

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 26th FEBRUARY 2026** at **7.30pm** in The Pavilion, Fryer Field to transact the following business:

J Weedon

Judi Weedon
Clerk

18th February 2026

	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 29th January 2026 \(pages 3431-3433\). 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 05.02.2026 \(pages 3434-3436\)](#)
6. [To Receive Report from Dorset Councillors](#)
7. [To Receive Clerks report](#)
8. [To Approve Accounts for Payment](#)
9. [To Receive update on Changes to Annual Governance and Accounting Statement \(AGAR\)](#)
10. [To Consider the purchase of asset management software](#)
11. [To Discuss the poor Mobile Phone Coverage](#)
12. [To Approve Meeting schedule from May 2026 to June 2027](#)
13. [To Receive Update on Fun Run plans](#)
14. [To Receive update on West Moors Westival plans](#)
15. [To Receive Information from Members](#)
16. [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 29.01.26

3431

WEST MOORS TOWN COUNCIL

MINUTES of the TOWN COUNCIL MEETING held on Thursday 29th January 2026 in
The Pavilion, Fryer Field at 7:30pm.

PRESENT: Cllr J Staig - Vice Chair
Cllr D Green Cllr Mrs C Holmes Cllr T Salt
Cllr Mrs N Senior Cllr D Shortell Cllr C Way
Cllr K Wilkes Cllr Mrs P Yeo

OTHERS PRESENT: Mrs Judi Weedon, Town Clerk
Dorset Councillor A Skeats
2 representatives from the Men's Shed organisation

APOLOGIES: Cllr Mrs R Burke Cllr M Hawkes Cllr J Randall
(reasons for apologies were noted)

25/281 QUESTIONS FROM MEMBERS OF THE PUBLIC

Representatives from the Men's Shed gave members an update on the progress towards the organisation getting up and running in West Moors. They informed members of grant applications they have submitted and local builders merchants who have pledged support in the form of materials. The charity commission application has been submitted, and their constitution was all in place.

They have a letter of intent from the Memorial Hall to use land owned by them and they will be charging the men's shed rent for the use of the land, and facilities within the Memorial Hall.

The next step is to apply for planning permission to erect a shed approx. 16m by 6m, this will require concrete base. They estimate the costs to be approximately £35,000 to build the shed.

25/282 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)
None

25/283 TO APPROVE AND SIGN MINUTES OF THE TOWN COUNCIL MEETING HELD ON 18th DECEMBER 2025
Having been circulated, the minutes on pages 3408-3410 were agreed, adopted and signed.

25/284 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

- a. **The Report of the Planning Consultative Committee** held on the 8th January 2026, pages 3411-3412 as circulated, was confirmed, adopted and signed.
- b. **The Report of the Environment committee** held on the 15th January 2026, pages 3413 to 3417 as circulated, was confirmed, adopted and signed.
Recommendation 25/265 was RESOLVED, Voting: unanimous
- c. **The Report of the Finance and GP committee** held on the 22nd January 2026, pages 3418 to 3430 as circulated, was confirmed, adopted and signed.
Recommendation 25/278b was RESOLVED, Voting: unanimous

25/285 DORSET COUNCILLOR REPORT

Members received a written report from Dorset Councillor Shortell on the roll out of the 20mph speed limits at various locations across the county.
A copy of the full report is available in the council office.

25/286 TO RECEIVE TOWN CLERKS REPORT

1. West Moors Westival: Organisation for this event has begun.
2. Volunteers Afternoon Tea: The hall at Pinehurst Community Church has been booked for this event on Tuesday 2nd June to coincide with National Volunteer Week.
3. Preparations are in place for the Annual Town Assembly on the 16th April, with a speaker already booked.
4. An account has been set up to take online payments through Gov.UK PAY, it is hoped that this will be used to take payments through the Town Council website in the future.

25/287 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 3433 of these minutes. (Cllr's Yeo and Senior to authorise the electronic payments)

Voting: unanimous

25/288 BUDGET AND PRECEPT 2026/27

After the budget and precept having been reviewed and agreed at committee level it was **RESOLVED that the budgets as previously agreed by the committees as shown on pages 3427 to 3430 of the Finance and GP minutes dated 22nd January 2026 be approved and that a precept of £248,947 for 2026/27 be requested from the billing authority, which equates to a Band D household cost of £79.67 for the year. (an increase of £8.64 from 2025/26)**

Voting: unanimous

It is noted that the Band D payment equates to £1.53 per week

25/289 ASSET TRANSFER UPDATE

Members received an update on asset transfers from Dorset Council for the Spinney, open space at Weavers Close and land around Fryer Field.

25/290 FUN RUN PLANS

Members received a report on the organisation of the fun run scheduled for Sunday 10th May.

