

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 **ANNUAL MEETING OF THE TOWN COUNCIL** to be held on **THURSDAY 15th MAY 2025** at **7.30pm** in the **Pavilion, Fryer Field** to transact the following business:

J Weedon

Judi Weedon
Clerk

8th May, 2025

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

AGENDA

- [To Elect the Chairman of the Council for the year May 2025 to May 2026.](#)
- [To Receive the Declaration of Acceptance of Office by the Chairman](#)
- [To Elect the Vice Chairman of the Council for the year May 2025 to May 2026](#)
- [To Receive Apologies for Absence](#)
- [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](#)
- [To Receive Declarations of Interests and requests for Dispensations - Localism Act 2011 – Dispensations from section 31\(4\)](#)
- [To Appoint Standing Committees as follows:](#)
 - Finance and General-Purpose committee (8 members)
 - Environment committee (8 members)
 - Planning Consultative committee (8 members)
 - Complaints Sub-committee (6 members)
- [To Appoint Working Party members and other Council groups/responsibilities as follows:](#)
 - Good Citizen Award Panel (3 members)
- [To Appoint Representatives of the Council to Outside Bodies](#)
- [To Approve and Sign the Minutes of the Town Council meeting held on Thursday 25th April 2025 \(pages 3306-3310\). To Receive any Matters Arising from them \(for information only\)](#)
- To Approve, Adopt and Sign the following Committee meeting reports:
 - [Planning Consultative committee](#) 01.05.2025 (3311-3313)
 - [Environment committee](#) 01.05.2025 (3314-3316)

12. [To Receive the Clerks Report](#)
13. [To Approve the Accounts for Payment](#)
14. [To Review Code of Conduct](#)
15. [To Review Delegation Arrangements to committees, sub-committees and employees.](#)
16. [To Review Arrangements for Services provided.](#)
17. [To Receive Westival Update](#)
18. [To Receive Report from Dorset Councillors](#)
19. [To Receive Information from Members](#)
20. Correspondence

AGENDA ITEM 1 – Election of a Chairman

Nominations received for Chairman of the Town Council are:

Cllr Keith Wilkes: nominated by Cllr J Staig, no seconder

Cllr Mrs R Burke has indicated that she is content to continue as Chair for the forthcoming year, she has however been Chair of the Council since May 2022 and Standing Order No 1 (ee) states:

‘Where a member of the Council has served as Chairman of the Council or a standing committee for 3 consecutive years or part thereof he shall not be eligible for nomination for a further period unless one year has elapsed.’

This Standing Order is not mandatory and therefore can be suspended if members wish for Cllr Burke to be Chair.

Nominations will be accepted at the meeting and if more than one person is proposed and seconded a vote will take place via secret ballot to elect the chair.

AGENDA ITEM 2 – Declaration of Acceptance of Office

The newly elected Chairman will sign his/her Declaration of Acceptance of Office before continuing with the meeting.

AGENDA ITEM 3 - Election of Vice Chairman

Nominations received for Vice Chairman of the Town Council are:

Cllr T Salt: nominated by Cllr J Staig, no seconder

No other nominations have been received for this position.

Cllr Staig has expressed an interest in being Vice Chair.

Members will be required to elect a Vice Chair at this meeting.

AGENDA ITEM 4 – 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 5 – 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 6 – 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 7 and 8 – Standing Committee Members and other responsibilities

Each Councillor has been given their first and second choices for committee membership.

Standing orders state that a minimum of 8 members per committee with a quorum of 4, there is no upper limit to membership.

Some members have expressed an interest in sitting on all three committees.

