

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 25th SEPTEMBER 2025** at **7.30pm** in The Pavilion, Fryer Field to transact the following business:

J Weedon

Judi Weedon
Clerk

18th September 2025

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 28th August 2025 \(pages 3362-3367\). 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](#) 04.09.25 (pages 3368-3369)
 - b) [Environment committee](#) 04.09.25 (pages 3370-3371)
 - c) [Finance and General-Purpose committee](#) 18.09.25 (pages 3372-3375)
Recommendation 25/154
6. [To Receive Report from Dorset Councillors](#)
7. [To Receive Clerks report](#)
8. [To Approve Accounts for Payment](#)
9. [To Consider nomination of Assets of Community Value](#)
10. [To Approve Risk Management Statement](#)
11. [To Respond to Dorset Local Plan Consultation](#)
12. [To Respond to the Statement of Reasonable Expectations produced by the DAPTC](#)
13. [To Receive Information from Members](#)
14. [To Receive Correspondence](#)

COUNCIL MINUTES ARE AVAILABLE TO VIEW AT www.westmoors-tc.gov.uk

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 28.08.2025

3362

WEST MOORS TOWN COUNCIL

MINUTES of the **TOWN COUNCIL MEETING** held on Thursday 28th August 2025 in St Anthony's Church Hall, Pinehurst Road at 7:30pm.

Prior to the start of the meeting the Chair welcomed Cllr Nick Ireland, Leader of Dorset Council. Cllr Ireland took questions from residents prior to the start of the council meeting (25 residents were present).

PRESENT:

Cllr Mrs R Burke - Chair		
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 K Wilkes
Cllr Mrs P Yeo		

OTHERS PRESENT: Mrs Judi Weedon, Town Clerk
Cllr N Ireland – Leader of Dorset Council
Dorset Councillor A Skeats
25 members of the public

APOLOGIES: Cllr C Way (no reason was noted for absence)

25/123 QUESTIONS FROM MEMBERS OF THE PUBLIC

Many residents were present for agenda item 9, 20mph speed limit reduction discussion.

Resident 1: Lives in Three Cross and raised concerns about the national speed limit on the road from Three Cross to West Moors. Stated that a 20mph speed limit would cause congestion, extra pollution and extra risks to people. What is needed is traffic calming investment. The national speed limit needed to be addressed rather than a 20mph limit.

Resident 2: Welcomed the possibility of a speed reduction for safety reasons outside St Marys school. The resident who works for DC as the school crossing patrol stated that it is difficult to stop traffic coming from Three Cross direction. They stated that in a 3 week period they counted over 300 people not wearing seatbelts, had 25 fail to stop and 30 people were seen using their mobile phones whilst driving. They also stated that when there are local road works drivers tend to be more impatient.

The pathway on which the children have to stand on to cross the road to the school is very narrow.

Resident 3: stated that from Gulliver's Farm to Pandoras in Pinehurst Road is only 1.8 miles and at 30mph that journey time is 4 mins at 20mph this would be 6 minutes.

They asked why the speed camera does not work and said that average speed cameras would be a better option. They also stated that Uplands Road saw plenty of speeding vehicles.

Resident 4: stated that they lived in Glenwood Road and had lots of speeding vehicles, with some cars travelling at 60mph, they felt there is a lawless attitude in West Moors and most of the offenders are residents.

Resident 5: Concern re crossing roads in West Moors due to the high volume of traffic.

Cllr Ireland left the meeting after this agenda item was closed.
The Chair thanked Cllr Ireland for his attendance.

25/124 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)
None

25/125 TO APPROVE AND SIGN MINUTES OF THE TOWN COUNCIL MEETING HELD ON 31st JULY 2025

Having been circulated, the minutes on pages 3356-3359 were agreed, adopted and signed.

25/126 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

- a. **The Report of the Planning Consultative Committee** held on the 7th August 2025, pages 3360-3362 as circulated, was confirmed, adopted and signed.

25/127 TO RECEIVE TOWN CLERKS REPORT

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 1st 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 29th 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 13th October. Members are invited to attend presentation of the Plan by Dorset Councillors Skeats and Shortell on the 4th September. The Town Council has publicised the consultation via Facebook and the website. Posters will also be placed on all the noticeboards.

25/128 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 3366-3367 of these minutes. (Cllr's Senior and Wilkes to authorise the electronic payments)

Voting: unanimous

25/129 EXTERNAL AUDIT 2024/25

Members received a copy of the external auditor certificate and noted that no matters came to their attention.

It was noted that all statutory notices had been placed on noticeboards and on the Town Council website.

25/130 20MPH SPEED LIMITS

Members discussed whether they wished to apply to Dorset Council for a speed limit reduction along Station Road and surrounding areas.

