

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](mailto:office@westmoors-tc.gov.uk)



Dear Councillor

You are summoned to attend the **MEETING OF THE TOWN COUNCIL** to be held on **THURSDAY 28<sup>th</sup> AUGUST 2025** at **7.30pm** in St Anthonys Church Hall, Pinehurst Road to transact the following business:

*J Weedon*

Judi Weedon  
Clerk

21<sup>st</sup> August 2025

**Prior to the meeting from 7.15pm Cllr Nick Ireland, Leader of Dorset Council will be available to answer questions from residents. Please do join us.**

Cllr Mrs R Burke – Chair  
Cllr J Staig– Vice Chair

Cllr D Green  
Cllr T Salt

Cllr M Hawkes  
Cllr Mrs N Senior  
Cllr K Wilkes

Cllr Mrs C Holmes  
Cllr D Shortell  
Cllr Mrs P Yeo

Cllr J Randall  
Cllr C Way

## 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 31<sup>st</sup> July 2025 \(pages 3356-3359\). To Receive any Matters Arising from them \(for information only\)](#)
5. To Approve, Adopt and Sign the following Committee meeting reports:
  - a) [Planning Consultative committee](#) 07.08.25 (pages 3360-3362)
6. [To Receive Clerks report](#)
7. [To Approve Accounts for Payment](#)
8. [To Receive External Audit](#)
9. [To Discuss applying to Dorset Council for 20mph limit along Station Road and surrounding areas.](#)
10. [To Receive Report from Dorset Councillors](#)
11. [To Receive Information from Members](#)
12. [To Receive 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.*

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### **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

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### **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.

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## AGENDA ITEM 4 – APPROVE COUNCIL MINUTES 31.07.25

3356

### WEST MOORS TOWN COUNCIL

**MINUTES** of the **TOWN COUNCIL MEETING** held on Thursday 31<sup>st</sup> July 2025 in  
The Pavilion, Fryer Field at 7.45pm.

**PRESENT:**

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

**OTHERS PRESENT:** Dorset Councillor A Skeats  
1 member of public

**APOLOGIES:**

Cllr J Randall	Cllr T Salt	Cllr J Staig
(reasons for apologies were noted)		

**25/103 QUESTIONS FROM MEMBERS OF THE PUBLIC**  
None

**25/104 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)**  
None

**25/105 TO APPROVE AND SIGN MINUTES OF THE TOWN COUNCIL MEETING HELD ON 26<sup>th</sup> JUNE 2025**  
Having been circulated, the minutes on pages 3338-3342 were agreed, adopted and signed.

**25/106 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES**

- a. **The Report of the Planning Consultative Committee** held on the 10<sup>th</sup> July 2025, pages 3343-3344 as circulated, was confirmed, adopted and signed.
- b. **The Report of the Finance and General-Purpose Committee** held on the 10<sup>th</sup> July 2025, pages 3345-3352 as circulated, was confirmed, adopted and signed.  
**Recommendation 25/088 was RESOLVED. Voting: unanimous**
- c. **The Report of the Environment Committee** held on the 24<sup>th</sup> July 2025, pages 3353-3355 as circulated, was confirmed, adopted and signed after an amendment to the wording of minute no 25/094.  
**Recommendation 25/098a was RESOLVED. Voting: unanimous**  
**Recommendation 25/098b was RESOLVED. Voting: unanimous**  
**Recommendation 25/098c was RESOLVED. Voting: unanimous**

**25/107 TO RECEIVE TOWN CLERKS REPORT**

1. Asset Transfers: We are still waiting on Wellers Law Group to come back to us about the legal charge. Dorset Council are now keen to move forward with this transfer. They are also putting forward a case for transferring The Spinney and the land at the end of Weavers Close to the Town Council.
2. The DAPTC are still working on a Statement of Reasonable expectations. Once it is ready, it will appear on an agenda for members to comment on. The Clerk has now attended two meetings where this item was the sole discussion.
3. Questions provided by members have been submitted to the doctors surgery.