Members agreed that there should be an entry fee of £5 for adults and £3 for children.

They also discussed medals for those completing the fun run and agreed to the recommendation of a wooden medal with a bee on it. Members felt that the medals should not have the year on them, so any surplus could be used again in future years.

25/291 INFORMATION FROM MEMBERS

Cllr Way: reported on the latest youth club meeting and the proposed works for the club. He informed members that the youth leader was now fully qualified and the club was open on a Monday and Friday evenings with good attendance. He also informed members that the club were seeking another trustee. Members received a copy of the club's latest accounts.

Cllr Mrs Yeo: reported on the Dementia Action Group and that the collection boxes around West Moors and raised funds as well as the stall at the Carols on the Petwyn event. The Art for Dementia had quite low attendance, but it is hoped that local care homes would start to bring residents to these sessions. The 18th to 24th May is Dementia Action week and the group would be trying to raise awareness during this time. Cllr Yeo also reported about the library being used as a warmer space for anyone to use.

Cllr Mrs Holmes: reported on a meeting held with Green Council Biodiversity solutions who would prepare a proposal to carry out a biodiversity audit for West Moors.

Cllr Salt: reported on the Speedwatch and members were shown statistics. It was noted that Pinehurst Road continues to be the place where most speeding vehicles are caught, however offending has shown reduction over the past 2 years.

25/292 CORRESPONDENCE

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

The Chair declared the meeting closed at 20:21 hrs.

The next meeting of the Town Council will be held on 26th February 2026 at 19:30hrs.

SIGNED DATE
Chair

Payment list dated 29.01.26			
Payment method	Invoice amount	Invoice date	Details
EB 29.01	£586.00	22.01.26	Homestart Wessex - Grant
EB 29.01	£1,238.40	24.01.26	Verwood Cleaning Services - toilet and pavilion cleaning Dec-Jan
EB 29.01	£31.45	23.01.25	Business Supplies Group - Copier paper
EB 29.01	£75.00	10.11.25	S Chislett - Remembrance Day bugler
EB 29.01	£672.00	26.01.26	AM PM Glazing - repairs to patio door at pavilion
EB 29.01	£100.00	26.01.26	Blandford Animal Sanctuary - Deposit for attraction at Westival 2026
TOTAL	£2,702.85		
Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DD 23.01	£19.88	22.01.26	Mailchimp - monthly subscription
Total	£19.88		

AGENDA ITEM 5a – PLANNING CONSULTATIVE MINUTES 05.02.26

3434

WEST MOORS TOWN COUNCIL

MINUTES of the **PLANNING CONSULTATIVE COMMITTEE** held on **Thursday 5th February 2026** 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: Nadine Hancock, Assistant to Town Clerk

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

25/293 DECLARATIONS OF INTEREST
None

25/294 PUBLIC DISCUSSION PERIOD
None

25/295 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/2025/07595 - 14 Ashurst Road West Moors BH22 0LS

Erect single storey flat roof rear extension.

No Objection

P/STA/2026/00369 - Land adjacent to The Avenue, West Moors & West Moors Pumping Station

SECTION 37 notification for the replacement of 5 wooden poles.

No Objection

P/HOU/2026/00507 - 85 Glenwood Road West Moors BH22 0EW

Erect single storey rear extension (demolition of conservatory)

No Objection

25/296 NOTIFICATION OF DECISIONS FROM DORSET COUNCIL

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.

WMTC Comments

No Objection

Dorset Council Decision

Granted

P/HOU/2025/06342 - 89 Glenwood Road, West Moors, BH22 0EW

Demolish existing conservatory and garage. Erect front, sides, and rear extensions. Raise roof to create first floor habitable accommodation, dormer, rooflights. Erect a detached double garage