Councillors comments included:

- West Moors would struggle to meet the criteria stated in the Dorset Council 20mph policy document.
- 20mph is generally for residential roads as quoted by the Department of Transport criteria.
- Should not be considering a speed reduction on strategic roads.
- Station Road is classed as a distributor road
- If reduce speed, this may increase pollution
- Lots of residents scared to walk along stretches of Station Road because of narrow footpaths, being so close to speeding traffic.
- An unofficial petition has gained over 300 signatures for a speed reduction.
- How would a reduced speed limit be enforced.
- Need answers to questions before proceeding, such as how many collisions are because of speed, will a reduced speed limit lead people into a false sense of security. How many people do not use the correct crossing places when crossing the road.
- How many people prior to the petition spoke to the council about speed.
- Irresponsible drivers will not abide by a 20mph limit
- Concern re raising public expectations
- Is there a possibility of changing the status of Station Road so it is not classed as a distributor road.
- Speed watch catches 2% to 3% of vehicles speeding.
- Everyone in West Moors should be consulted before a decision is made about applying for a speed reduction. This would incur costs, which is public money.
-

Dorset Councillor Skeats reported that after a meeting with a Dorset Council officer he felt encouraged that West Moors could apply for the 20mph scheme, and stated that he felt that a speed reduction is necessary. Many footpaths are very narrow, and wheelchair users live in fear of using the footpaths due to the speed of vehicles. He further stated that residents expect some sort of action and that WMTC should listen to the 300 public who signed the petition.

It was suggested that the Dorset Council officer who oversees the 20mph scheme be invited to speak to all the councillors

After debate it was

RESOLVED that WMTC send out information via social media, electronic newsletter, and noticeboards, local groups etc, to ask the public if they wish the council to spend public funds to carry out a full town consultation to gain public opinion on 20mph speed limits in West Moors.

Voting: 10 for, 1 against

After the vote a resident informed members of a similar 20mph limit in Broadstone, Dunyeats Road and suggested that the council find out if it had been successful.

25/131 DORSET COUNCILLOR REPORT

Members received a written report from Dorset Councillor Shortell and Skeats on the minerals and waste plan review and update, notification of refuse collection days, increase in use of illegal electric bikes, tractors and trailers driving through West Moors, The Dorset Local Plan options, and Dorset Council grants awarded to the Memorial Hall and the Dementia Action group.

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

25/132 INFORMATION FROM MEMBERS

Cllr Salt informed members that speed watch have held 118 sessions, counted 80,024 vehicle movements, 1100 people had received a letter about speeding, 28 second letters and one third letter had been sent. He further reported that Pinehurst Road sees more speeding vehicles than Station Road (near Richie Place)

Cllr Mrs P Yeoo reported that the Dementia Action Group Art for Dementia sessions were due to commence in September.

Cllr Mrs C Holmes reported that she has been invited to sit on the doctor's surgery patient participation group.

Cllr M Hawkes thanked all the litter pick volunteers.

Cllr D Shortell reported that he had been assisting a family with a SEND child and that he had received reports of litter in the underpass.

25/133 CORRESPONDENCE

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

The Chair declared the meeting closed at 21:00 hrs.

The next meeting of the Town Council will be held on 25th September 2025 at 19:30hrs.

SIGNED DATE
Chair

Payments made in between meetings

EB	£210.76	01.08.25	Mark Harod Ltd - Goal Hooks for nets and lids for goal posts
EB 29.08	£5,781.53	18.08.25	Staff Salaries - August
Total	£5,992.29		

Payment list dated 28.08.25

Payment method	Invoice amount	Invoice date	Details
EB 28.08	£1,477.20	31.07.25	Wicksteed Leisure Ltd - Repairs to Safety surface at Fryer field play area
EB 28.08	£1,590.40	31.07.25	Terrafirma - Grounds Maintenance for July
EB 28.08	£194.40	31.07.25	Terrafirma - Shingle for cemetery driveway
EB 28.08	£300.00	31.07.25	Terrafirma - Westival parking field hire cost
EB 28.08	£315.00	31.07.25	Terrafirma - Speed Indicator Device moving and maintaining Jan to July
EB 28.08	£900.00	04.08.25	Kendrick Fencing - Take down damaged concrete gravel boards and replace with close board fencing behind public toilets
EB 28.08	£360.00	05.08.25	SLCC - Membership Fee for Judi Weedon
EB 28.08	£1,746.00	10.08.25	Verwood Cleaning services - public toilet and pavilion cleaning July/August. Plus annual deep clean of public toilets, cleaner for Westival and supply of toilet rolls
EB 28.08	£27.50	09.08.25	Royal British legion - Wreath for VJ Day
EB 28.08	£264.00	01.08.25	Vision ICT - Email hosting for 11 accounts - Oct 2025 to Sep 2026
EB 28.08	£327.00	01.08.25	Vision ICT - Website hosting and support - Oct 25 to Sep 26
EB 28.08	£2,553.56	12.08.25	HMRC - Tax and NI Month 5
EB 28.08	£2,221.33	12.08.25	Dorset Council - Pension contributions - Month 5
EB 28.08	£133.28	12.08.25	South West Hygiene - Sanitary disposal - Public toilets - 12.09.25 to 11.12.25
EB 28.08	£37.20	12.08.25	South West Hygiene - Sanitary disposal - Pavilion - 12.09.25 to 11.12.25
EB 28.08	£30.06	14.08.25	Business Supplies Group - Archive boxes
EB 28.08	£756.00	14.08.25	BDO - External Audit fee
EB 28.08	£2,005.87	15.08.25	Greenbarns - 2 x noticeboards for cemetery
EB 28.08	£156.87	07.08.25	Source for Business - Water and sewage charges for public toilets - 07.07.25 to 06.08.25
EB 28.08	£132.97	19.08.25	Aquacare - Water hygiene testing at Pavilion - August
EB 28.08	£53.41	12.08.25	Source for Business - Water charges for cemetery - 10.02.25 to 11.08.25
EB 28.08	£477.56	12.08.25	Source for Business - Water and sewage charges for Fryer Field - 30.01.25 to 11.08.25
EB 28.08	£5,280.97	28.08.05	Gallagher - Town Council Insurance for 01.09.25 to 31.08.26
TOTAL	£21,340.58		

