

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 18th DECEMBER 2025** at **7.30pm** in The Pavilion, Fryer Field to transact the following business:

J Weedon

Judi Weedon
Clerk

12th December 2025

Cllr Mrs R Burke – Chair

Cllr J Staig– Vice 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 C Way

Cllr K Wilkes

Cllr Mrs P Yeo

AGENDA

1. [To Receive Apologies for Absence](#)
2. [Questions from Members of the Public \(Public to submit questions a minimum of 24 hours prior to meeting. Any questions/representations will be read out\) Public session is limited to 10 minutes](#)
3. [To Receive Declarations of Interests and requests for Dispensations - Localism Act 2011 – Dispensations from section 31\(4\)](#)
4. [To Approve and Sign the Minutes of the Town Council meeting held on Thursday 27th November 2025 \(pages 3402-3405\). 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 11.12.25 \(pages 3406-3407\)](#)
6. [To Receive Report from Dorset Councillors](#)
7. [To Receive Clerks report](#)
8. [To Approve Accounts for Payment](#)
9. [To Approve Appointment of Internal Auditor for 2026/27](#)
10. [To Receive Information from Members](#)
11. [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.

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 27.11.25

3402

WEST MOORS TOWN COUNCIL

MINUTES of the **TOWN COUNCIL MEETING** held on Thursday 27th November 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 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	

OTHERS PRESENT: Mrs Judi Weedon, Town Clerk
Dorset Councillor A Skeats

APOLOGIES: none

25/225 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

**25/226 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR
DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)**
None

**25/227 TO APPROVE AND SIGN MINUTES OF THE TOWN COUNCIL MEETING
HELD ON 30th OCTOBER 2025**
Having been circulated, the minutes on pages 3384-3388 were agreed, adopted and signed.

25/228 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

- a. **The Report of the Environment Committee** held on the 6th November 2025, pages 3389-3391 as circulated, was confirmed, adopted and signed.
- b. **The Report of the Planning Consultative Committee** held on the 13th November 2025, pages 3392-3393 as circulated, was confirmed, adopted and signed.
- c. **The Report of the Finance and GP Committee** held on the 13th November 2025, pages 3394-3401 as circulated, was confirmed, adopted and signed.
Recommendation 25/224 was RESOLVED. Voting: unanimous

25/229 DORSET COUNCILLOR REPORT

Members received a written report from Dorset Councillor Shortell regarding updates on: The response to the Local Plan consultation and new models of housing delivery. Cllr Skeats reported that a new highways officer would now be covering West Moors, on a large bonfire at Blackfield Farm and that DC enforcement at Dorset Council had been carried out.
A copy of the full report is available in the Council office.

25/230 TO RECEIVE TOWN CLERKS REPORT

1. Remembrance Parade was well attended and successful. However, prior to the event the Council had two advanced road closed notice signs stolen, this was reported to the police. Dorset Council kindly lent some of their signs to WMTC.
2. Men's Shed – Members of the organisation have looked at land suggested by the Town Council. They have approached the Memorial Hall about the green space in the Memorial Hall car park, they are also very interested in the space at Fryer Field

between the MUGA and the end of the Memorial Hall car park and will be putting a proposal together to present to members in December.

3. Publicity – response to the consultation results has been mainly positive.
4. Christmas decorations are all in place.
5. Carols on the Petwyn organised by the youth club will be held on Saturday 6th December. The Council office have received a few complaints about the change of day for this event; these have been passed on to the organisers.
6. At the January meeting of the Council, there will be a presentation on the Armed Forces Covenant which the Council can sign up to.
7. Asset of Community Value: West Moors Library has met the requirements and has been listed as an Asset of community value. St Martins Church did not meet the criteria and has therefore not been listed.
8. A resident requested that the council consider a British Heart Foundation Book bank to be located somewhere in West Moors. They were informed that no space was available at the Par Way car park and they should speak to the Memorial Hall Council to see if they could accommodate one.
9. Speed reduction: an email sent to Dorset Council requesting that they consider a 20mph limit outside St Marys school has received a reply stating that the Town Council has to abide by the same DC process for any 20mph limit reduction, such as demonstrating community support.