	Finance and GP	Environment	Planning Consultative	Complaints Sub-Committee
1	Cllr M Hawkes	Cllr Mrs R Burke	Cllr Mrs R Burke	Cllr Mrs C Holmes
2	Cllr Mrs C Holmes	Cllr D Green	Cllr D Green	Cllr D Green
3	Cllr J Randall	Cllr M Hawkes	Cllr M Hawkes	Cllr Mrs N Senior
4	Cllr Mrs N Senior	Cllr Mrs C Holmes	Cllr J Randall	Cllr J Staig
5	Cllr D Shortell	Cllr J Randall	Cllr T Salt	Cllr K Wilkes
6	Cllr J Staig	Cllr T Salt	Cllr Mrs N Senior	Cllr Mrs P Yeo
7	Cllr C Way	Cllr D Shortell	Cllr C Way	
8	Cllr K Wilkes	Cllr J Staig	Cllr K Wilkes	
9	Cllr Mrs P Yeo	Cllr Mrs P Yeo	Cllr Mrs P Yeo	
10				
	<i>Quorum 4</i>	<i>Quorum 4</i>	<i>Quorum 4</i>	<i>Quorum 3 (from 6)</i>
	Good Citizen Award Panel	WESTIVAL Day group (3 min)	Cemetery WP (3)	
	Cllr Mrs R Burke	Not currently required	currently in abeyance	
	Cllr Mrs C Holmes			
	Cllr J Randall			
	Cllr Mrs N Senior			

AGENDA ITEM 9 - Representatives on outside bodies

Below is a provisional list of representatives, any vacancies can be decided during the meeting.

Position	No. of reps required	
DAPTC:		
Town and Larger Parish Committee	2	Cllr Keith Wilkes, Cllr C Way
Eastern Area Committee	2	Cllr Keith Wilkes, Cllr C Way
Youth Club Liaison Representative	1	Cllr C Way
Footpath Liaison Officer	1	VACANT – not required
Tree Preservation Officer	1	VACANT – not required
Allotment Association Representative	1	Cllr Mrs Nicki Senior
Dementia Friends	1	Cllr Penny Yeo

AGENDA ITEM 10 – APPROVE COUNCIL MINUTES 25.04.25

3306

WEST MOORS TOWN COUNCIL

MINUTES of the **TOWN COUNCIL MEETING** held on Thursday 24th April 2025 in
The Pavilion, Fryer Field at 7.30pm.

PRESENT:

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

OTHERS PRESENT: Mrs Judi Weedon, Town Clerk
2 members of Public

APOLOGIES: Cllr J Randall
(reasons for absence were noted)
Dorset Councillor A Skeats

24/336 QUESTIONS FROM MEMBERS OF THE PUBLIC

A member of the public came to talk to members about agenda item 11, road safety outside Oakhurst school.

24/337 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)
None

24/338 TO APPROVE AND SIGN MINUTES OF THE TOWN COUNCIL MEETING HELD ON 27th MARCH 2025
Having been circulated, the minutes on pages 3301-3305 were agreed, adopted and signed.

24/339 TO APPROVE AND SIGN THE REPORT OF THE ANNUAL TOWN ASSEMBLY HELD ON 10th APRIL 2025
Having been circulated, the report was agreed, adopted and signed.

24/340 TO RECEIVE TOWN CLERKS REPORT

1. The Assistant to the Clerk has now registered to complete the Introduction to Local Government (ILCA) qualification.
2. A 3.2% pay increase has been offered to Council staff, this will now go to the unions for discussions.

24/341 ACCOUNTS FOR PAYMENT
It was
RESOLVED that the accounts for payment be approved as attached on page 3309 of these minutes. (Cllr's Wilkes and Yeo to authorise the electronic payments)
Voting: unanimous

24/342 CONFLICT OF INTEREST FORM - BDO
At the request of the external Auditor BDO LLP, a conflict-of-interest form was discussed and completed, and it was
RESOLVED that no councillors or staff had any conflict of interests with BDO LLP
Voting: unanimous

24/343 ANNUAL GOVERNANCE STATEMENT AND STATEMENT OF ACCOUNTS 2024/25
Members reviewed the Annual Governance Statement and the Annual Statement of Accounts for 2024/25

Members considered each of the Annual Governance statements and all members agreed that they confirmed to the best of their knowledge and belief that the council complied with all the governance statements.

