:

Cllr Mrs R Burke	Cllr D Green	Cllr M Hawkes
Cllr Mrs C Holmes	Cllr T Salt	Cllr Mrs N Senior
Cllr K Wilkes	Cllr Mrs P Yeo	

OTHERS PRESENT: Mrs Judi Weedon (Clerk to the Council)

APOLOGIES:

Cllr D Shortell	Cllr J Randall	Cllr C Way
(reasons for apologies were noted)		
Dorset Councillor A Skeats		

24/001 TO ELECT A CHAIRMAN OF THE COUNCIL FOR THE YEAR MAY 2024 TO MAY 2025

Cllr Mrs R Burke was proposed and seconded, after a vote Cllr Mrs R Burke was duly elected Chairman to the Council.

24/002 TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN

Cllr Mrs R Burke signed the Declaration of Acceptance of Office as Chairman and the Clerk received it.

24/003 TO ELECT A VICE CHAIRMAN OF THE COUNCIL

Cllr Mrs N Senior was proposed and seconded, after a vote Cllr Mrs N Senior was duly elected Vice Chairman to the Council.

24/004 QUESTIONS FROM MEMBERS OF THE PUBLIC

None

24/005 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)

None

24/006 TO APPOINT STANDING COMMITTEES

It was **RESOLVED** that the committees be appointed as follows:

Finance and GP	Environment	Planning Consultative	Complaints Sub-Committee
Cllr M Hawkes	Cllr Mrs R Burke	Cllr Mrs R Burke	Cllr Mrs R Burke
Cllr Mrs C Holmes	Cllr D Green	Cllr D Green	Cllr J Randall
Cllr J Randall	Cllr M Hawkes	Cllr M Hawkes	Cllr Mrs N Senior
Cllr Mrs N Senior	Cllr Mrs C Holmes	Cllr J Randall	Cllr K Wilkes
Cllr D Shortell	Cllr J Randall	Cllr T Salt	Cllr Mrs C Holmes
Cllr C Way	Cllr T Salt	Cllr Mrs N Senior	Cllr D Green
Cllr K Wilkes	Cllr D Shortell	Cllr C Way	
Cllr Mrs P Yeo	Cllr Mrs P Yeo	Cllr K Wilkes	
		Cllr Mrs P Yeo	
Quorum 4	Quorum 4	Quorum 4	Quorum 3 (from 6)

24/007 TO APPOINT WORKING PARTY MEMBERS AND OTHER COUNCIL GROUPS/ RESPONSIBILITIES

It was **RESOLVED** that members are appointed as follows:

Good Citizen Award Panel	WESTIVAL Day group (3 min)
Cllr Mrs R Burke	Cllr Mrs R Burke
Cllr Mrs C Holmes	Cllr M Hawkes
Cllr Mrs N Senior	Cllr T Salt
Cllr M Hawkes	Cllr C Way

24/008 TO APPOINT REPRESENTATIVES OF THE COUNCIL TO OUTSIDE BODIES

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

Position	No. of reps required	
DAPTC:		
Town and Larger Parish Committee	2	Cllr C Way, Cllr K Wilkes
Eastern Area Committee	2	Cllr C Way, Cllr K Wilkes
Youth Club Liaison Representative	1	VACANT
Footpath Liaison Officer	1	Cllr Mrs P Yeo
Tree Preservation Officer	1	Cllr K Wilkes
Allotment Association Representative	1	Cllr Mrs N Senior
East Dorset Environment Partnership	1	Cllr K Wilkes
Dementia Friends	1	Cllr Mrs P Yeo

24/009 TO APPROVE AND SIGN MINUTES OF THE TOWN COUNCIL MEETING HELD ON 25th April 2024

Having been circulated, the minutes on pages 3164-3169 were agreed, adopted and signed.

24/010 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

- a. **The Report of the Planning Consultative Committee** held on the 2nd May 2024, pages 3170-3171 as circulated, was confirmed, adopted and signed.
- b. **The Report of the Environment Committee** held on the 2nd May 2024, pages 3172-3174 as circulated, was confirmed, adopted and signed.

24/011 CO-OPTION TO COUNCIL

Members having interviewed one candidate for co-option to the Council

RESOLVED that Mr Jim Staig be Co-opted to the Council.

Voting: unanimous

Cllr Staig then signed his Declaration of Acceptance of Office and joined the meeting.

24/012 GENERAL POWER OF COMPETENCE

Members reviewed the criteria for the General Power of Competence and after brief discussion it was

RESOLVED to adopt the General Power of Competence as West Moors Town Council met the criteria set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. Localism Act 2011 s 1-8.

Voting: unanimous

24/013 TO RECEIVE TOWN CLERKS REPORT

- a. Members were asked to check their register of interests to ensure they are up to date.
- b. All Accounts and AGAR were sent to BDO LLP on the 27th April, the Notice for Electors has been advertised.
- c. EV Chargers: All required documentation has been signed and returned. Joju, the installers will now be arranging the power supply installation.
- d. D-Day Event: This is now all arranged, and tickets are being allocated on first come first served basis.

24/014 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 3178 of these minutes. (Cllr's Yeo and Hawkes to authorise the electronic payments)

Voting: unanimous

24/015 DELEGATION ARRANGEMENTS

Members reviewed the delegation arrangements for the Council and it was

RESOLVED that the delegation arrangements as presented be approved.

Voting: unanimous

24/016 STRATEGIC PLAN

Members discussed a way forward to produce a Strategic Plan for West Moors Council. It was suggested that all members should be involved and that a separate meeting be convened to discuss how to proceed. Clerk to arrange a suitable date and time.