Direct Debits and Debit Card payments

Payment method	Invoice amount	Invoice date	Details
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DD 08.09	£146.21	29.07.25	Source for Business - Water and sewage charges - Council office - 30.01.25 to 28.07.25
DD 18.08	£8.50	07.08.25	Lloyds Bank - Bank charges 10.06.25 to 09.07.25
DD 09.08	£12.00	09.08.25	Sage - Payroll software for August
DD 29.08	£46.10	14.08.25	British Gas - Electricity charges - Public toilets - 12.07.25 to 11.08.25
DD 25.08	£137.41	01.08.25	1st Connect - Phone and broadband charges for August
DD 22.08	£124.13	04.08.25	Source for Business - Water charges - Allotments - 02.07.25 to 01.08.25
DC 19.08	£93.99	19.08.25	Screwfix - additional Anti climb spikes and gripfill for green container
DC 22.08	£10.99	22.08.25	Screwfix - Drain unblocker for urinals
Total	£579.33		

3368

WEST MOORS TOWN COUNCIL

MINUTES of the **PLANNING CONSULTATIVE COMMITTEE** held on
Thursday 4th September 2025 in the Council Chamber, Pavilion, Fryer Field, West Moors at
7.05pm

PRESENT:

Cllr Mrs N Senior – Chair		
Cllr Mrs R Burke	Cllr D Green	Cllr M Hawkes
Cllr J Randall	Cllr T Salt	Cllr K Wilkes
Cllr Mrs P Yeo		

OTHERS PRESENT: Judi Weedon, Town Clerk
Nadine Hancock, Assistant to Town Clerk
Dorset Councillor Skeats
1 member of the public

APOLOGIES: Cllr C Way
(Reasons for apologies were noted)

25/134 DECLARATIONS OF INTEREST
None

25/135 PUBLIC DISCUSSION PERIOD
None

25/136 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/2025/04653 - 4 Harrison Way, West Moors, BH22 0NL

Erect extension to existing garage.

No Objection

P/FUL/2025/04595 - 67 Moorlands Road West Moors BH22 0JN

Change of Use from Class C3 (Dwellinghouse) to Class C2 (Residential Institution).

Internal alterations, conversion of the existing garage to habitable space and modification of the existing shingle driveway to provide additional on-site parking space

No Objection

25/137 NOTIFICATION OF DECISIONS FROM DORSET COUNCIL

P/HOU/2025/02337 - 17 Moorlands Rise West Moors BH22 0JR

2 Storey side and rear extension with single storey element

WMTC Comments

No Objection

Dorset Council Decision

Granted

P/HOU/2025/02776 - 28 Riverside Road West Moors BH22 0LQ

Erection of new rear single storey extension. Alteration to front door. Internal remodelling.

WMTC Comments

No objection

Dorset Council Decision

Granted

P/HOU/2025/03599 - 13 Forest Road BH22 0EU

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

WMTC Comments

No objection

Dorset Council Decision

Granted

25/138 NOTIFICATION OF PLANNING APPEALS
None

25/139 NOTIFICATION OF TREE MATTERS
Tree Preservation Orders:
None

Tree Work

42 The Avenue West Moors BH22 0LU	REQUEST TO: Cypress: Remove limb growing towards dwelling. Silver Birch: Fell.
27 Moorside Road	REQUEST TO: Beech - Prune to give 0.5 metre all round clearance from utility phone cables. Cherry - Prune to give 0.5 metre all-round clearance from utility phone cables. Pittosporum - Fell. No replanting proposed.
33 Fernside Road	Permission granted to: Fell Silver Birch (Dead)

25/140 CORRESPONDENCE

West Moors Directory – Advert from developer of Blackfield Farm asking residents for their opinion on what they would like put on the site.

The Chairman declared the meeting closed at 19.17 hrs

The next meeting of the Planning Consultative committee is scheduled for the 2nd October 2025.