4. The Clerk is chasing the MOD to try and see if the old NAAFI building in Bond Ave could be utilised for the local community.
5. NALC have agreed a 3.2% increase across all pay bands effective from 1<sup>st</sup> April 2025. This increase will be reflected in the August salaries.

**25/108 ACCOUNTS FOR PAYMENT**

It was

**RESOLVED that the accounts for payment be approved as attached on page 3359 of these minutes. (Cllr's Wilkes and Way to authorise the electronic payments)**

*Voting: unanimous*

**25/109 STRATEGIC PLAN**

Members discussed the draft Town Council Strategic Plan.

Dorset Councillor Skeats expressed concern over some of the Priority 2, Highways wording and suggested additions.

He stated that he felt that he should have been consulted about the plan and that he felt that the Town Council was not putting the Nolan Principles in to practice.

Members noted his comments about adding information about a crossing in Station Road to the plan but agreed that other priorities as stated already broadly covered this.

Cllr Skeats was reminded that he had had every opportunity to attend meetings where the draft plan was being discussed.

Members then agreed that Appendix A of the draft plan be removed.

After discussion it was

**RESOLVED that the Town Council adopt the Strategic Plan as presented, (with the removal of Appendix A).**

*Voting: unanimous*

The Strategic Plan to be put on the website and sent out via the council newsletter.

The document to be reviewed regularly at Council meetings.

**25/110 COUNCIL INSURANCE COVER**

Members reviewed the council insurance policy and schedule, with Hiscox's to ensure it was still fit for purpose.

After review it was

**RESOLVED that the current insurance policy and schedule was adequate for the council's requirements and that the policy be renewed.**

*Voting: unanimous*

**25/111 PHOTOGRAPHIC COMPETITION**

A motion put forward by Cllr Mrs P Yeo to hold a photographic competition to capture the seasons in West Moors.

Members having received detailed information about how the competition would run agreed that it would be a nice thing to do, it was therefore

**RESOLVED that the Town Council hold a photographic competition to capture the four seasons of West Moors as detailed in the proposal. The competition to start with the Autumn season on the 1<sup>st</sup> September.**

*Voting: unanimous*

The competition to be reviewed after the end of each season.

**25/112 DORSET COUNCILLOR REPORT**

Members received a written report from Dorset Councillors Shortell and Skeats regarding the recent findings from an investigation into health and safety compliance at Dorset Council which has led to 11 interim officers having their contracts terminated. They further reported on the planning appeal for Blackfield Farm and the DC Local Plan consultation due to start on the 18<sup>th</sup> August.

Cllr Mrs Holmes questioned why there had been very little information released about the potential loss of staff at DC, through redundancy.

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

**25/113 WESTIVAL 2025 DEBRIEF**

Members received a debrief report on the event, all agreed that the event was well received and a great success.

**25/114 INFORMATION FROM MEMBERS**

Cllr Mrs P Yeo reported that she had been unable to attend the last Dementia Action Group meeting. Cllr Shortell asked if there was a safe house in West Moors for people suffering with dementia. Cllr Yeo to enquire.

Cllr Mrs C Holmes reported that she had asked to participate in the Patient Participation Group for the Village Surgery.

Cllr C Way reported on youth club matters.

**25/115 CORRESPONDENCE**

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

The Chair declared the meeting closed at 20:31 hrs.

The next meeting of the Town Council will be held on 28<sup>th</sup> August 2025 at 19:30hrs.