- a) **RESOLVED that the Annual Governance Statement for 2024/25 be approved and signed by the Chair.**

Voting: unanimous

Members then reviewed the figures on the Accounting Statements, it was then

- b) **RESOLVED that the Accounting Statements for 2024/25 be approved and signed by the Chair. A copy of the Accounting Statement is attached to these minutes on page 3310.**

Voting: unanimous

It was noted that the Electors Rights has been scheduled for 3rd June to 14th July 2025

24/344 ASSET REGISTER

Members having previously received a copy of the asset register reviewed its contents and were content that it held all the relevant information.

24/345 ROAD SAFETY SIGNS FOR SCHOOLS

Members having received a request at the annual town assembly for assistance to aid parking issues outside schools, considered purchasing 'Fun' No parking signs to donate to Oakhurst school.

Local resident explained to members that there is regular issue with parking on the zig zag lines outside the school and that as a parent felt that something should be done before an accident happened. It was explained that the school was prepared to put out signs and take them back in on a daily basis and that the proposed signs are being used in other counties, however none were used in Dorset. The Castleman Community Larder had offered £1000 towards the purchase of the signs. The total cost of 8 signs being £1390.

It was explained that Dorset Council had been approached for permission to use these signs on the highway outside the school but were reluctant, the road safety team at DC and the police had also been contacted, but at the time of the meeting no reply had been received.

Concern was raised about WMTC funding something that DC had not approved for use on the highway.

Cllr Shortell stated that he would follow up with Dorset Council to find out if these types of signs can be used.

Members agreed to pursue this matter with Dorset Council and to readdress once permission from DC was received in the meantime the clerk was asked to contact the parking enforcement team to ask them to pay regular visits to the area at the appropriate time of day.

24/346 PARK WAY CAR PARK CCTV AND PROTECTION FOR PUBLIC TOILETS

Members reviewed two quotes for the installation of CCTV to cover the car park and toilets as well as a quote for a metal grill over the gent's external door after a recent spate of vandalism.

Concern was raised that CCTV costs a lot of money for no benefit, as very rarely anyone get prosecuted after being caught causing damage on CCTV.

There was a suggestion that the toilets should be closed completely for a period of time, however members felt that this was not an option they would consider.

A member asked why we lock the facility at all, and that it should be left open 24 hours a day. Other members felt that the facility should be locked up at night.

After debate it was

RESOLVED that a metal grill be installed over the entrance door to the gents' toilets at a cost of £1020 and that signage is placed in the area stating that it is covered by CCTV.

Voting: 10 for, 1 abstention

24/347 STRATEGIC PLAN – THE WAY FORWARD

Members discussed the way forward to produce a strategic plan for the Council.
It was agreed that all councillors should be involved in writing the plan and that each committee should now look at the areas specific to them to come up with the objectives and actions, with timescales, for the Strategic Plan considering the results of the surveys that had been carried out.

Clerk to ensure this matter appears on each committee agenda.

24/348 DORSET COUNCILLOR REPORT

Members received a written report from Dorset Councillors Shortell regarding traffic safety proposals for a Public Space Protection Order in Dorset to cover areas that succumb to heath fires and a meeting with the Police and Crime Commissioner in Corfe Mullen scheduled for the 1st May

A copy of the full report is available in the council office.

24/349 WESTIVAL 2025 UPDATE

Members received an update on the planning for this event.

To date there are 53 stalls confirmed, and 11 food vendors and 122 vehicles for the car show booked to attend.

There are at least 7 new stalls coming for the first time.
All sponsorship is confirmed.

24/350 INFORMATION FROM MEMBERS

Cllr Mrs P Yeo reported that the Dementia Action Group thanked the council for attending the training session and for proving lovely feedback

Cllr Shortell reported that he tried to attend the Memorial Hall meeting in April, but it appeared that the meeting was not being held. He will try again next month.

Cllr Staig reported that the 30mph sign entering West Moors from Three Cross on the left-hand side required cleaning. Clerk to report

24/351 CORRESPONDENCE

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

The Chair declared the meeting closed at 20:32 hrs.