24/017 CIVIC SERVICE OR SIMILAR EVENT

Members discussed holding some form of civic event. There was a feeling that any event that contained religious elements was not appropriate, and the preference would be for a celebratory event for all the volunteers from clubs, societies etc. After discussion it was **RESOLVED that funds should be placed in the budget for 2025/26, in order to hold a volunteer celebration event in 2025 with the details of the event to be worked out prebudget.**

Voting: unanimous

24/018 WESTIVAL UPDATE

Members received a Westival update, which was noted.

24/019 DORSET COUNCILLOR REPORT

Members did not receive any report from the newly elected Dorset Councillors, David Shortell and Andy Skeats.

24/020 INFORMATION FROM MEMBERS

Cllr Salt reported that he had been approached by residents in St Ives who have concerns about traffic using the Horton Road. He has been invited to a meeting on the 29th May to talk about Speedwatch.

Members received a written report from Cllr Way about the youth club meeting held on the 13th May.

A written report was received from the West Moors Dementia Action Group

24/021 CORRESPONDENCE

All important and informative correspondence is emailed to Councillors as it arrives.

The Chair declared the meeting closed at 20.15 hrs

The next meeting of the Town Council will be held on 27th June 2024 at 19:30hrs

SIGNED DATE
Chair

Payment list dated 16.05.24			
Payment method	Invoice amount	Invoice date	Details
EB 20.05	£1,395.60	24.04.24	Verwood Cleaning Services - March and April (Public toilets and pavilion)
EB 20.05	£522.00	19.04.24	Reformed Plastics - 1 off bench and plaque for Franklin NN10
EB 20.05	£66.00	28.04.24	National Allotment Society - membership renewal
EB 20.05	£2,868.73	29.04.24	HAGS - Oakhurst Play Area new Birds Nest Swing
EB 20.05	£90.00	29.04.24	Fix A Door- Public toilets roller door service
EB 20.05	£200.00	26.04.24	St. Anthony's Church Hall - hire Jan-April (5 sessions)
EB 20.05	£2,380.80	30.04.24	Kendrick Fencing – New fence and Gate at Oakhurst Play area
EB 20.05	£1,564.26	01.05.24	Terrafirma - Grounds Maintenance for April 2024
EB 20.05	£105.94	12.05.24	Southwest Hygiene – Sanitary bin disposal unit rental fee 12.06 to 11.09.24
EB 20.05	£25.00	14.05.24	RBL Poppy Appeal - D DAY 80 th wreath
EB 20.05	£60.00	14.05.24	NALC - Foundation Award Accreditation fee
EB 20.05	£183.91	15.05.24	Wicksteed – Fryer Field Play Area fixings
EB 31.05	£1,624.97	10.05.24	HM Revenue and Customs – Tax and NI – Month 2
EB 31.05	£1,703.79	10.05.24	Dorset Council – Pensions Contributions – Month 2
EB 31.05	£4,630.19	31.05.24	Staff Salaries – Month 2
Total	£17,421.19		
Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DC 23.04	£39.22	23.04.24	NALC (Eventbrite) - Cllr Carol Holmes training on 'Emerging Trends in Local Government' on Weds 24 th April
DC 10.05	£136.99	13.05.24	Denny's UK - outdoor foldable tables for WESTIVAL
DC 14.05	166.44	14.05.24	RED17 – 2 off A1 Pavement A frame Board
DD 06.05	£274.17	22.04.24	SSE – Electricity charges – Public toilets – 01.01.24 to 20.04.24
DD 13.05	£15.60	09.05.24	SAGE - Payroll 09.05 – 08.06.24
Total	£632.42		

AGENDA ITEM 5a – Finance and GP Minutes

3179

WEST MOORS TOWN COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE held on
THURSDAY 23rd MAY 2024 in the Pavilion, Fryer Field at 7.30pm.

PRESENT:

Cllr M Hawkes	Cllr Mrs C Holmes	Cllr J Randall
Cllr Mrs N Senior	Cllr D Shortell	Cllr J Staig
Cllr C Way	Cllr K Wilkes	Cllr Mrs P Yeo

OTHERS PRESENT: Mrs Amie Fawcett (Assistant to the Clerk)

APOLOGIES: None

24/022 ELECT A COMMITTEE CHAIRMAN FOR THE YEAR 2024/2025

Cllr Colin Way was proposed, seconded and duly elected Chairman of the committee.

24/023 ELECT A COMMITTEE VICE CHAIRMAN FOR THE YEAR 2024/25

Cllr Mrs P Yeo was proposed, seconded and duly elected Vice Chair of the committee.

24/024 QUESTIONS FROM MEMBERS OF THE PUBLIC

None

24/025 DECLARATIONS OF INTEREST/DISPENSATIONS

None

24/026 TO RECEIVE THE CLERK'S REPORT

Nothing to report

24/027 TO RECEIVE FINANCIAL INFORMATION

- a) Members received bank reconciliations up to 30th April 2024, as attached on page 3181 of the minutes.
- b) Internal Controls: Members received income reports for March and April. Bank statements and petty cash up to 30th April have been inspected and checked by the former Chair, Cllr Mrs P Yeo.
- c) Members reviewed the Budget Comparison report for the year 2023/24. Report attached on pages 3182 to 3186 of these minutes.
- d) CCLA: A dividend from the property fund of £1,565.78 was received on 30.04.24 (this covers the period Jan, Feb and March. It was noted that the Property Fund value has decreased again to £119,913, however it is still producing good dividends. The CCLA Public sector deposit account produces around £110 each month in interest.