SIGNED ..... DATE .....  
Chair



<b>Payments made in between meetings</b>			
EB 31.05	£4,783.07	15.07.25	Staff Salaries - Month 4
<b>Total</b>	<b>£4,783.07</b>		
<b>Payment list dated 31.07.25</b>			
Payment method	Invoice amount	Invoice date	Details
EB 31.05	£55.00	08.07.25	Cole Management Services - Office and bus shelter window cleaning - July
EB 31.05	£80.00	10.07.25	Charlotte Geary - Westival
EB 31.05	£25.66	07.07.25	Source for Business - Water charges for public toilets - 04.06.25 to 06.07.25
EB 31.05	£250.00	14.07.25	Urban Displays - Westival
EB 31.05	£300.00	15.07.25	Wessex 4x4 - Westival Car park marshalling services
EB 31.05	£200.00	15.07.25	Know Wander Art Club - Westival
EB 31.05	£1,885.76	15.07.25	HMRC - Tax and NI - Month 4
EB 31.05	£1,773.88	15.07.25	Dorset Council - Pension contributions - Month 4
EB 31.05	£1,392.00	11.07.25	Verwood Cleaning Services - Public toilet and pavilion cleaning June
EB 31.05	£100.00	15.07.25	Shotby.co - Westival photography
EB 31.05	£50.00	16.07.25	AED 29 Medical - First Aid cover for Westival
EB 31.05	£385.00	16.07.25	Southern Canopy Sales and Hire Ltd - Gazebo hire for Westival
EB 31.05	£100.00	11.07.25	Tal Lazar - Videography of Westival
EB 31.05	£132.97	18.07.25	Aquacare - Water hygiene testing for July
EB 31.05	£300.00	18.07.25	SE and DM Meaden - Picnic bench hire for Westival
EB 31.05	£25.79	25.07.25	Business Supplies Group - Confidential Shredding service
<b>TOTAL</b>	<b>£7,056.06</b>		
<b>Direct Debits and Debit Card payments</b>			
Payment method	Invoice amount	Invoice date	Details
DC 08.07	£7.20	08.07.25	Facebook - Westival Advert
DC 11.07	£7.99	07.07.25	The Range - New base for Westival Flags
DC 16.07	£44.50	16.07.25	Tesco - Gift for Terrafirma for Westival assistance
DC 17.07	£6.64	17.07.25	Facebook - Westival Advert
DC 18.07	£47.47	18.07.25	Screwfix - Anti climb spikes and glue for FF container
DC 28.07	£25.25	28.07.25	Crafty Cow Wholesale: 5 off Allotment plot markers
DD 22.07	£94.81	02.07.25	Source for Business - Water charges - Allotments - 03.06.25 to 01.07.25
DD 09.07	£12.00	09.07.25	Sage - Payroll software
DD 17.07	£12.35	09.07.25	Lloyds Bank - Service charge 10.05.25 to 09.06.25
DD 25.07	£127.77	01.07.25	1st Connect - Phone and broadband changes for July
DD 31.07	£36.36	17.07.25	British Gas - Electricity charges - public toilets - 12.06.25 to 11.07.25
<b>Total</b>	<b>£422.34</b>		

3360

**WEST MOORS TOWN COUNCIL**

**MINUTES** of the **PLANNING CONSULTATIVE COMMITTEE** held on  
**Thursday 7<sup>th</sup> August 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 M Hawkes
Cllr J Randall	Cllr T Salt	Cllr C Way
Cllr K Wilkes	Cllr Mrs P Yeo	

**OTHERS PRESENT:** Judi Weedon, Town Clerk

**APOLOGIES:** None

**25/116 DECLARATIONS OF INTEREST**  
None

**25/117 PUBLIC DISCUSSION PERIOD**  
None

**25/118 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/2025/03599 – 13 Forest Close, BH22 0EU**

Raise roof to accommodate loft conversion, with front & rear dormers, and side extension. (Demolish existing garage).

*No Objection*

**25/119 NOTIFICATION OF DECISIONS FROM DORSET COUNCIL**

**P/FUL/2024/05127 - 54 Pinehurst Road**

Sever plot, demolish garage and erect bungalow.