The next meeting of the Town Council will be held on 15th May 2025 at 19:30hrs.

SIGNED DATE
Chair

Payment made in between meetings			
Payment method	Invoice amount	Invoice date	Details
EB 25.04	£4,707.82	31.03.25	Staff Salaries - Month 1
Payment list dated 24.04.25			
Payment method	Invoice amount	Invoice date	Details
EB 30.04	£1,544.11	31.03.25	Terrafirma - Grounds maintenance for March
EB 30.04	£823.35	14.03.25	Dorset Council - Non-Domestic Rates - Cemetery
EB 30.04	£114.00	20.03.25	Dementia Action Group - Grant 2025/26
EB 30.04	£105.00	01.04.25	ICCM - Annual Membership
EB 30.04	£165.00	02.04.25	Southern Canopy sales and Hire - DEPOSIT for Gazebos for Westival
EB 30.04	£1,080.00	02.04.25	Elite Playground Inspections - Monthly inspections of all play areas from April 2025 to March 2026
EB 30.04	£132.97	07.04.25	Aquacare - Monthly water monitoring at Pavilion - April
EB 30.04	£560.71	08.04.25	Dorset Council - Waste Services - Cemetery, Fryer Field and office
EB 30.04	£100.00	27.03.25	Dorset History Centre - Donation (minute no 24/329)
EB 30.04	£144.00	10.04.25	SLCC - ILCA training for staff
EB 30.04	£100.00	11.04.25	The Falcon Crest - Westival event cost
EB 30.04	£290.00	10.04.25	Steamship Circus - Westival event cost
EB 30.04	£1,858.05	14.04.25	HMRC - Tax and NI - Month 1
EB 30.04	£1,739.91	14.04.25	Dorset Council - Pension contributions - Month 1
EB 30.04	£450.00	15.04.25	Lightatouch - End of year internal audit
EB 30.04	£30.00	31.03.25	Xerocad - Artwork for Westival Car stickers
EB 30.04	£1,960.00	16.04.25	Teccheck - 2 x new computers and monitors for council office including setup costs
EB 30.04	£1,422.00	21.04.25	Verwood Cleaning Services - Pavilion and public toilet cleaning 17.03.25 to 12.04.25
TOTAL	£12,619.10		
Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DC 29.03	£100.00	29.03.25	Canva - Annual subscription
DC 03.04	£21.98	03.04.25	Screwfix - Light bulb for office
DC 08.04	£17.00	08.04.25	Hobbycraft - Paper for certificate printing
DC 09.04	£11.50	09.04.25	Vinney's Trophies - Trophy for Good Citizen Award
DC 09.04	£18.78	09.04.25	Lidl - Refreshments for Annual Town Assembly
DD 09.04	£18.00	09.04.25	Sage - Payroll software
DD 18.04	£9.50	10.03.25	Lloyds Bank - Service charge
DD 14.04	£21.85	04.01.25	Source for Business - Water charges - Allotments - 02.03.25 to 02.04.25
DD 25.04	£136.91	01.04.25	1st Connect - Phone and broadband charges for office and pavilion
DD 02.05	£13.35	16.04.25	British Gas - Electricity charges - Public toilets - 01.04.25 to 11.04.25
DD 12.05	£3,469.11	14.04.25	Public Works Loan Board - Loan repayment No 30
Total	£3,837.98		

Section 2 – Accounting Statements 2024/25 for

WEST MOORS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	213,022	211,265	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	175,355	183,444	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	68,292	100,018	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	98,053	95,682	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	6,938	6,938	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	140,412	157,839	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	211,265	234,268	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	207,030	229,700	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	862,921	867,579	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	40,145	34,529	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

04/04/2025

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

3311

WEST MOORS TOWN COUNCIL

MINUTES of the **PLANNING CONSULTATIVE COMMITTEE** held on
Thursday 1st May 2025 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.00pm

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

OTHERS PRESENT: Judi Weedon, Town Clerk

APOLOGIES: Cllr M Hawkes
(reasons for apologies were noted)

24/352 DECLARATIONS OF INTEREST
None

24/353 PUBLIC DISCUSSION PERIOD
None

24/354 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.