SIGNED DATE
CHAIR OF PLANNING CONSULTATIVE COMMITTEE

3370

WEST MOORS TOWN COUNCIL

MINUTES of the **ENVIRONMENT COMMITTEE** held on
THURSDAY 4th SEPTEMBER 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 D Shortell
Cllr J Randall	Cllr T Salt	
Cllr Mrs P Yeo	Cllr M Hawkes	

OTHERS PRESENT: Judi Weedon, Town Clerk
Nadine Hancock, Assistant to Town Clerk
Dorset Councillor Skeats

APOLOGIES: Cllr J Staig
(Reasons for apologies were noted)

25/141 DECLARATIONS OF INTEREST/DISPENSATIONS
None

25/142 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

25/143 TO RECEIVE THE CLERK'S REPORT

- a) Quotes for Finger posts and brown directional signage for Fryer Field have been requested from Dorset Works as per minute no 25/094, to date no reply has been received.
Cllr Holmes requested the Clerk chase quotes and copy in Dorset Cllrs Skeats and Shortell to help follow up.
- b) The new goal posts have now been installed.
Clerk reported that, due to groundsman being away and the recent heavy rain, Ferndown Town Council's groundsman had been asked to re-line the pitches for the first weekend of fixtures.
- c) The signage for West Moors FC as per minute no 25/096 has been installed.
- d) Sports fees and cemetery fee increases have been sent out to all concerned and published on the website.

25/144 STRATEGIC PLAN PRIORITIES

Members reviewed the priorities in the adopted strategic plan.

Biodiversity audit: Cllr Yeo offered to conduct research to see what is involved and the next steps. Cllr Shortell to make enquiries with Dorset Council to see if they can offer further advice.

Annual fun run: Members discussed who would organise this, and whether an independent body or experienced consultant would be needed. Officers to do initial investigation into requirements and report back at next meeting. As part of investigation, officers were asked to contact St Mary's School to find out about the group who runs their sports events, to contact a local fitness group about running the warm-up, to contact Moors Valley regarding their weekly Park Run, and to contact a resident who expressed interest in assisting.

Bee-friendly education: Officers to look into options.

Finger posts: Cllr Holmes asked Clerk to find alternative quotes to be presented at the next meeting.

25/145 CEMETERY MATTERS

The two new noticeboards for the cemetery have been delivered and these will be installed in September.

Artificial grass on some plots is still an issue.

25/146 UPDATE: PUBLIC TOILETS

The public toilets have now had their annual deep clean.

There has been a blockage in the urinals, that has been cleared using industrial strength drain cleaner.

A new smart meter was installed at the toilet site on the 29th July, as part of the process SSE came to attend to replace the main fuse.

25/147 UPDATE: ALLOTMENTS

After the inspection in July, four plots were given 30 days to make improvements to their plots.

All have complied, and made an effort to tidy the plots, however one plot still requires a substantial amount of work to bring it up to a decent standard.

The allotment holder's association have suggested that the plot be split in half (it is one of the largest plots we have on the site) and the current tenant to have one half, so it is more manageable, with the other being let to someone else on the list. The Chair of the AHA and the clerk reinspected the plot on the 1st September, although some effort had been made, the plot was found to still be in an unsuitable condition. A letter has been sent to the tenant, about splitting the plot to make it more manageable for them and that volunteers had offered assistance with the plot.

25/148 CORRESPONDENCE

Allotment and Leisure Gardener – Issue 3 2025

The Chairman declared the meeting closed at 19:50hrs

The next meeting of the Environment Committee is scheduled for 6th November 2025 at 19:30hrs

SIGNED DATE
Chair of Environment Committee

3372

WEST MOORS TOWN COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE held on THURSDAY 18th SEPTEMBER 2025 in the Pavilion, Fryer Field at 7.30pm.

PRESENT: Cllr C Way – Chair
Cllr M Hawkes Cllr Mrs C Holmes Cllr J Randall
Cllr Mrs N Senior Cllr D Shortell Cllr J Staig
Cllr Mrs P Yeo

OTHERS PRESENT: Judi Weedon, Town Clerk
3 members of the public

APOLOGIES: Cllr K Wilkes
(reasons for absence were noted)

25/149 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

25/150 DECLARATIONS OF INTEREST/DISPENSATIONS
Cllr Randall declared an interest in agenda item 7a, Grant for West Moors Youth Club as he is a volunteer at the club.

25/151 GRANT APPLICATIONS:

a) West Moors Bowling Club

Members reconsidered an application from the bowls club, after turning down an application for funds in March 2025. A representative from the bowls club was present and put forward a case for the grant application. After listening to the representative and expressing their views

It was

RESOLVED that a grant of £1,500 be awarded to the West Moors Bowls Club to assist with the cost of a replacement irrigation system for the bowls green

Voting: unanimous

b) Lola Smith

Members considered an application from a local Girlguiding Ranger to assist with funding for a travel to India to help address period poverty.

Lola was present at the meeting and spoke to councillors about the selection process she went through to get chosen to go to India, and the work she has done to raise funds.

Members were very impressed with the commitment shown and after discussion it was

RESOLVED that Lola Smith be awarded £600 to help with travel costs to India to address period poverty in the country.