WMTC Comments

No Objection

Dorset Council Decision

Granted

25/297 NOTIFICATION OF PLANNING APPEALS

None

25/298 NOTIFICATION OF TREE MATTERS**Tree Preservation Orders:**

None

Tree Work

Woolslope Road Amenity Open Space, West Moors	<p>REQUEST TO:</p> <p>Site 2: (///picked.couple.intro): Goat Willow, reduce height to gain 6m clearance from the conductors. Oak, side prune to gain 4m clearance from conductors. Chip and removed arisings.</p> <p>Site 3: (///fend.raves.look): Birch, reduce height for 5m clearance of conductors. Goat Willow, side prune to gain 6m clearance of conductors. Gorse, reduce height to gain 5m clearance of conductors. Chip and removed arisings.</p> <p>Site 11: (///mugs.mull.pool): Oak sapling, reduce height to gain 5m clearance of conductors. Goat Willow, reduce height to previous points, 6m clearance of conductors. Chip and removed arisings.</p> <p>Site 4: (///galaxy.rising.sung): Goat Willow/Hawthorne, reduce height to previous cuts to gain 6m clearance of conductors. Chip and removed arisings.</p> <p>Site 5: (///judge.hill.input): Oak, side prune to previous points, 4m clearance of conductors. Hawthorne, side prune for 5m clearance of conductors. Chip and removed arisings.</p> <p>Site 6: (///ever.vine.retail): Goat Willow, reduce height to previous points, to gain 6m of conductors. Chip and removed arisings.</p> <p>Site 7: (///sits.thigh.open): Goat Willow, reduce height to gain 6m clearance of conductors. Oak, side prune to gain 4m clearance of conductors. Chip and removed arisings.</p> <p>Site 8: (///shelf.soup.dash) Oaks, side prune to gain 4m clearance of conductors. Goat Willows, reduce height and side prune to gain 6m clearance of conductors.</p> <p>Site 9: (///pram.effort.exam): Goat Willow below the lines, Coppice to gain 6m clearance of the conductors. Goat Willow surrounding, reduce height and side prune to gain 6m clearance of conductors.</p> <p>Site 10: (///tapes.trip.pints): Goat Willow below the lines, Coppice to gain 6m clearance of conductors. Goat Willow surrounding, reduce height to previous points, 6m from conductors.</p>
2 Glenwood Road, West Moors, BH22 0EP	<p>Sweet Chestnut - Monolith to height of approximately 3m and leave as standing habitat. Sweet Chestnut - Lateral reduction to the NE of up to 1.5m to give 1m clearance from property to be achieved by the removal of secondary/tertiary branches only.</p>

28 Moorside Road, West Moors, BH22 0EJ	Scots Pine - Reduce the longest primary branch growing towards the property in a S direction by no more than 1.5m from the tips inward. Beech - Undertake a branch reduction of all lateral growth only growing towards No. 2 Shirley Close by no more than 1.5m from the tips inward.
--	---

25/299 CORRESPONDENCE
None

The Chairman declared the meeting closed at 19.03 hrs

The next meeting of the Planning Consultative committee is scheduled for the 5th March 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 Transfers: Written confirmation has been received that the beneficiaries of the Fryer Estate are content with the legal change on the land to be removed, The Clerk is working with the town council solicitor and Dorset Council asset transfer team to try and move this transfer forward.
2. The Council office has received various complaints about the flooding in Station Road, we are in contact with the highways team, who have said there is nothing they can do. Bournemouth Water were at the site last week but we are unaware of why.
3. Complaint received from a resident in Elmhurst Road, with their gate being damaged by someone when visiting the plantation. They asked if the large pothole at the entrance to the plantation to be filled so people could use that area to turn their vehicles in. This request has been sent to the forestry commission.
4. The Clerk has passed the SLCC qualification, Principles of Internal Auditing Local Councils (PIALC).

AGENDA ITEM 8 – Accounts for Payment

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

AGENDA ITEM 9 – Changes to Annual Governance and Accounting Statement (AGAR)

Members are aware that each year the Council has to complete the Annual Governance Statement, which is a series of statements (assertions) on the AGAR, which should be fulfilled to ensure good governance of the council.

A new assertion will be added to the Annual Governance and Accountability Statement for 2025-26

Assertion 10 - Digital and data compliance

To warrant a positive response to this assertion, the Town Council needs to have taken the following actions:

- Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.
WMTC complies with this point, the council uses a .gov email address for staff and councillors.
- All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.
WMTC complies with this point
- All websites must meet the [Web Content Accessibility Guidelines 2.2 AA](#) and the [Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#) (where applicable).
WMTC complies with this point, as far as it can, we do have an accessibility statement on our website, which explains why it may not be fully accessible. The Council will be procuring a new fully compliant website in the new financial year.
- All websites must include published documentation as specified in the [Freedom of Information Act 2000](#) and the [Transparency code for smaller authorities](#) (where applicable).
WMTC complies with this point, Freedom of Information data is published on the council website and the council complies with the transparency code.
Note: Under the Transparency Code the Town Council has published on a separate document all expenditure over £500 for a number of years, we have now been advised that under V3 of the Information Commissioners Office (ICO) Publication Guide that every payment over £100 has to be published under the FOI Act.
A copy of the updated Publication Scheme is attached for members, with the changes highlighted in red.
- All smaller authorities, including parish meetings, must follow both the [General Data Protection Regulation \(GDPR\) 2016](#) and the [Data Protection Act \(DPA\) 2018](#).
WMTC complies with this point, the Town Council has a data protection policy and an audit of what data is held and how it is used has recently been completed by the Clerk.
- All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.
WMTC complies with this point. WMTC has a Data Protection Policy and an audit of data held and how it is processed has been carried out. Copy attached for members.