24/028 ACCOUNTS FOR PAYMENT

None to approve.

24/029 EARMARKED FUNDS

Members reviewed the current earmarked funds. After discussion it was **RESOLVED that the earmarked funds remain unchanged at the current time.**

Voting: Unanimous

24/030 CIL REPORT

Members received a report showing the Community Infrastructure Levy income and expenditure. The report was noted.

24/031 BANK MANDATE

Members reviewed that bank mandates for all the Councils accounts at Lloyds and CCLA. After discussion it was agreed that no changes were required at this time.

24/032 COUNCIL POLICIES

Members reviewed the following policies;

a) Financial regulations

Members reviewed the new model NALC Financial Regulations, with minor changes to take into account how WMTC operates. After reviewing it was

RECOMMENDED that the NALC Model Financial Regulations as presented be adopted by the Council.

Voting: Unanimous

b) Debit Card Use

Members reviewed an amended terms and conditions for use of the debit card linked to the Lloyds current account. After discussion it was

RESOLVED that the amended Terms and Conditions of the debit card be adopted by Council.

Voting: Unanimous

24/033 ANNUAL ASSET INSPECTIONS

Members were asked to carry out asset checks for council property. After discussion councillors Senior, Staig and Randall agreed to apportion the checks between them and report the finding back to the Clerk to update the master list.

24/034 GRANTS**a) Castleman Community Larder**

Grant application to assist with purchasing food and essentials for the increasing number of registered users.

RESOLVED that a grant is not awarded to Castleman Community Larder at this stage, as members were disappointed that a grant had not been sought from any other Town Council's and requested more information on costings and a copy of the previous year's accounts.

Voting: Unanimous

b) Vision Wimborne Dialaride

Grant application to assist with the running costs of providing transport needs to people with limited mobility. After discussion it was

RESOLVED that a grant of £500 be awarded to Vision Wimborne Dialaride for the financial year 2024/25.

Voting: Unanimous

24/035 CORRESPONDENCE

None

24/036 STAFF MATTERS

Members received:

- a) Sickness Report: The contents were noted
- b) Overtime Report: The contents were noted
- c) Annual Leave Report: The contents were noted

The Chairman declared the meeting closed at 20:29hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for 11th July 2024 at 19.30hrs

SIGNED DATE
Chair of Finance and General-Purpose Committee

West Moors Town Council

Bank reconciliation as at 30.04.2024

Amount in bank as at 31/03/24	£207,029.57
Income during April	£114,258.78
Expenditure during April	£17,910.66
Amount in bank as at 30/04/24	£303,377.69

Bank Reconciliation as at 30/04/2024

Current	£8,640.88
Deposit	£269,635.54
CCLA PSDA	£25,000.00
Petty cash	£29.57

£303,305.99

Less outstanding payments	£1.30
Plus unrepresented receipts	£73.00

Total amount held in accounts	£303,377.69
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Long Term Investment:

CCLA Property Fund	£119,913.78
(Nominal value at 31.03.2024)	

Outstanding Loan Amount

Public Works Loan	(£40,145.30)
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Financial Budget Comparison

Comparison between 01/04/2023 and 31/03/2024 (4th quarter)

		23/24 Approved Budget	Actual Net to date	Balance
INCOME				
Finance And General Purposes Committee				
1000	Precept	£175,355.00	£175,355.00	£0.00
1010	Interest - Deposit Acc	£40.00	£2,358.68	£2,318.68
1011	Interest - CCLA PS Deposit Acc	£220.00	£1,137.31	£917.31
1025	Dividend - CCLA Property Fund	£4,800.00	£5,962.26	£1,162.26
1030	General	£0.00	£3,043.80	£3,043.80 ¹
1035	CIL Receipts	£0.00	£2,801.48	£2,801.48
1040	Sales - Dog Waste bags	£340.00	£300.00	£40.00
1045	Sales - Kitchen Caddy bags	£2,500.00	£2,530.75	£30.75
1050	Insurance Claims	£0.00	£0.00	£0.00
1070	Grants	£0.00	£0.00	£0.00
1080	Youth Club (rent and water)	£100.00	£152.16	£52.16
1090	Park Way ground rent and insurance charge	£200.00	£604.13	£404.13
Total Finance And General Purposes		£183,555.00	£194,245.57	£10,690.57
Environment Committee				
1100	Fryer Field Fees			
/1	Football	£4,000.00	£3,685.18	£314.82
/3	MUGA	£7,000.00	£11,640.00	£4,640.00
/4	Other	£2,000.00	£2,073.50	£73.50
/5	Community Event Income	£2,000.00	£4,442.75	£2,442.75
	Total	£15,000.00	£21,841.43	£6,841.43
1110	Cemetery Fees			
/1	Memorial	£5,000.00	£7,771.27	£2,771.27
/2	Interment	£12,000.00	£7,965.00	£4,035.00
/3	Purchase Plot	£6,000.00	£5,013.00	£987.00
	Total	£23,000.00	£20,749.27	£2,250.73
1115	Allotment Rent	£1,900.00	£1,880.84	£19.16
1120	Insurance Settlements	£0.00	£0.00	£0.00
1125	Memorial Benches and Plaques	£0.00	£4,500.00	£4,500.00
Total Environment		£39,900.00	£48,971.54	£9,071.54
Total Income		£223,455.00	£243,217.11	£19,762.11
EXPENDITURE				
Finance And General Purposes Committee				
2000	Salaries	£73,890.00	£74,526.58	£636.58
2010	Employers Pension Contributions	£15,410.00	£16,000.25	£590.25
2020	Employers NIC	£6,970.00	£7,526.02	£556.02
2030	Expenses			
/1	Office staff	£250.00	£425.83	£175.83 ²
/3	Councillors Travel	£200.00	£35.10	£164.90
/4	Chairman's Allowance	£75.00	£72.09	£2.91