Voting: unanimous

c) West Moors Youth Club

It was

RESOLVED that the annual revenue grant of £20,000 be paid to the youth club

Voting: unanimous

d) Sturts Farm

Members considered an application for funding to expand the hen house project. It was agreed that Sturts and Gulliver's Farm provide a valuable resource in the community. After discussion it was

RESOLVED that a grant of £1,000 be awarded to Sturts Farm for the Hen House project.

Voting: unanimous

25/152 TO RECEIVE THE CLERK'S REPORT

- a) Annual asset checks have been completed by councillors. The document to be used to help when budget setting.

25/153 TO RECEIVE FINANCIAL INFORMATION

- a) Members received bank reconciliations up to 31st August 2025, as attached on page 3374 of the minutes.
- b) Internal Controls: Members received income reports for July and August. Bank statements and petty cash up to 31st August have been inspected and checked by the Chair, Cllr C Way.
- c) CCLA Information was noted.

25/154 ARTIFICIAL INTELLIGENCE POLICY

Members reviewed a draft AI Policy.

After discussion it was

RECOMMENDED that the Artificial Intelligence (AI) policy be adopted by Council.

Voting: unanimous

25/155 CORRESPONDENCE

None

25/156 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

25/157 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 3375 of the minutes. Cllr's Senior and Yeo to authorise the electronic payments.

Voting: Unanimous

The Chairman declared the meeting closed at 20:12hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for 13th November 2025 at 19.30hrs

SIGNED DATE
Chair of Finance and General-Purpose Committee

West Moors Town Council**Bank reconciliation as at 31.08.2025**

Amount in bank as at 31/07/25	£290,143.07
Income during August	£3,220.59
Expenditure during August	£27,779.39
Amount in bank as at 31/08/25	£265,584.27

Bank Reconciliation as at 31/08/2025

Current	£2,488.22
Deposit	£238,041.76
CCLA PSDA	£25,000.00
Petty cash	£24.29

	£265,554.27
Less outstanding payments	£0.00
Plus unrepresented receipts	£30.00

Total amount held in accounts	£265,584.27

Long Term Investment:

CCLA Property Fund	£122,502.21
(Nominal value at 31.07.2025)	

Outstanding Loan Amount

Public Works Loan	(£31,648.16)
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Payments made in between meetings			
EB 26.09	£5,214.31	16.09.25	Staff Salaries - Month 6 - Sep
Total	£5,214.31		
Payment list dated 28.08.25			
Payment method	Invoice amount	Invoice date	Details
EB 29.09	£132.97	04.09.25	Aquacare - Water hygiene testing at Pavilion - September
EB 29.09	£4.64	21.08.25	Source for Business - Water charges - Petwyn 19.02.25 to 20.08.25
EB 29.09	£200.25	27.08.25	Npower - Unmetered electricity supply for Xmas lights
EB 29.09	£1,590.40	30.08.25	Terraforma - Grounds maintenance for August
EB 29.09	£50.00	02.09.25	Cole Management - office window cleaning and bus stops
EB 29.09	£150.00	10.09.25	King Georges Field Charity - Line marking football pitches
EB 29.09	£117.30	08.09.25	Source for Business - Water charges - Public toilets 07.08.25 to 09.09.25
EB 29.09	£1,422.00	08.09.25	Verwood Cleaning Services - public toilet and pavilion cleaning August
EB 29.09	£35.68	01.09.25	XCS - Photocopy charges 01.06.25 to 31.08.25
EB 30.09	£1,975.49	15.09.25	HMRC - Tax and NI - Month 6
EB 30.09	£1,830.66	15.09.25	Dorset Council - Pension contributions - Month 6
TOTAL	£7,509.39		
Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DD 18.09	£420.00	20.08.25	BNP Paribas Leasing - Photocopier rental charges - 18.09.25 to 17.12.25
DD 22.09	£124.35	03.09.25	Source for Business - Water charges - Allotments - 02.08.25 to 02.09.25
DD 09.09	£12.00	09.09.25	Sage - Payroll software 09.09.25 - 08.10.25
DD 16.09	£49.00	11.08.25	Lloyds Bank - Service charge - 10.07.25 -09.08.25
DD 29.09	£41.05	15.09.25	British Gas - Electricity Charges - Public toilets - 12.08.25 to 11.09.25
DD 26.09	£10.12	12.09.25	British Gas - Electricity Charges - Pavilion - 01.09.25 to 05.09.25
DD 29.09	£10.44	15.09.25	British Gas - Electricity charges - Floodlights - 01.09.25 to 13.09.25
DD 25.09	£124.83	01.9.25	1st Connect - phone and broadband charges - Sep
Total	£791.79		

AGENDA ITEM 6 – 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 7 – 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. REMINDER: Please can all members look at the training section of the DAPTC website to see if there is anything they would like to attend.
2. The brief consultation about spending public funds on a full Town-wide consultation ends on the 30th September. The results will be reported at the October Council meeting.
3. Entries have been received for the photographic competition.