No applications were considered.

24/355 NOTIFICATION OF DECISIONS FROM DORSET COUNCIL

P/HOU/2024/07120 - 280 Station Road
Erect single storey rear side extension. Brickwork parapet to match existing brickwork.
WMTC Comments
No objection
Dorset Council Decision
Permitted

P/NOTP/2025/00652 - Pennington Road West Moors BH22 0JQ
Removal of payphone
WMTC Comments
No objection
Dorset Council Decision
Dorset Council website says Response given; however, no details of the response are available

P/STA/2025/00791 - 149-151 West Moors Filling Station
Upgrade from a single phase to three phase power supply. As part of SSE's reinforcement works to facilitate this request we need to carry out the following to an existing overhead line network: H.V shut down - H.V shutdown cards 1-49: 1 x Dismantle OHL Light duty, 2 x Dismantle H.V pole, 4 x Dismantle Block and stay, 1 x Dismantle H.V pole term all works. Then 1 x Install Terminal pole, 1 x Pole term all works, 1 x Install section pole, 4 x Install block and stay, Install 1 span of HD OHL, 71 m x 120 BLX, 1 x Reconnect OHL H.V Line Light, 1 x Reconnect OHL H.V Line heavy, re terminate H.V underground
WMTC Comments
No objection

Dorset Council Decision

Dorset Council website says Response given; however, no details of the response are available

P/HOU/2025/00971 - 197 Uplands Road

Demolish garden room and porch and erect new garden room and porch.

WMTC Comments

No objection

Dorset Council Decision

Permitted

24/356 NOTIFICATION OF PLANNING APPEALS

None

24/357 NOTIFICATION OF TREE MATTERS**Tree Preservation Orders:**

None

Tree Work

2 The Avenue	REQUEST TO: T1 Oak - Reduce and reshape by 2-3 meters all over. T2 & T3 Oak - Fell to ground level and replace with 2-3 meter tall oaks. T4 Oak - Crown lift over the drive to the rear. T5 Oak - Crown lift over drive to the rear.
45 Pinehurst Road	REQUEST TO: T1 Oak – Reduce limbs above garden of No 45 by 6m
27A Glenwood Road	REQUEST TO: Common Oak - Remove epicormic growth and stub from trunk. Lawson Cypress - Remove large spire to hedge height. Sweet Chestnut - Remove lowest stem with included bark (approximately 15cm diameter). Reduce large Easterly limb overhanging neighbours garden by 1.5-2m to suitable growth points. Reduce Southerly aspect over highway by 1.5-2m to suitable growth points. Lift to 5.2m over highway. Common Oak - Lift canopy over driveway to 4m and highway to 5.2m
2 Abbey Road	REQUEST TO: Lawson Cypress x 3 - Fell to ground level. Plant new hedge along boundary. Silver Birch - Fell to ground level. Replant with Liquidambar styraciflua
54 Glenwood Road	REQUEST TO: Lawsons Cypress - Fell to Ground.
4 Abbots Way	REQUEST TO: Cypress- Crown lift to 3m over driveway, Remove lowest limbs 1.5m clearance from roof. Cypress- Crown lift removing lowest limbs until 1.5m clearance from roof. Cypress- Crown lift removing lowest limbs until 1.5m clearance from roof. Cypress- Fell twin stem in garden to ground level.

45 Pinehurst Road	REQUEST TO: Oak - Reduce the limbs above the garden of No.45 by approximately 6m
2 The Avenue	REQUEST TO: Oak - Reduce and reshape by 2-3 meters all over. Oak x2 - Fell to ground level and replace with 2-3 meter tall oaks. Oak x2 - Crown lift over the drive to the rear.

24/358 STRATEGIC PLAN – PLANNING AND DEVELOPMENT

Members having reviewed the consultation responses discussed what they would like in the strategic plan. After discussion it was agreed that the original draft as written by Cllr Senior be used, ensuring that it is noted that Dorset Council make the final decision on any planning matters.