**WMTC Comments**

No Objection, subject to tree report

**Dorset Council Decision**

Refused - The siting of the proposed dwelling is incompatible with the off-site protected Oak trees which make an important contribution to the setting and character of the locality. The dwelling would be positioned within the root protection area of one of the trees and the tree canopies will overhang the modest garden resulting in detritus and heavy shading that will negatively impact on amenity afforded to future occupiers and is likely to give rise to applications to fell or prune the trees that would be difficult to resist. The proposal is contrary to Policy HE2 and Saved Policy DES7 of the Christchurch and East Dorset Local Plan - Core Strategy adopted April 2014. 2. The site lies within 13.8km of the New Forest Special Conservation Area, Special Protection Area and Ramsar. Within this area impacts from additional residential units have been identified to result in likely significant effects from recreational impact. New green infrastructure needs overlap with Dorset Heathlands Framework requirement, but Strategic Access Management and Monitoring (SAMM) is required as the measures relate to different sites and issues. No SAMM mitigation has been secured so the Page 2 of 4 proposal is contrary to policy ME1 of the Christchurch and East Dorset Local Plan, paragraph 193 of the National Planning Policy Framework 2024 and the Conservation of Habitats and Species Regulations 2017.



**P/CLP/2025/03586 – 26 Queens Close**

Larger extension to existing garage. Existing garage past economic repair. Roof height compliant with permitted development. Additional water runoff from roof to be drained via soakaway.

**WMTC Comments**

N/A - Information only

**Dorset Council Decision**

Granted

**P/CLP/2025/04328 – The Common, Newmans Lane****INFORMATION ONLY - Certificate of Lawfulness**

Single Storey Rear extension, roof lights and porch to bungalow

**25/120 NOTIFICATION OF PLANNING APPEALS****P/OUT/2022/04113 - Land off Blackfield Lane**

Outline application for erection of a church & care home with associated parking & an area for biodiversity enhancement (all matters reserved except access and scale) (revised plans reducing footprint submitted Nov 2023)

The Planning Inspectorate wrote stating that this appeal will now be dealt with via a public inquiry procedure and not the written representations procedure. On the 7<sup>th</sup> August a further letter from the Planning Inspectorate was received stating that the appeal had been withdrawn.

**25/121 NOTIFICATION OF TREE MATTERS****Tree Preservation Orders:**

None

**Tree Work**

Land adjacent to 30 Canterbury Close West Moors BH22 0PJ	<b>REQUEST TO:</b> Hornbeam (multi-stemmed) - Crown lift by the removal of approx. 8 branches of no more than 3-4" diameter to prevent future damage to shed roof and fence; Reduce branches extending over garden, shed and fence of 30 Canterbury Close by 3 metres to suitable pruning points. Beech - Fell to ground level. No plans to replant at this location due to proximity to property boundaries. The area that is currently meadow at SU 08611 01871 is being allowed to revert to oak woodland as there are many saplings from nearby trees.
27 Moorside Road	<b>REQUEST TO:</b> Beech – Prune to give a metre clearance for phone cables Cherry – Prune to give a metre clearance for phone cables Pittosporum – Fell, no replanting proposed.
42 The Avenue	<b>REQUEST TO:</b> Fell Silver Birch Cypress, remove limb growing towards dwelling



**25/122 CORRESPONDENCE**  
None

The Chairman declared the meeting closed at 19.10 hrs

The next meeting of the Planning Consultative committee is scheduled for the 4<sup>th</sup> September 2025.