AGENDA ITEM 8 – Accounts for Payment

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

AGENDA ITEM 9 – ASSETS OF COMMUNITY VALUE

Members are asked if they would like to consider any property in West Moors that they feel is of value to the community.

Background Information: (taken from Dorset Council website)

Assets of Community Value

The Community Right to Bid, introduced by the Localism Act 2011, allows local community or voluntary bodies and parish/town councils to identify and nominate land and buildings that are important to them to be included on a list of assets of community value (ACVs).

If an ACV is to be sold, local community groups will then in many cases have a fairer chance to make a bid to buy it on the open market.

Assets could include a village shop, local pub, community centre or library but there are many other examples.

The inclusion of an asset on the list of assets of community value however does not place any restriction on what an owner can do with their property, once listed, so long as it remains in their ownership. This is because it is planning policy that determines permitted uses for particular sites.

However, the fact that the site is listed may affect planning decisions - it is open to the Dorset Council to decide whether listing as an asset of community value is a material consideration if an application for change of use is submitted, considering all the circumstances of the case.

Legal tests applied to a nomination of an Asset of Community Value

Assets can be included on Dorset Council's list of assets of community value if they meet the legal requirements set out in the [Localism Act 2011](#) and [The Assets of Community Value \(England\) Regulations 2012](#), summarised as follows:

The asset must meet the definition of an asset of community value:

A building or land is of community value if, in the opinion of the local authority, the current or recent non-ancillary use furthers the social well-being or social interests of the community, and it is realistic to think that there can be continued use which will do so in some, but not necessarily the same, way.

Social well-being and social interests can include cultural, recreational and sporting interests but this is not an exhaustive list.

The asset must be nominated by a parish/town council, or a voluntary or community body with a local connection:

How to nominate an asset

A [nomination form](#) must be completed for each asset to be nominated and sent to Dorset Council.

The decision

On receipt of a nomination, Dorset Council will make the owner/leaseholder aware that their property has been nominated for inclusion on the ACV list. We will take account of the information in your nomination, the owner's/leaseholder's comments and any other relevant information in making a decision.

They will make the decision on whether the nomination should be placed on the ACV list within eight weeks of receiving the nomination. The landowner has the right of review and appeal if they object to their property being listed.

Successful nominations are added to the Dorset Council List of Assets of Community Value.

If a nomination is unsuccessful we will add the asset to the Dorset Council List of Unsuccessful Nominations along with the reason for not listing. This will hopefully avoid unnecessary repeat nominations and potential time wasted for everyone involved on other similar nominations.

Possible Assets for nomination:

The West Moors Library

St Martins Church

Any other community use building that may be at risk of closing or being sold.

ACV stay on the list for a period of 5 years, after this time a new application has to be submitted.

AGENDA ITEM 10 – RISK MANAGEMENT STATEMENT

This document has always been reviewed by the Finance and GP committee, however going forward it is now required to be signed off by full council in order to comply with the AGAR.

Members are asked to review the attached document to ensure it is fit for purpose. Changes are highlighted in red.

WEST MOORS TOWN COUNCIL RISK MANAGEMENT STATEMENT 2025/26

Last Reviewed: 18.09.2025

Likelihood:

1. IMPROBABLE OCCURRENCE
2. UNLIKELY OCCURRENCE
3. EVEN CHANCE/POSSIBLE OCCURRENCE
4. LIKELY OCCURRENCE
5. ALMOST CERTAIN OCCURRENCE

Severity (probable scale):

1. NEGLIGIBLE
2. SLIGHT
3. MODERATE
4. HIGH
5. VERY HIGH

Quantification Matrix (Likelihood X Severity = Risk Rating)

Risk Index Under 6 = Low Risk
6-12 = Medium Risk
13 + = High Risk

Hazard	Likelihood	Severity	Risk LXS=	Control Measures in Place
Administration/Staff				
Waste and misappropriation of funds.	2	3	6	Fidelity Guarantee and Legal Expenses with Hiscox Insurance and officer's liability. Annual estimates and regular monitoring of expenditure against budget.
Unqualified or inexperienced staff	3	3	9	Referencing and checking before appointment of staff. A six-month probationary period before permanency. Disciplinary Rules and Procedures.
Inappropriate activity or behaviour of staff bringing Council into disrepute.	2	4	8	Referencing and checking before appointment of staff. A Six-month probationary period before permanency. Disciplinary Rules and Procedures.
Inappropriate activity or behaviour of councillors bringing Council into disrepute	2	4	8	Adoption of Code of Conduct (New Model Cllr Code of Conduct adopted 24.06.2021, reviewed May 2023), Complaints Procedure (additional policy for managing unreasonable and persistent complainants adopted 10.09.2020). Appropriate training