	Total	£525.00	£533.02	-£8.02	
2040	Training				
/1	Clerk/Staff	£600.00	£416.28	£183.72	
/2	Councillors	£1,000.00	£593.28	£406.72	
	Total	£1,600.00	£1,009.56	£590.44	
2045	Health & Safety	£100.00	£45.00	£55.00	
2050	Office and Admin Costs				
/1	Non Domestic Rates	£0.00	£0.00	£0.00	
/2	Electricity	£1,000.00	£2,422.57	-£1,422.57	³
/3	Phone Charges	£650.00	£627.04	£22.96	
/4	Broadband Charges	£350.00	£384.12	-£34.12	
/5	Stationery	£300.00	£282.68	£17.32	
/6	Photocopier	£1,600.00	£2,030.28	-£430.28	
/7	Maintenance inc refuse collection	£1,000.00	£2,006.81	-£1,006.81	⁴
/9	Water Charges	£130.00	£178.77	-£48.77	
	Total	£5,030.00	£7,932.27	-£2,902.27	
2055	Public Works Loan repayment	£6,940.00	£6,938.22	£1.78	
2060	IT Costs				
/1	IT Support	£1,900.00	£1,639.35	£260.65	
/2	IT Capital Expenditure	£0.00	£10.61	-£10.61	
/3	Website Costs	£300.00	£325.00	-£25.00	
	Total	£2,200.00	£1,974.96	£225.04	
2070	Insurance	£5,000.00	£5,825.70	-£825.70	⁵
2080	Petty Cash				
/1	Postage	£100.00	£70.85	£29.15	
/2	Other	£100.00	£87.45	£12.55	
	Total	£200.00	£158.30	£41.70	
2090	Professional Fees				
/1	Audit Fees	£1,300.00	£1,185.00	£115.00	
/2	Legal Fees	£500.00	£0.00	£500.00	
/3	Other fees	£0.00	£1,548.00	-£1,548.00	⁶
	Total	£1,800.00	£2,733.00	-£933.00	
	Subscriptions				
/1	DAPTC	£1,270.00	£1,270.24	-£0.24	
/2	SLCC	£350.00	£337.00	£13.00	
/3	Others	£200.00	£130.00	£70.00	
	Total	£1,820.00	£1,737.24	£82.76	
2110	Purchase of dog waste bags	£250.00	£182.60	£67.40	
2115	Purchase of Kitchen Caddy Bags	£2,000.00	£1,602.96	£397.04	
2120	Grants				
/1/2	General Grants	£3,000.00	£2,800.00	£200.00	
/1/3	Legacy Award	£0.00	£37.91	-£37.91	⁷
/1/4	Apprentice Scheme	£0.00	£0.00	£0.00	
/3	CAB (section 142)	£800.00	£1,500.00	-£700.00	
	Total	£3,800.00	£4,337.91	-£537.91	
2130	Election Expenses	£0.00	£0.00	£0.00	
2140	General & Contingency	£100.00	£792.45	-£692.45	⁸
2150	Advertising and Publicity	£600.00	£210.00	£390.00	
2180	Remembrance Day costs	£800.00	£560.00	£240.00	
2190	Youth Club Funding	£20,000.00	£18,500.00	£1,500.00	
2195	Service Devolution	£0.00	£0.00	£0.00	

2196	Data Control	£0.00	£0.00	£0.00	
2197	CIL Expenditure	£0.00	£8,198.00	-£8,198.00	⁹
2198	Kings Coronation Celebrations	£450.00	£425.17	£24.83	
2199	Zettle card transaction fees	£0.00	£163.01	-£163.01	
Total Finance And General Purposes		£149,485.00	£161,912.22	-£12,427.22	
Environment Committee					
3010	Fryer Field Maintenance				
/1	General	£2,000.00	£2,764.17	-£764.17	¹⁰
/4	Contractor fees	£9,900.00	£8,724.24	£1,175.76	
	Total	£11,900.00	£11,488.41	£411.59	
3020	Pavilion Running costs				
/1	Electricity	£1,100.00	£1,532.04	-£432.04	
/2	Water/sewage charges	£800.00	£1,014.45	-£214.45	
/3	Maintenance	£1,750.00	£11,142.50	-£9,392.50	¹¹
/4	Legionella Testing	£920.00	£1,454.07	-£534.07	¹²
/5	Phone/Broadband	£550.00	£466.96	£83.04	
	Total	£5,120.00	£15,610.02	-£10,490.02	
3030	Multi Use Games Area				
/1	Floodlight Maintenance	£0.00	£0.00	£0.00	
/2	General Maintenance	£1,500.00	£8,249.97	-£6,749.97	¹³
/3	Electricity	£300.00	£188.51	£111.49	
/5	Floodlight replacement	£0.00	£0.00	£0.00	
	Total	£1,800.00	£8,438.48	-£6,638.48	
3040	Fencing	£2,000.00	£945.00	£1,055.00	
3050	Fryer Field Play Area				
/1	Maintenance	£250.00	£23.88	£226.12	
/2	Safety Inspections	£450.00	£412.50	£37.50	
	Total	£700.00	£436.38	£263.62	
3060	Oakhurst Play Area				
/1	Maintenance	£250.00	£114.00	£136.00	
/2	Safety Inspections	£350.00	£412.50	-£62.50	
	Total	£600.00	£526.50	£73.50	
3070	Skatepark Maintenance	£200.00	£185.49	£14.51	
3080	Play Equipment	£0.00	£0.00	£0.00	
3100	Cemetery Costs				
/1	Non Domestic Rates	£1,100.00	£823.35	£276.65	
/2	Water Charges	£50.00	£32.80	£17.20	
/3	Buy back of plots	£0.00	£0.00	£0.00	
	Total	£1,150.00	£856.15	£293.85	
3110	Cemetery Maintenance				
/1	General	£3,000.00	£302.56	£2,697.44	
/2	Fencing	£300.00	£360.83	-£60.83	
/3	Gravel	£350.00	£265.00	£85.00	
/7	Refuse Collection	£850.00	£873.44	-£23.44	
/8	Contractor fees	£6,700.00	£6,750.46	-£50.46	
	Total	£11,200.00	£8,552.29	£2,647.71	
3120	Memorial Inspections	£0.00	£0.00	£0.00	
3140	Petwyn Maintenance/Improvements	£250.00	£132.96	£117.04	
3150	Allotments	£500.00	£1,290.57	-£790.57	¹⁴