SIGNED ..... DATE .....  
CHAIR OF PLANNING CONSULTATIVE 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. Asset Transfers: This is moving forward slowly, the town council solicitor has asked that Dorset Council to put the paperwork together so they can look over it. DC are putting a report together for approval. This will take a few weeks.
2. Members received the answers to the questions submitted to the doctors surgery on the 1<sup>st</sup> August.
3. The MOD has informed the Town Council that the old NAAFI building in Bond Ave, has been permanently closed and the utility services disconnected. They stated that the building is not financially viable to commit the necessary funds to a building that has reached the end of its operational life. The site is now awaiting demolition.
4. Neighbourhood Plans: On the 29<sup>th</sup> August 2024 members discussed the pros and cons of producing a neighbourhood plan, after discussion it was agreed to readdress this matter in 12 months. Members are asked to advise the Clerk if they wish to discuss this matter.
5. The Strategic Plan has now been published on the Council website and will feature in the next newsletter, as well as being published on Facebook.
6. The photographic competition has been publicised and has appeared in local publications.
7. Dorset Council Local Plan Consultation is now live and will run until the 13<sup>th</sup> October. Members are invited to attend presentation of the Plan by Dorset Councillors Skeats and Shortell on the 4<sup>th</sup> September. The Town Council has publicised the consultation via Facebook and the website. Posters will also be placed on all the noticeboards.

## **AGENDA ITEM 7 – Accounts for Payment**

A list of payments has been sent separately with the agenda.

## AGENDA ITEM 8 – EXTERNAL AUDIT

The External Auditor BDO has now completed the audit.

A copy of the audit certificate is shown below.

No matters came to their attention, however the comment below was shown on their email

### Minor scope for improvement

During our review we are bringing to your attention the following points for minor scope for improvement:

- Boxes 1 to 6 in the prior year do not add up to Box 7 by £1. Rounding should be checked to ensure not only the correct figure is used for box 7 but the numbers add up correctly.

### Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

West Moors Town Council

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

None

(continue on a separate sheet if required)

#### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

ENTER BDO LLP - Southampton AUDITOR

External Auditor Signature

DocuSigned by:

BDO LLP

467DFB746A8A428

SIGNATURE REQUIRED

Date

12 August 2025

YYYY



## **AGENDA ITEM 9 – 20MPH SPEED LIMITS**

Members are asked to discuss whether they would like to apply to Dorset Council for a speed limit reduction along Station Road and surrounding areas.

### Background information

Earlier in 2025 Dorset Council launched a scheme to allow Communities to apply to have the speed limit reduced to 20mph.

Information is available here <https://www.dorsetcouncil.gov.uk/w/20mph-limits-and-zones>

Appendix A attached separately shows the impact of a speed reduction on safety and stopping distances.

The Town Council surveys carried out for the Strategic Plan, saw 130 people respond to the highways survey.

20% of respondents indicated that a 20mph limit outside St Marys School was the most important highways objective.

21% of respondents indicated that a 20mph limit from Pinehurst Road to beyond St Marys School was the most important highways objective.

Cllr Skeats and Cllr Salt also put out a petition asking people to agree to a reduced speed limit along Station Road, this petition was not discussed, approved or endorsed by the Town Council, it is understood it has around 200 signatures on it.

### How to Proceed

In order to proceed with any application for a reduced speed limit, full public consultation would be required as community support is vital, this can be done through Facebook, Local WhatsApp groups, door to door surveys, leaflet drop to every household or public meetings.

Attached separately in Appendix A are two examples of a consultation leaflets produced by other communities

Collision data is also required, so it is advisable that all non-injury collisions and near misses are reported to Dorset Council

[Report a non injury collision or near miss - Dorset Council](#)

### Roads to be included in 20 mph scheme

A plan would need to be produced highlighting the roads that would be affected.

If a 20mph scheme was implemented along Station Road, then this would also affect all side roads, or they would need to be signed with 30mph terminal points.

Appendix A shows example plans showing how a 20mph limit along certain parts of Station Road would affect the side roads.

Additional Speed surveys may be required by Dorset Council at a cost to the Town Council.

Members are asked how they would like to proceed.

### **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.

Cllr Way will report on the youth club and a copy of their latest accounts is attached.

### **AGENDA ITEM 12 – Correspondence**

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