Fraud and corruption.	2	4	8	Fidelity Guarantee and Legal Expenses with Hiscox Insurance. Independent Internal Audit Procedures. Financial Regulations governing financial activities.
Outsourcing of services	2	2	4	Referencing and checking before appointment of new contractors. Independent Internal Audit procedures. Financial Regulations governing financial activities.
Activities being outside of legal powers.	2	4	8	Financial Regulations governing financial activities (New model document adopted May 2024). Standing Orders regularly reviewed (last review March 2024). Access to legal advice via the Dorset Association of Parish and Town Councils and access to the National Association of Local Councils and the Society of local Council Clerks. Independent internal audit. Subscription to Breakthrough Communications Hub
Electors rights not being followed.	1	2	2	Access to legal advice via the Dorset Association of Parish and Town Councils and access to the National Association of Local Councils. Independent internal audit. Qualified Clerk
Improper expenditure under S137	1	3	3	Access to legal advice via the Dorset Association of Parish and Town Councils and direct access to the National Association of Local Councils. Independent internal audit. Council qualified as having the General Power of Competence

Cemetery				
Damage/vandalism to walls, fences, seats and memorials.	2	2	4	Material damage cover through Hiscox Insurance. Visual inspection. In House repairs or appropriate qualified contractor.
Inaccurate record keeping and grave space identification.	3	3	9	Computerised record systems with data held on a remote server. Additional paper copies as backup. Staff fully aware of cemetery layout and legal requirements. Staff training.
Unstable memorials	2	4	8	Memorial stability being checked on a five yearly basis (last completed 2024). Remedial work identified and corrective measures monitored. In House repairs or appropriate qualified contractor. Public Liability Insurance.
Loss of revenue through poor management and badly maintained cemetery.	2	4	8	Material damage cover through Hiscox Insurance. Computerised record systems. Public Liability Insurance.
Uneven surfaces	4	3	12	Visual Inspections with remedial action if required. Public Liability Insurance
Open Spaces				

Damage/vandalism to street furniture, paths, grass and paved areas, rubbish and glass accumulation.	2	3	6	Material damage cover through Hiscox Insurance. Visual inspection identifying any defects and remedial action required. In House repairs or appropriate qualified contractor.
Personal injury through accident.	2	4	8	Visual inspection identifying any defects and remedial action required. Public Liability Insurance.

Play areas, Exercise Equipment and Skatepark				
Damage/vandalism to equipment, street furniture, paths and grass areas, rubbish, and glass accumulation.	3	3	9	Material damage cover through Hiscox Insurance. Inspection by employed contractor. Monthly inspections, written report from Elite Playground Services and identifying any defects and remedial action required. Annual inspection from Play Inspection Company. In house repairs or appropriate qualified contractor.
Person injury through accidents etc.	3	4	12	Inspection by employed contractor. Monthly inspections, written report from Elite Playground Services identifying any defects and remedial action required. Annual inspection from Play Inspection Company. In house repairs or appropriate qualified contractor. Public Liability Insurance.
Fryer Field Recreation Ground.				
Damage/vandalism to buildings, street furniture, paths, grass areas, sports pitches, equipment, rubbish, and glass accumulation.	3	3	9	Material damage cover through Hiscox Insurance. Visual inspection and regular checks identifying any defects and remedial action required. Annual inspections and reports on condition of fire fighting equipment. CCTV (upgraded October 2023 to cover larger area, including youth club)
Personal Injury through accidents etc.	3	4	12	Visual inspection and regular checks identifying any defects and remedial action required. Public Liability Insurance.
Uneven, slippery, muddy surfaces	4	3	12	Visual Inspection and remedial action if required. Public Liability Insurance.

Council Office, 4 Park Way, West Moors.				
Damage/vandalism to building	2	4	8	Material damage cover through Hiscox Insurance. Security/panic alarm, Fire alarm system. CCTV (installed June 2021) Public Liability Insurance
Poor management and badly maintained facilities.	2	4	8	Annual inspections and reports on condition of fire fighting equipment. In house repairs or appropriate qualified contractor. Fire Risk Assessment carried out by a specialist contractor and reviewed on a regular basis. PAT testing.

The Petwyn and War Memorial (Grade 2 Listed)				
Damage/vandalism to War Memorial, other memorials, grass areas, street furniture	2	3	6	Material damage cover through Hiscox Insurance. Visual Inspections identifying any defects and remedial action required.
Personal Injury through accidents etc.	3	4	12	Visual inspection and regular checks identifying any defects and remedial action required. Public Liability Insurance.

Allotments				
Damage/vandalism to plots, fencing, gates	2	2	4	Area locked with only allotments holders given access. Material damage covered by Hiscox Insurance.
Personal injury through accidents	3	4	12	Public Liability Insurance. Regular visual inspections. Plot tenants hold public liability insurance through Allotment Holders Association.
Uneven, slippery, muddy surfaces	4	3	12	Regular visual inspections, maintenance of footpaths. Public Liability insurance.

Public Toilets				
Damage/vandalism to building structure and/or fixtures and fittings.	3	3	9	Covered by Hiscox Insurance. Daily inspections by cleaning contractor. Weekly inspections by officers. Facility locked up each evening.
Personal Injury through accidents	3	4	12	Visual inspection and regular checks identifying any defects and remedial action required. Public Liability Insurance.
Slippery surfaces	3	3	9	Regular visual inspections, maintenance of flooring. Notices when cleaning is in progress. Public Liability insurance.