During the discussion, members spoke about the doctor's surgery in West Moors and who difficult it is to make an appointment.
Cllr way also reported that he had received a complaint about the disabled parking bays in the park way car park being difficult to use because of the hump in the road.

24/359 CORRESPONDENCE
None

The Chairman declared the meeting closed at 19.17 hrs

The next meeting of the Planning Consultative committee is scheduled for the 29th May 2025.

SIGNED DATE
CHAIR OF PLANNING CONSULTATIVE COMMITTEE

3314

WEST MOORS TOWN COUNCIL

MINUTES of the **ENVIRONMENT COMMITTEE** held on
THURSDAY 1st MAY 2025 in the Pavilion, Fryer Field, West Moors at 7.30pm.

PRESENT:

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

OTHERS PRESENT: Judi Weedon, Town Clerk

APOLOGIES: None

24/360 QUESTIONS FROM MEMBERS OF THE PUBLIC
None.

24/361 DECLARATIONS OF INTEREST/DISPENSATIONS
None.

24/362 TO RECEIVE THE CLERK'S REPORT

- a) Tree Inspections were completed on the 10th March 2025. No actions were found to be required at this time.
- b) Park Way Car Park: Relining of the car park has been completed, and Dorset Council have repaired all the potholes.
- c) The Spinney has a new wooden sign thanks to local resident Keith Randell and to Dorset Council for assisting with installing it.
- d) The Strays of Greece dog show is due to be held at Fryer Field on the 18th May 2025, they have been charged £50 for the hire of the field and pavilion for the day.
- e) Goal posts are due to be taken down in early May. New goal posts will be purchased before the start of the new football season (as budgeted for).
- f) The Floodlight control box door is broken and needs replacement as soon as possible. This metal door is very old and is rusted making it hard to open/close. There was also a recent incident where someone got into the box and switched off the power to CCTV. Quotes are being sought for a replacement metal door.
- g) Dorset Council Please Slow Down Trial. The PCC in a recent newsletter highlighted a trial to assist with slowing vehicles down. The clerk wrote to DC to be included in the trial (Glenwood Road area), which has been declined, they stated *'We would not be looking to use these in West Moors, as you already have a very good SID programme. We could look at how the SID could potentially be used to support Glenwood Road. The first step would be to get a speed survey done, so we can see if there is an issue there. A survey would cost £295+VAT. Please note you already have 3 sites for your existing SID, so adding any further sites would mean purchasing another SID.'*
Cllr Salt will be following this matter up.

24/363 CEMETERY MATTERS

- a. Unapproved memorial on plot OO16 – Members felt that the family had now had enough time to order the permanent memorial which had been approved and asked that the clerk write to the family stating that the unapproved memorial would be removed and stored if the permanent approved memorial had not been ordered within one month.

Post meeting note: The stone mason has confirmed that the approved memorial has been ordered and is likely to arrive in the country within the next few weeks, once arrived they will endeavour to fix as soon as possible.

- b. Artificial grass on graves, members asked that the clerk write to all those plot owners that still had artificial grass on the plots, requesting that it be removed.
- c. Cemetery boundary fence with 26 Priory Road. Members discussed some work that had been carried out to stabilise the boundary fence by the residents and concern that screws had been placed in trees. After writing to the residents about this, they informed the Council that the fence was the Council's responsibility.
The clerk had researched all the documents held in the council office and could not determine who was responsible for this fence.
Members asked the clerk to contact the residents to see if they could provide evidence of responsibility before making any binding decisions.

24/364 UPDATE: PUBLIC TOILETS

Verwood cleaning services have identified who is regularly leaving alcohol bottles in the toilets and have approached them about it.

24/365 UPDATE: ALLOTMENTS

The area in front of the main entrance gate to the allotments which gets very muddy, has been tidied up by Sturts Farm. Clerk to send thank you letter.

Cllr Shortell left the meeting at 8pm due to another commitment.