25/231 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 3405 of these minutes. (Cllr's Yeo and Senior to authorise the electronic payments)

Voting: unanimous

25/232 DAPTC MEMBERSHIP

It was

RESOLVED to continue with the DAPTC membership

Voting: unanimous

25/233 PURCHASE OF BATTERY-OPERATED SPEAKER

Members considered the purchase of battery-operated speaker for use at council events such as Armistice Day.

After discussion it was

RESOLVED to purchase a Bose S1 Pro Battery-operated speaker and stand for use at Council events.

Voting: unanimous

25/234 APPOINT SOLICITORS TO ACT ON BEHALF OF THE COUNCIL

Members having received information on costings for legal work for asset transfers from Dorset Council

RESOLVED to appoint Tozers solicitors to act on behalf of West Moors Town Council in regard to asset transfers from Dorset Council.

Voting: unanimous

25/235 INFORMATION FROM MEMBERS

Cllr Mrs Yeo reported on the Dementia Action Group, Art for Dementia sessions that are held on the 3rd Wednesday of each month. Cllr Yeo also reported that the DAG were entering a tree at the Christmas Tree festival.

Cllr Mrs Holmes reported that she had attended a patient participation group meeting. She stated that she would probably not attend anymore, due to personal commitments.

Cllr Way gave a brief report on the youth club, members having already received a copy of their accounts.

Cllr Staig reported that Pinehurst Community Church were looking at getting the Trussell Trust and the CAB to hold sessions in the church.

Cllr Skeats gave members an update on the progress of the crossing installation near St Marys school and stated that he is hopeful that it will be installed in the summer of 2026.

Cllr Mrs Burke reported on the planting of yew hedging at the cemetery. The Clerk thanked Cllr Burke and her husband for assisting with the planting.

25/236 CORRESPONDENCE

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

The Chair declared the meeting closed at 19:59 hrs.

The next meeting of the Town Council will be held on 18th December 2025 at 19:30hrs.

SIGNED DATE
Chair

Payment made in between meetings			
Payment method	Invoice amount	Invoice date	Details
EB 28.11	£4,867.58	18.11.25	Staff Salaries - Month 8

Payment list dated 27.11.2025			
Payment method	Invoice amount	Invoice date	Details
EB 28.11	£2,200.00	13.11.25	Citizens Advice Bureau - Grant for 2025/26
EB 28.11	£37.20	25.11.25	South West Hygiene - Sanitary Bin disposal - Pavilion 25.12.25 to 24.03.26
EB 28.11	£118.99	12.11.25	South West Hygiene - Sanitary Bin disposal - Public toilets - 12.12.25 to 11.03.26
EB 28.11	£235.00	17.11.25	Laguna Travel - Coach for BYMB - Remembrance Parade
EB 28.11	£1,975.49	18.11.25	HMRC - Tax and NI - Month 8
EB 28.11	£1,830.66	18.11.25	Dorset Council - Pension contributions - Month 8
EB 28.11	£83.70	19.11.25	Business Supplies Group - Stationery
EB 28.11	£150.00	19.11.25	DAPTC - Conference Fees for Clerk and Assistant
EB 28.11	£480.00	19.11.25	RHV Tree and Hedge Specialist - Work to cut back trees overhanging FF and Memorial Hall car park
EB 28.11	£320.00	24.11.25	Mike Clifford - work at cemetery to clear and level area ready for hedge planting
EB 28.11	£75.00	26.11.25	A Tanner - Christmas Tree
TOTAL	£7,506.04		

Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DD 27.11	£41.31	13.11.25	British Gas - Electricity charges - Public toilets - 12.10.25 to 11.11.25
DD 25.11	£136.56	01.11.25	1st Connect - Phone and broadband charges for November
DD 04.12	£82.11	20.11.25	British Gas - Electricity charges - Floodlights - 01.10.25 to 14.11.25
DD 09.12	£107.31	25.11.25	British Gas - Electricity charges - Council Office - 19.10.25 to 18.11.25
DC 08.11	£1.10	08.11.25	Meta - Facebook post advertising for Christmas card competition
DC 24.11	£25.00	24.11.25	Brackendale Nursery - Corokia Plants for Petwyn
DC 24.11	£89.00	24.11.25	Hobbycraft - Christmas Card competition winner prizes
Total	£482.39		

3406

WEST MOORS TOWN COUNCIL

MINUTES of the **PLANNING CONSULTATIVE COMMITTEE** held on
Thursday 11th December 2025 in the Council Chamber, Pavilion, Fryer Field, West Moors at
7.00pm

PRESENT: Cllr D Green – Vice Chair
Cllr Mrs R Burke Cllr T Salt Cllr K Wilkes
Cllr Mrs P Yeo Cllr C Way

OTHERS PRESENT: Judi Weedon, Town Clerk

APOLOGIES: Cllr Mrs N Senior Cllr M Hawkes Cllr J Randall
(Reasons for apologies were noted)

25/237 DECLARATIONS OF INTEREST

Cllr Mrs R Burke declared in interest in application no P/HOU/2025/06753, as this application is located in close proximity to her property. Cllr Burke did not vote.