3160	Tree Maintenance	£3,000.00	£0.00	£3,000.00	
3170	Climate Emergency	£500.00	£0.00	£500.00	
4000	Public Seats				
/1	Maintenance	£300.00	£0.00	£300.00	
/2	Purchase	£0.00	£1,720.00	-£1,720.00	15
	Total	£300.00	£1,720.00	-£1,420.00	
4010	Bus Shelters	£500.00	£180.00	£320.00	
4020	Street Furniture	£500.00	£553.45	-£53.45	16
4030	General	£150.00	£197.07	-£47.07	17
4040	Christmas	£5,000.00	£6,538.72	-£1,538.72	18
4070	Lengthsman	£1,800.00	£1,644.70	£155.30	
4075	Public Toilets				
/1	Cleaning	£13,000.00	£12,822.72	£177.28	
/2	Maintenance	£1,500.00	£1,664.24	-£164.24	
/3	Water/sewage charges	£1,500.00	£3,308.91	-£1,808.91	19
/4	Electricity costs	£2,000.00	£658.35	£1,341.65	
	Total	£18,000.00	£18,454.22	-£454.22	20
4076	Car Park costs	£0.00	£101.77	-£101.77	
4090	Dog Bins	£550.00	£619.53	-£69.53	
4095	CCTV				
/1	Purchase/Installation	£0.00	£0.00	£0.00	
/2	Maintenance	£200.00	£68.00	£132.00	
	Total	£200.00	£68.00	£132.00	
4097	Community Event Costs	£1,500.00	£4,730.54	-£3,230.54	21
4098	Fryer Field Development Plan	£0.00	£0.00	£0.00	
4099	Keep Britain Tidy events	£50.00	£154.80	-£104.80	
	Total Environment expenditure	£67,470.00	£83,425.05	-£15,955.05	
	Monies for various earmarked funds	£6,500.00			
	Total Expenditure	£223,455.00	£245,337.27	-£28,382.27	

- 1 Proceeds of sale of equipment and coronation mugs
- 2 Mileage costs to deliver letters, do noticeboards, go to meetings etc breakdown Weedon £153.26 Fawcett £180.04
- 3 Office electricity - includes 3 months from previous year because of supplier changeover
- 4 New lights in office, gutter clean, carpet clean, new window for 4a (half this cost reimbursed)
- 5 Increase in insurance premium and cyber insurance
- 6 Origin Transport, fee for attendance at Planning meeting
- 7 Trophy invoiced in this financial year
- 8 Chairman board update And Hall Hire at St Anthonys
- 9 CIL approved expenditure - CCTV, Speed Indicator device and gym equipemnt
- 10 Costs for traveller eviction
- 11 New doors at pavilion £4255 to come from reserves. Decorarating, carpet, lights, plumbing issues and cleaning
- 12 Legionella risk assessment (one off cost every 3 years)
- 13 New Floodlights £8141.12 from FF Development fund
- 14 Pest Control costs, these will be ongoing each year.
- 15 Bench in cemetery offset by income heading 1125
- 16 Battery and pads for a defib
- 17 Hedgehog Highway project
- 18 Christmas lights, overspend to come from earmarked fund
- 19 Public toilet water charges - this has now been reduced after changes to the urinal flush unit
- 20 Clearance of green waste from car park

21 Community Event overspend offset by income from event and sponsorship income (heading 1100/5)

This report shows £19,762.11 income above projected budget at the end of the financial year.

The CIL income has gone directly to the earmarked fund, which means the increased income is £16,960.63

This reports shows an overspend on expenditure of £28382.27 at the end of the financial year (£17,877.84 came from earmarked reserves), so the actual overspend is £10,504.43

This equates to a surplus on the budget of
£6,456.20

General Reserves at 31.03.2024

Total Cash Assets (current, deposit and CCLA)	£207,029.57
Value of CCLA Property fund	£119,904.99
Less outstanding loan	-£40,145.30
Less earmarked funds	-£159,614.45
General Reserves	£127,174.81

General Reserves must be between 3 and 12 months total expenditure (these stand at just below 7 months expenditure)

3187

WEST MOORS TOWN COUNCIL

MINUTES of the **PLANNING CONSULTATIVE COMMITTEE** held on
Thursday 30th May 2024 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.00pm

PRESENT:

Cllr D Green	Cllr M Hawkes	Cllr J Randall
Cllr T Salt Cllr	Mrs N Senior	Cllr C Way
Cllr K Wilkes	Cllr Mrs P Yeo	

OTHERS PRESENT: Mrs Amie Fawcett (Assistant to the Clerk)
1 member of public

APOLOGIES: Cllr Mrs R Burke

24/037 ELECT A COMMITTEE CHAIRMAN FOR THE YEAR 2024/2025

Cllr Mrs Nicki Senior was proposed, seconded and duly elected Chairman of the committee.