24/365 STRATEGIC PLAN

Members discussed the Environment and Community, and Highways section of the strategic plan. Cllr Holmes having produced a draft document for members to review. Members agreed with the format of the draft.

Members spent time discussing the finer detail of the wording for some items such as fun runs and community walks.

Cllr Holmes stated that she felt that some items that will appear in the final strategic plan document should be started, such as additional signage at Fryer Field.

Cllr Salt agreed to write something for inclusion in the plan for highways in time for the next meeting.

Members spent time discussing issues with the local doctor's surgery and felt that it may be appropriate to ask for a meeting with the practice manager to find out about any ongoing issues they have.

24/311 CORRESPONDENCE

Allotment And Leisure Gardener Issue 1 2025

The Chairman declared the meeting closed at 20:30hrs

The next meeting of the Environment Committee is scheduled for 1st May 2025 at 19:30hrs

SIGNED DATE
Chair of Environment Committee

AGENDA ITEM 12 – 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. Please can you check your Register of Interests and let me know if they need updating, this needs to be done before the end of May. [Check your ROI here](#) or they are also available on the [Town Council website](#)
2. Please can members check the Bio on the Town Council Website and let me know if any changes are required. [Check your bio here](#)
3. The AGAR and supporting documentation were send to BDO LLP on 29th April 2025.
4. Asset Transfers: After chasing once again, we have been informed that more resources are now available to look at these, a site meeting has been scheduled for 20th May.

AGENDA ITEM 13 – Accounts for Payment

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

AGENDA ITEM 14 – Code of Conduct

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review the Code of Conduct to ensure it is still fit for purpose.

[A copy of the Code of Conduct can be found here](#)

Recommendation

No changes have been issued to the Code by NALC.

The Code of Conduct is fit for purpose and requires no changes.

AGENDA ITEM 15 – Delegation arrangements

Review of Delegation Arrangements to Committees, Sub-Committees and Employees

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review any delegation arrangements it might have for its Committees, Sub-Committees and Employees.

Delegation Arrangements to Committees

The Town Council operates with a committee structure, which has been in place for many years and has worked well. Each Committee operates within an agreed remit (terms of reference). Committees are Planning Consultative, Finance and General-Purpose and Environment.

Delegation Arrangements to Sub-Committees

The Town Council at present does not have any formal sub-committees. The Town Council generally operates with Working Groups that are established either by the Town Council or by a committee and meet as frequently as is required while a particular issue is considered. A Working Group reports back to either its parent committee or the Town Council on a regular basis or once the task has been completed. When the task of the Working Group has been completed the Working Group disbands.

Delegation Arrangements to Employees

The Town Council delegates a range of tasks and responsibilities to various employees of the Council and these are clearly detailed in the Standing Orders and Financial Regulations.

Recommendation

The delegation arrangements the Town Council presently has in place in relation to Committees, Sub Committees and Employees as detailed above do not appear to require change for the 2025/26 Municipal year, hence the Town Council is requested to approve the report.

AGENDA ITEM 16 – Review of arrangements for services provided.

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review any arrangements for services provided.

General Servicing Agreements

The Town Council has agreements in place with the following providers for essential services:

- Fire and Intruder Alarms
- CCTV
- Fire appliances
- Utilities contracts
- Waste disposal
- Sanitary waste disposal
- Photocopier
- Insurance – The Town Council approved a three-year contract for its insurance provision in September 2023.

Service Level Agreements

- a) Terraforma Maintenance Southern Limited – Annual contract for maintenance of Fryer Field, Cemetery and Petwyn
- b) Terraforma Maintenance Southern Ltd – Annual contract for Lengthsman services
- c) Verwood Cleaning Services – Rolling contract for public toilet cleaning
- d) Verwood Cleaning Services – Rolling contract for Pavilion cleaning

Should you wish to view any of the documentation referred to in this report, please contact the Town Clerk.

Recommendation

That the Town Council notes the arrangements currently in place.

AGENDA ITEM 17 – Westival Update

An update will be provided at the meeting

AGENDA ITEM 18 – 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 19 – 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 20 – Correspondence

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