- The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.
- All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.
WMTC complies with this point, policy adopted July 2025

AGENDA ITEM 10 – Asset Management software

Members are asked to consider a subscription to Civic.ly software by Scribe.

A business case for the software has been prepared by Scribe after an online meeting to discuss the benefits of the software. The business case is attached separately to the agenda for members.

The software offers the benefit of managing all the council assets in one place, using a mobile phone as well as the computer, thus allowing for various users to report faults etc with assets with ease.

The Clerk, having received a demonstration and use of the demo software, feels that this would make the tracking of assets for management purposes more streamlined.

Quick Demo video: <https://youtu.be/4qVylqNRdd0>

Financial Implications:

Monthly fee of £115

Once set up and being used, cost savings will occur in officer and contractor time.

AGENDA ITEM 11 – Mobile Phone coverage

Mobile phone coverage in West Moors for all the major network providers is below what people now expect.

The Clerk has been in touch with Dorset Council about this matter and received the following reply:

“We have recently teamed up with Streetwave to collect mobile coverage data across the Dorset Council area, this data is available to residents here: [Mobile connectivity and coverage - Dorset Council](#).

Access to this data helps residents ensure they're on the best operator for their area whilst also allowing us to identify and highlight 'challenge areas', which have previously not been identifiable when relying on Ofcom or individual mobile operator coverage maps.

Whilst all mobile connectivity and infrastructure is delivered commercially, we are able to utilise our relationships with industry to highlight areas in need however identifying effective solutions is often complex. We have previously identified West Moors as a 'challenge area', with poor mobile coverage, and have highlighted it to industry as an area of interest.

After further investigation, we believe the most effective solution would be upgrades to current infrastructure (rather than a requirement of new masts etc). We have ongoing relationships with the operators and tower companies who deploy their infrastructure and are aware of a number of upgrade programmes taking place across Dorset over the next couple of years. Due to commercial confidentiality, upgrade locations and timeframe information is not shared with us. You can contact operators directly via their websites to see if they are able to provide you with more information.

Additionally, you may wish to engage with your local MP to ensure they are aware of your community's connectivity issues. If required, we would be able to provide ground-tested coverage data evidence to support your experiences of poor coverage (often not shown in operator coverage data).

As the coverage maps linked at the top of this email are created using on-the-ground coverage data collected by Dorset Council, they are only able to provide outdoor coverage data. Indoor coverage can be impacted by a number of factors such as building materials. If residents are experiencing poor mobile coverage indoors but have access to Wi-Fi we advise utilising Wi-Fi calling which is available on most devices: [Wi-Fi Calling Guide: How It Works, Data Usage, and Setup - Uswitch](#). There is more information on other possible solutions available here: [Improving your indoor coverage](#)”

Members are asked if they would like to pursue this matter by writing to Sir Christopher Chope MP to highlight the issues and contacting mobile phone operators to highlight the issues many residents have.

AGENDA ITEM 12 – Meeting Schedule

Members are asked to approve the draft meeting schedule from May 2026 to June 2027

May 2026		December 2026	
7	no meeting	3	no meeting
14	Annual Town Council Meeting	10	Planning Consultative
21	Planning Consultative/Environment	17	Council
28	Finance	24	no meeting
		31	no meeting
June 2026		January 2027	
4	no meeting	7	Planning Consultative
11	no meeting	14	Environment
18	Planning Consultative/Environment	21	Finance
25	Council	28	Council
July 2026		February 2027	
2	no meeting	4	Planning Consultative
9	Planning Consultative/ Finance	11	no meeting
16	Environment	18	no meeting
23	no meeting	25	Council
30	Council		
August 2026		March 2027	
6	Planning Consultative	4	Planning Consultative
13	no meeting	11	Environment
20	no meeting	18	Finance
27	Council	25	Council
September 2026		April 2027	
3	Planning Consultative/Environment	1	Planning Consultative
10	no meeting	8	no meeting
17	Finance	15	Town Meeting (Annual Assembly)
24	Council	22	Planning Consultative
		29	Council
October 2026		May 2027	
1	Planning Consultative	6	no meeting
8	no meeting	13	Annual Town Council Meeting
15	Informal Budget meeting	20	Planning Consultative/Environment
22	Planning Consultative	27	Finance
29	Council		
November 2026		June 2027	
5	Environment	3	no meeting
12	Planning Consultative/ Finance	10	no meeting
19	Informal Budget meeting if required	17	Planning Consultative/Environment
26	Council	24	Council

AGENDA ITEM 13 – Fun Run Update

A separate report is attached with an update of the fun run planning.

AGENDA ITEM 14 – Westival Update

A separate report is attached with an update for Westival.

AGENDA ITEM 15 – Information from Members

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 16 – Correspondence

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