24/038 ELECT A COMMITTEE VICE CHAIRMAN FOR THE YEAR 2024/2025

Cllr David Green was proposed, seconded and duly elected Vice Chairman of the committee.

24/039 DECLARATIONS OF INTEREST

Cllr Randall declared an interest in application P/FUL/2024/02404 Long Meadow Newmans Lane, choosing not to vote.

24/040 PUBLIC DISCUSSION PERIOD

The resident present, wished to briefly explain his application P/HOU/2024/02236 91 Pinehurst Road.

24/041 TO CONSIDER PLANNING APPLICATIONS

Copies of the following applications were received, and it was agreed that observations, as stated, should be submitted to the Dorset Council:
Voting was unanimous unless stated otherwise.

P/HOU/2024/01628 122 Pinehurst Road

Remove existing conservatory and erect a garden room. Alter and extend existing garage to include 1st floor accommodation with dormer windows.

No objection

P/HOU/2024/02135 81 Elmhurst Road

Loft conversion with side and rear extensions to ground floor.

No objection

P/HOU/2024/02236 91 Pinehurst Road

Erect a detached double garage.

No objection

P/HOU/2024/02252 617 Delarosa Ringwood Road

Replace a flat garage roof with a pitched roof, to install solar PV panels with battery storage and rainwater collection technology.

No objection- requesting a condition be added that the solar panels be anti-glare.

P/HOU/2024/02445 78 Moorlands Road

Proposed Single Storey Front Extension

No objection

P/HOU/2024/02568 132 Uplands road

Erect a disabled garden room built onto the side of the existing garage with amenities designed around wheelchair access and store of movement-assisting equipment. Has provision of utility and toilet. Alterations to the driveway gates and conservatory.

No objection

P/FUL/2024/02404 Long Meadow Newmans lane

Replace existing toilet block with new toilet and shower block.

No objection

24/042 NOTIFICATION OF DECISIONS FROM DORSET COUNCIL**P/FUL/2023/06290 Stanford House,**

Erection of replacement dwelling in lieu of permitted development approval (P/PAAC/2022/07760)

WMTC: No objection

Dorset Council: Permitted

P/FUL/2023/07254 6 Avon Road

Conversion of existing gym and garage outbuilding to self-contained holiday accommodation. Internal alterations to create two bedrooms and kitchenette area.

WMTC: No objection

Dorset Council: Permitted

P/NMA/2024/02179 Pinehurst Community Church

Nonmaterial amendment to approved P/A 3/21/1307/FUL (Single storey front extension to existing church building to provide improved entrance and reception area) to remove proposed enclosed entrance lobby, and replacement with a smaller covered porch, alter layout of high-level clerestory windows to new multi-purpose foyer and reversion of worship space entrance doors to their existing layout

WMTC: No objection

Dorset Council: Permitted

24/043 NOTIFICATION OF PLANNING APPEALS

None reported.

24/044 NOTIFICATION OF TREE MATTERS**Tree Preservation Orders:**

None reported.

Tree Work

None reported.

24/045 CORRESPONDENCE

None reported.

The Chairman declared the meeting closed at 19.18 hrs

The next meeting of the Planning Consultative committee is scheduled for the 20th June, 2024

SIGNED DATE
CHAIR OF PLANNING CONSULTATIVE COMMITTEE

AGENDA ITEM 5c – Planning minutes 20.06.24

3189

WEST MOORS TOWN COUNCIL

MINUTES of the **PLANNING CONSULTATIVE COMMITTEE** held on
Thursday 20th June 2024 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.00pm

PRESENT: Cllr Mrs N Senior – Chair
Cllr Mrs R Burke Cllr J Randall Cllr T Salt
Cllr C Way Cllr Mrs P Yeo

OTHERS PRESENT: Mrs Amie Fawcett (Assistant to the Clerk)
1 member of public

APOLOGIES: Cllr D Green Cllr M Hawkes Cllr K Wilkes

24/046 TO CONSIDER PLANNING APPLICATIONS

Copies of the following applications were received, and it was agreed that observations, as stated, should be submitted to the Dorset Council:
Voting was unanimous unless stated otherwise.

[P/HOU/2024/02717 101 Pinehurst Road](#)

Demolish existing rear conservatory and front porch. Construct single storey rear extension and new front porch.
No objection

24/047 NOTIFICATION OF DECISIONS FROM DORSET COUNCIL

None reported.

24/048 NOTIFICATION OF PLANNING APPEALS

None reported.

24/049 NOTIFICATION OF TREE MATTERS

Tree Work

22 Fernside Road	Consent to: 1 X Oak: Crown lift all round to give a clearance of 5m from ground level to the lowest foliage. Reduce and remove branches directly encroaching onto the roof line to give a 2m clearance from the roofline to the closest foliage.
41 Glenwood Road	Refused: 1 X Sweet Chestnut: Fell to ground level. Reason for refusal (Click here)
	Consent to: 1 X Lawson Cypress: Prune/clip on regular basis (Trimming of the new growth of G2 Lawson Cypress may be carried out on an annual basis for a period of 10 years from the date of the decision notice).
	Consent to: Red-leafed Norway Maple (located third-party land: Removal
10 Southdown Way	Refused: 1 X Silver Birch: Fell to ground level.

