

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 27th AUGUST 2026 at 7.30pm** in The Pavilion, Fryer Field to transact the following business:

J Weedon

Judi Weedon
Clerk

14th August 2026

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 30th July 2026 \(pages 3501-3505\). 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](#) 06.08.2026 (pages 3506 to 3508)
6. [To Receive Report from Dorset Councillors](#)
7. [To Receive Clerks report](#)
8. [To Approve Accounts for Payment](#)
9. [To Receive Update from Men's Shed](#)
10. [To Approve Insurance Renewal](#)
11. [To Resolve to remove and delete financial data from EDGEIT software from 2003 to 2019](#)
12. [To Receive Information from Members](#)
13. [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 30.07.2026

3501

WEST MOORS TOWN COUNCIL

MINUTES of the **TOWN COUNCIL MEETING** held on Thursday 30th July 2026 in
The Pavilion, Fryer Field at 7.30pm.

PRESENT:

Cllr Mrs R Burke – Chair		
Cllr M Hawkes	Cllr Mrs C Holmes	Cllr J Randall
Cllr T Salt	Cllr Mrs N Senior	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: Cllr D Green Cllr D Shortell
(reasons for apologies were noted)

26/7/102 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

**26/7/103 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR
DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)**
None

**26/7/104 TO APPROVE AND SIGN MINUTES OF THE ANNUAL TOWN COUNCIL MEETING
HELD ON 25th JUNE 2026**
Having been circulated, the minutes on pages 3486-3490 were agreed, adopted and signed.

26/7/105 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

- a. **The Report of the Planning Consultative Committee** held on the 9th July 2026, pages 3491-3493 as circulated, was confirmed, adopted and signed.
- b. **The Report of the Finance and GP Committee** held on the 9th July 2026, pages 3494-3500 as circulated, was confirmed, adopted and signed.
Recommendation 26/7/099b was RESOLVED: *Voting unanimous*

26/7/106 DORSET COUNCILLOR REPORT

Cllr D Shortell written report contained the cable route to Mannington Substation and Tourism in Dorset
A copy of the written report is available in the Council office.

Cllr Skeats reported that he had been in touch with the police regarding large tractors coming along Station Road and felt that they go too fast and should be using the main arterial routes instead of coming through West Moors.

He expressed his disappointment at the delay with the installation of the pedestrian crossing near St Marys School and felt that Dorset Council had been lacking in their ability to deliver this project in the school holidays as was the understanding.

Cllr Skeats went on to state that he had complained about the cluster group for West Moors as part of Dorset Councils Community conversations and felt that representation would be unfair in the designated cluster.

He went on to report that he attended a meeting with the police who had provided crime figures showing that as a whole crime is down locally.

26/7/107 TO RECEIVE TOWN CLERKS REPORT

1. Asset Transfers: no new information since last reported
2. New Website: Professional photography and drone imaging has been received and sent to the website designers. Officers now have access to the new website, Aubergine has added some content, and officers are now adding the rest. Members will be informed before it goes live.
3. Council Office – Verwood Cleaning is now carrying out a monthly clean of the council office.
4. Pavilion - Call out to the Pavilion on the 2nd July at 20:30hrs as it had been left open by users.
5. Pavilion – New Curtains have now been installed, thanks to Cllr Burke.
6. Dorset Council Community Conversations – Cllr's Burke and Staig will be attending these sessions and have completed a premeeting questionnaire.
7. Audit: The External Auditor has now signed off the accounts and made no comments. The external audit certificate is on the website along with the Notice of Conclusion of Audit.
8. Men's Shed – This has now been granted charity status. A letter of support has been sent to the organisation from the Town Council to assist them with planning and grant applications.
9. EV charger cables have been replaced.

26/7/108 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 3504-3505 of these minutes. (Cllr's Yeo and Hawkes to authorise the electronic payments)

Voting: unanimous

26/7/109 TOWN COUNCIL LOGO

Members having been presented with various designs for a new logo for the Town Council after discussion

RESOLVED to adopt Logo 1.2 with the font from logo 2.1 as the symbol for West Moors Town Council going forward. To be used on all correspondence, website etc with immediate effect.

Voting: unanimous.

26/7/110 WESTIVAL DEBRIEF

Members received a debrief of the event as well as financial details on the costs and income from the event. It was noted that it had cost the Council £3,689.32 to host this event.

26/7/111 RISK MANAGEMENT STATEMENT

Members reviewed the updated Risk Management Statement, and it was

RESOLVED to adopt the Risk Management statement as presented for 2026/27.

Voting: unanimous

26/7/112 INFORMATION FROM MEMBERS

Cllr's Randall and Hawkes thanked the Council staff for their work in arranging Westival.

Dorset Councillor Skeats also said what a well organised event Westival had been.

Cllr Staig informed members that he had been receiving abuse from a specific person when carrying out speed watch sessions

Cllr Way reported that Michelle Bennett has resigned as a trustee of the youth club. The youth club kitchen is due to be refurbished in August, and their accounts are all ok, just down on fundraising income.

Cllr Salt presented statistics to members on the Speed watch sessions and the Police Road Safe camera. He also reported that the team had gained a new volunteer.

26/7/113 CORRESPONDENCE

Correspondence from the West Moors Dementia Action Group, stating that the chairperson was stepping down, she thanked the Council for their support over the years and asked for assistance to look for a new chairperson.