25/238 PUBLIC DISCUSSION PERIOD

None

25/239 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/2025/06753 - 40 Southern Avenue West Moors BH22 0BL

Single storey rear extension with roof lantern. New side window. Solar Panels to front elevation.

No Objection

Cllr Mrs Burke did not vote.

P/HOU/2025/07086 - 29 Abbey Road, West Moors, BH22 0AX

Single storey rear and side extensions. Rebuild existing single-storey front extension and roof extension to form rooms in roof-space. Raise chimney and add PV panels.

No Objection

25/240 NOTIFICATION OF DECISIONS FROM DORSET COUNCIL

P/HOU/2025/05533 - 20 Moorlands Road West Moors BH22 0JW

Single storey rear and side extension

WMTC Comments

No Objection

Dorset Council Decision

Granted

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

WMTC Comments

No Objection

Dorset Council Decision

Granted

P/HOU/2025/05932 - 1 Forest Road West Moors BH22 0EU

Proposed internal alterations with extensions to the front and side, replacement of roof raising ridge height to accommodate new first floor living accommodation, with replacement double garage, new drive, turning/car parking spaces to the front aspect

WMTC Comments

No Objection

Dorset Council Decision

Granted

25/241 NOTIFICATION OF PLANNING APPEALS

None

25/242 NOTIFICATION OF TREE MATTERS**Tree Preservation Orders:**

None

Tree Work

Oakhurst First School	REQUEST TO: Oak: Prune to create a 1.5m clearance between building and tree. Remove partially failed limb (hazard beam) southeastern side of canopy at 8m.
1 Abbey Road	CONSENT TO: Fell Silver Birch

25/243 CORRESPONDENCE**P/FUL/2025/03321 - Land at Northern Slip Road, West Moors Junction, West Moors Road**

Demolition of the existing buildings, removal of storage containers and erection of replacement building for the seasonal sale of fireworks and associated year-round storage

This Planning Application will be considered by Eastern Planning Committee on 17th December 2025 at The Allendale Centre, Wimborne.

Members did not wish to send a representative to speak at this meeting.

The Chairman declared the meeting closed at 19.10 hrs

The next meeting of the Planning Consultative committee is scheduled for the 8th January 2026.

SIGNED DATE
CHAIR OF PLANNING CONSULTATIVE COMMITTEE

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 – Clerk's 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 transfer of The Spinney and Weavers Close are progressing. Dorset Council are advertising the disposal transfer of this land and if no objections are received, WMTC should receive the paperwork in January to send to our solicitor.
2. It was reported that the Christmas event organised by the Youth Club went well.
3. The Poppy Appeal collection tin in the office raised £35.50
4. The Men's shed are in negotiation with the Memorial Hall to use the piece of scrub land in their car park

AGENDA ITEM 8 – Accounts for Payment

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

AGENDA ITEM 9 – Internal Auditor

Members are aware that Tim Light of Lightatouch is retiring after completion of the 2025/26 audit (once the AGAR has been signed off)

There is a shortage of internal auditors, however Tim has recommended Mulberry Local Authority Services Ltd for 2026/27

This company was contacted when WMTC were looking for a new auditor for 2025/26 (March 2025 F&GP committee).

They charge per hour instead of a set fee. The current cost for the internal audit service is £975

The hourly rate is £80 and they have stated that it should take between 5 and 8 hours. There is also an additional charge of 45p per mile for travel.

Mulberry Local Authority Property services are independent of West Moors Town Council and therefore meet the criteria set out in the Practitioners Guide 2025 for the appointment of an internal auditor.

It is recommended that West Moors Town Council appoint Mulberry Local Authority Services Ltd as their internal auditor for 2026/27

AGENDA ITEM 10 – 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 11 – Correspondence

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