Car Park				
Damage due to vandalism or accident	3	3	9	Material damage cover through Hiscox Insurance. Visual Inspections identifying any defects and remedial action required.
Vehicle accidents	3	4	12	Layout and design of car park reviewed occasionally. Ensure line markings are clearly visible.
EV Chargers	3	4	12	Damage to be reported to the operator Mer, who is responsible for the management, supervision, operation, maintenance, repair, supply of power to and Back Office Functions.

AGENDA ITEM 11 – LOCAL PLAN CONSULTATION

Members are asked how they would like to respond to the Dorset Council Local Plan Consultation and the specific sites for West Moors.

All members have already received electronic access to the Local Plan and the specific sites allocated for West Moors.

All relevant information can be found using the link below.

<https://www.dorsetcouncil.gov.uk/planning-buildings-land/planning-policy/dorset-council-local-plan>

Specific Sites for West Moors housing are:

LA/WM00/004 – Land adjacent to West Moors Road

LA/WM00/002 – Land to the north of Azalea roundabout

Specific Sites for West Moors employment are:

EL/WM00/004 – Land adjacent to Stanford house

Green Belt response to Local Plan

At the Council meeting in August, it was suggested that Blackfield Farm be put back into the green belt. Cllr Ireland asked an officer to respond to this query and the answer is below.

'Cllr Ireland has explained that West Moors Town Council have raised a query about potential changes to Green Belt boundaries which would involve defining or re-defining land as part of the Green Belt. I work in the planning policy team on the new Dorset Council Local Plan. We opened a consultation on the preparation of the new local plan earlier this month which closes on the 13 October 2025.'

I can confirm that the council does have the power to change Green Belt boundaries as part of the local plan making process. This could potentially involve release of Green Belt and as well as defining or re-defining new Green Belt. Any changes do need to be robustly justified, and as part of this we would need to be able to demonstrate that there are 'exceptional circumstances'. The National Planning Policy Framework provides the following guidance on changes to Green Belt boundaries:

Once established, Green Belt boundaries should only be altered where exceptional circumstances are fully evidenced and justified through the preparation or updating of plans. Strategic policies should establish the need for any changes to Green Belt boundaries, having regard to their intended permanence in the long term, so they can endure beyond the plan period. Where a need for changes to Green Belt boundaries has been established through strategic policies, detailed amendments to those boundaries may be made through non-strategic policies, including neighbourhood plans.

The planning policy tests are relatively strict on this issue, and it could be challenging to provide the necessary justification and show that there are 'exceptional circumstances' to define or re-define new Green Belt. Notwithstanding this, if the local community at West Moors would like us to investigate this issue at a particular site, or in a broad area, I would recommend that they make a response to the current local plan consultation so that this issue can be considered as part of the plan making process.

I have attached a copy of the response form which relates to the '[Consultation Document](#)' for the emerging local plan. Section 9 concerns the 'Green Belt Review' and question 30 specifically seeks views around changes to Green Belt boundaries to meet development needs.

We have not specifically asked any questions relating to 'extending' the existing Green Belt, but there is an opportunity at the end of question 30 to add 'any further comments or reasoning'. I would suggest that the Town Council add any comments on this matter to the 'any further comments or reasoning' section, and where necessary also cross reference any supplementary statement or comment that they might want to make and submit for consideration. If the Town Council thinks that a particular site or area should be defined or re-defined as Green Belt, we will find it helpful if this can be precisely outlined on a map. Precisely defining the area or site on a map allows us to investigate the planning history relating to the land (if a site or broad area has previously been defined as Green Belt but removed through an earlier local plan we will need to investigate this thoroughly to understand whether the reasons for making changes to the Green Belt remain relevant).'

Please note that when East Dorset carried out the Core Strategy Consultation in 2012, the then Parish Council strongly objected to Blackfield Farm being removed from the green belt and placed in the Urban area, EDDC ignored the parish council and placed the land within the urban area, thus allowing some form of development to take place.

For information only: Verwood Town Council responses to the Local Plan are attached separately.

AGENDA ITEM 12 – STATEMENT OF REASONABLE EXPECTATIONS

Statement of Reasonable Expectations (SoRE) is being worked on by the DAPTC, Dorset Council and Town and Parish Councils.

It is a document that sets out the spirit within which parishes and towns would partner with Dorset Council.

The document is 'discussion draft' which will need to be adopted by member councils of DAPTC and similarly by Dorset Council to ensure it becomes embedded and operational.

Timeline:

- Dorset Council reviewing the draft between June and September
- DAPTC members consider adoption of the mutually drafted version at the AGM on 22 November 2025
- Dorset Council consider adoption at cabinet in Nov/Dec 2025
-

The SoRE is a starting point for establishing a new working relationship between Dorset Council and town and parish councils in its area. Once agreed by all partners, it will inform more detailed activity including development of action plans.

Members are asked if they wish to make any comments on this document, which is attached separately.

AGENDA ITEM 13 – 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 14 – Correspondence

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