24/050 CORRESPONDENCE

An update on the environmental health issues on Blackfield Farm, provided by Cllr Yeo.

The Chairman declared the meeting closed at 19.10 hrs

The next meeting of the Planning Consultative committee is scheduled for the 11th July, 2024

SIGNED DATE

AGENDA ITEM 5d – Environment minutes 20.06.24

3191

WEST MOORS TOWN COUNCIL

MINUTES of the **ENVIRONMENT COMMITTEE** held on
THURSDAY 20th JUNE 2024 in the Pavilion, Fryer Field, West Moors at 7.30pm.

PRESENT:

Cllr Mrs R Burke	Cllr M Hawkes	Cllr Mrs C Holmes
Cllr J Randall	Cllr T Salt	Cllr D Shortell
Cllr J Staig	Cllr Mrs P Yeo	

OTHERS PRESENT: Amie Fawcett - Assistant to the Clerk

APOLOGIES: Cllr D Green Cllr D Shortell

24/051 ELECT A COMMITTEE CHAIRMAN FOR THE YEAR 2024/2025

Cllr Mrs Carol Holmes was proposed, seconded, and duly elected Chairman of the committee.

24/052 ELECT A COMMITTEE VICE CHAIRMAN FOR THE YEAR 2024/25

Cllr Mike Hawkes was proposed, seconded, and duly elected Vice Chairman of the committee.

24/053 QUESTIONS FROM MEMBERS OF THE PUBLIC

None.

24/054 DECLARATIONS OF INTEREST/DISPENSATIONS

None.

24/055 TO RECEIVE THE CLERK'S REPORT

- a) EV charging points: The signed final License Agreement was received 17th June and the installation date is estimated at 3 months from that date.
- b) Oakhurst Play Area: the birds nest Swing repairs are completed, and area cleared of all debris. New fence and gate at front of play park has been completed.
- c) Park Way Car Park: the bollard in central raised area was knocked over, this has now been removed completely.
- d) Cemetery: the new footpath is now complete.
- e) Fryer Field trees: RHV Tree and Hedging Specialists have applied to Dorset Council to carry out work on the Oak trees behind the play area. Work on these trees was last carried out in July 2021, so they need the dead wood removed and branches trimmed back from the houses. Work to tidy the tree located in the far-right hand corner of field will also take place.
- f) Dorset Council have been chased regarding a change of speed limit from West Moors to Three Cross. Cllr Salt is liaising with local groups, in Three Cross and St Leonards and St Ives wishing to help reduce heavy traffic and control speeding.
- g) Pavilion: One shower in the ladies is due to be replaced Friday 14th June, as it was constantly leaking.
- h) The SID on Pinehurst Road was vandalised WC 10th June but has been sent to DC SID department for repair. It will return with an extra protective Perspex cover, in approximately 2 weeks from 11th June.
Cllr Holmes reported to members that she believed the material of the cover on the SID should be polycarbonate in accordance with current regulations. Clerk to investigate before the repairs are complete.
Cllr Holmes and Staig donated a speed gun each to the CSW group.
- i) The Disabled parking bays are being remarked Tuesday 25th June.

24/056 PRE-PURCHASE OF BURIAL PLOT

Members having received a letter and information asking for permission to pre purchase a plot in the cemetery.

After a brief discussion it was

RESOLVED that that Plot OO05 be allowed to be pre-purchased at a cost of £450.

Voting: Unanimous

24/057 CEMETERY FEES

Members considered amending cemetery fees. Members received information on charges made by other Dorset based cemeteries. After discussion it was

RECOMMENDED that an increase of 5% be applied to resident cemetery fees and 10% to non-resident cemetery fees, rounded up to the nearest £5, with immediate effect.

The exception being for U16's; no purchase fee to be applied to residents and a £50 interment fee to non-residents.

Voting: Unanimous

24/058 BOLLARDS OUTSIDE TESCO

Members considered a request to support the installation of bollards either side of the drop kerb and tactile pavement on Park Way adjacent to Tesco Express. It was reported that Dorset Councillor A Skeats has given his support to this project. The project would be carried out and paid for by Dorset Council.

After discussion it was

RECOMMENDED that West Moors Town Council support the installation of bollards either side of the drop kerb and tactile pavement adjacent to Tesco Express, however costings to be obtained before members decide who bears the responsibility of this work.

Voting: Unanimous

24/059 UPDATE: PUBLIC TOILETS

Repairs have taken place to a cistern in the ladies which was running continually and also, to a cistern in the men's which flooded the storage area.

Two lights have been changed in the men's facility.

a) Toilet repair works

Members were presented with two options for replacement doors on the men's facility. After discussion it was

RECOMMENDED that a new white aluminium door with stay opener closure and a Radar Lock for the disabled facility (on the condition that the Disabled toilet is self-locking), to be installed at a cost of £2,774, with funds coming from the service devolution fund, on.

Voting: Unanimous

It was further

RECOMMENDED to replace the storeroom door at the rear of the toilet block at a cost of £890, funds to come from the service devolution fund.

Voting: Unanimous

24/060 UPDATE: ALLOTMENTS

All allotment rent is now paid.

A trailer was left at the site for disposal of green waste, to help control the rats.

The charge for the disposal of the waste will be shared with the AHA.

An inspection of all plots was carried out on the 7th June in association with the chair of the Allotment Holders Association.

a) Allotment Fees

Members considered the fees charged for renting an allotment. It was noted that the last increase was in April 2021. After discussion it was

RESOLVED to increase all allotment rent by 5% rounded down to the nearest £1, with effect from April 2025.

Voting: Unanimous

24/061 CORRESPONDENCE

None reported

The Chairman declared the meeting closed at 20:21hrs

The next meeting of the Environment Committee is scheduled for 18th July 2024 at 19:30hrs

SIGNED DATE
Chair of Environment Committee

AGENDA ITEM 6 – Clerks Report

The Clerk's report is an update of on-going issues as well as informing members of any other matters that do not require a decision.

1. Election Invoice: The invoice from Dorset Council for election charges has been delayed due to the general election being called. The invoice is due to be received in September.
2. Thank you to all for checking and updating your Register of Interests.
3. EV Chargers: The Final License agreement has been received and the installation date has been estimated for September 2024.
4. The Strategic Plan session is arranged for 8th August at 7pm.
5. Dorset Councillor Andy Skeats has asked to have a meeting about the possibility of producing a Neighbourhood Plan. A meeting with the Clerk has been scheduled for the 1st August.
6. The Clerk and Assistant are attending a Planning Summit organised by the Society of Local Council Clerks in July.
7. Cllr Staig has attended New Council Training.
8. Councillors are asked to check out the training available on the DAPTC website and let the Clerk know if they wish to attend anything. <https://www.dorset-aptc.gov.uk/training-events/training-options>
9. D- Day Event: The event went well with lots of positive feedback. The office has received various emails, thank you cards and visits in person.

AGENDA ITEM 7 – Discuss 80th VE DAY Plans for 2025

Due to the event held at Pinehurst Community Church to celebrate the 80th Anniversary of D DAY, on Thursday 6th June, being such a success, members are asked to consider holding a similar event, at the same location for the 80th Anniversary of VE DAY.

For background information:

On the 75th Anniversary, an Afternoon Tea for up to 120 people was planned in West Moors Memorial Hall, and 92 attendees had confirmed- however, this was cancelled due to the Covid-19 lockdown in March 2020. (Prior to March, the Assistant to the Clerk, visited each care home and spoke to various residents, noting quotes and stories from them all. A collage was created and publicised for everyone to enjoy).

A competition was hosted for a creative entry about VE Day; for which we received 3 entries. Due to the afternoon tea being cancelled, care packages were sent to local care homes, safely of course.

A wreath was laid on the Petwyn with the 'legal number of 6' present.

VE DAY 80 costs: based on 80 people

Music: (this year was £180)	£200
Hire of Pinehurst Hall: (Was £55 & WMMH £78)	£ 80
Food: was FOC for half but if not: (£5pp)	£400
Decorations:	£100
Total Budget	£800

It is recommended that members budget for up to £800 to hold a commemorative event for VE DAY 80, similar to that of the D DAY 80.

AGENDA ITEM 8 – Accounts for Payment

A list of payments will be emailed out prior to the meeting for approval.

AGENDA ITEM 9a – Westival Update

STALLS

We have a total of 62 stalls now of a wide variety.

ACTIVITIES/ENTERTAINMENT

1. The ferret rescue previously used has not been contactable, however there may be another- we are just waiting on confirmation of staff.
2. I could not get in touch with the relevant person at AET Transport, despite numerous attempts again, to book the truck at the same price as 2023, so after negotiation, booked it with ABACUS. Recent communication, however, has us now booked back with AET, at 1/3 of the cost of ABACUS.
3. There are 100 sets of wheels booked in.

BUDGET:

Income						
Stalls (55)	Food & Drink	Raffle	Zorb chicane & jousting	Sponsors	Bung/inflatable/rides	Total Income
£1,050.00	£830.00	£525.00	£250.00	£4,950.00	£171.00	£7,776.00
Currently this	Based on 2022 & 2023 shares	Based on 2023 income	estimated on 70 people @ £1 per go for jousting & £2.50 per zorb		Based on 2023 income	
Expenditure						
Advertising	Misc/extra	Music	Entertainment	RAFFLE	Total EXP	
£1,567.00	£1,182.00	£1,360.00	£2,395.00	£1,000.00	£7,504.00	
SURPLUS: £272 approx						

MARSHALS

We have enough volunteers to ensure the day is run smoothly, in total including Cllrs there are 30 off.

PUBLICITY

3rd July will be the interview at Forest FM. The programmes have begun to be delivered (10.06) and the remainder within the next 10-14 days of this date- to all households.

Extras were delivered to the council office 11th June and were distributed to many locations (cafes, pubs, farms, hubs, libraries etc) to ensure the audience is as wide as possible.

AGENDA ITEM 9b – Discuss the Event Planner Role

In 2023, the Council voted to give Amie a bonus for all her work for Westival.

The Chair has requested that this is made an annual payment given that she always does the organising and takes the responsibility.

Therefore, a breakdown of what the job entails and a TO DO list has been distributed separate from the agenda.

AGENDA ITEM 10 – Dorset Councillor Report

Dorset Councillors D Shortell and A Skeats will give a report relevant to West Moors during the meeting.

Any written report received will be sent out prior to the meeting.

AGENDA ITEM 11 – Members Information

An opportunity for brief verbal reports from members who have information relevant to West Moors.

Members are asked to produce a written report of attendance at meetings etc on which they are the Council representative. Please send this to the Clerk so it can be sent out with the agenda.

AGENDA ITEM 12 – Correspondence

All important and informative emails are forwarded on to members as they arrive.