The Chair declared the meeting closed at 20:20 hrs

The next meeting of the Town Council will be held on 27th August 2026 at 19:30hrs

SIGNED DATE
Chair

Payments authorised in between meetings			
Payment method	Invoice amount	Invoice date	Details
EB 31.07	£4,878.89	14.07.26	Staff Salaries - Month 4
Payment list dated 30.07.2026			
Payment method	Invoice amount	Invoice date	Details
EB 30.07	£354.00	08.07.26	Eagle Access Platforms - Platform Hire for tree surgery on Petwyn
EB 30.07	£200.00	13.07.26	Eyeofcallum - Westival photography
EB 30.07	£300.00	11.07.26	Phoenix Aerial - Westival entertainment
EB 30.07	£100.00	13.7.26	Falcon Crest - Westival
EB 30.07	£2,000.34	14.07.26	HMRC - Tax and Ni - Month 4
EB 30.07	£1,783.88	14.07.26	Dorset Council - Pension Contributions - Month 4
EB 30.07	£1,479.00	12.07.26	Verwood Cleaning Services - Public toilet and Pavilion cleaning June/July
EB 30.07	£137.69	14.07.26	Aquacare - water hygiene testing July
EB 30.07	£45.00	13.07.26	Tesco - Thank you gift for Terrafirma re Westival (payable to J Weedon)
EB 30.07	£90.00	15.07.26	SafeZone Fire and Security - Annual Maintenance of CCTV at Fryer Field
EB 30.07	£200.00	14.07.26	KnowWander Art Club - Westival entertainment - final payment
EB 30.07	£312.50	16.07.26	Urban Displays - Westival entertainment
EB 30.07	£300.00	16.07.26	SE and DM Meaden - Picnic bench hire for Westival
EB 30.07	£74.39	17.07.26	Business Supplies Group - Stationery
EB 30.07	£150.00	21.07.26	Bournemouth Carnival Band - Westival entertainment
EB 30.07	£385.00	21.07.26	Southern Canopy and Sales Ltd - Gazebo hire for Westival
EB 30.07	£300.00	21.07.26	Wessex 4x4 - Car park Marshalling for Westival
EB 30.07	£24.74	23.07.26	City Plumbing - Parts to repair standpipe on Petwyn
EB 30.07	£756.00	23.07.26	BDO - External Audit year end 31.03.2026
EB 30.07	£3,000.00	27.07.26	RHV - Tree works on the Petwyn
TOTAL	£11,992.54		
Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DD 09.07	£12.00	09.07.26	Sage - Payroll Software
DD 20.07	£13.25	06.07.26	British Gas - Electricity Charges - Floodlights - 09.06.26 to 06.07.26
DD 21.07	£114.78	07.07.26	British Gas - Electricity Charges - Pavilion - 05.06.26 to 04.07.26
DD 28.07	£31.57	14.07.26	British Gas - Electricity Charges - toilets - 11.06.26 to 10.07.26

DD 22.07	£96.75	03.07.26	Source for Business - water charges - Allotments 02.06.26 to 02.07.26
DD 01.09	£92.77	06.07.26	Source for Business - water charges - Public toilets 08.06.26 to 05.07.26
DD 25.07	£132.54	01.07.26	1st Connect - Phone and broadband services
DD 07.08	£92.94	24.07.26	British Gas - Electricity charges - council office - 19.06.26 to 18.07.26
DD 22.07	£19.94	22.07.26	Mailchimp - Monthly subscription
DC 08.07	£12.17	08.07.26	Meta - Facebook Advert for Westival
DC 17.06	£8.29	17.06.26	Meta - Facebook Advert for Westival
DC 08.07	£10.14	08.07.26	Lidl - Westival water for volunteers
DC 08.07	£1,000.00	08.07.26	Cash Withdrawal for Westival Raffle
DC 13.07	£20.00	13.07.26	M&S - Flowers for Staff re Westival
DC 14.07	£50.00	14.07.26	Petty Cash Top Up
Total	£1,707.14		

**AGENDA ITEM 5a – APPROVE PLANNING CONSULTATIVE COMMITTEE MINUTES
06.08.26**

3506

WEST MOORS TOWN COUNCIL

MINUTES of the **PLANNING CONSULTATIVE COMMITTEE** held on
Thursday 8th August 2026 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.00pm

PRESENT: Cllr Mrs R Burke Cllr M Hawkes Cllr T Salt
Cllr Mrs N Senior Cllr C Way Cllr Mrs P Yeo

OTHERS PRESENT: Mrs Nadine Hancock, Assistant to the Town Clerk

APOLOGIES: Cllr D Green Cllr J Randall Cllr K Wilkes
(Reasons for apologies were noted)

26/7/114 DECLARATIONS OF INTEREST
None

26/7/115 PUBLIC DISCUSSION PERIOD
None

26/7/116 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/2026/03525 - 6 Glenwood Road West Moors BH22 0EP

Demolition of existing conservatory. Erect single storey rear extension including integrated covered pergola. Installation of solar panels, air conditioning system and log burner with flue.
No Objection

P/HOU/2026/03740 - 25 Firs Glen Road West Moors Dorset BH22 0EB

Demolish existing conservatory. Erect single storey rear extension.
No Objection

26/7/117 NOTIFICATION OF DECISIONS FROM DORSET COUNCIL

P/FUL/2025/06494 - 17 Moorside Road West Moors BH22 0EH

Sever land and erect 1 No dwelling with parking and store

WMTC Comments

No Objection

Dorset Council Decision

Granted

P/OUT/2026/01305 - 175 Heathlands House Station Road West Moors BH22 0HX

Erect two x 2no bedroom flats with a bike and bin store Access, Appearance, Layout and Scale

WMTC Comments

WMTC object to this application due to overdevelopment.

Dorset Council Decision

Refused

P/HOU/2026/02904 - 75 Glenwood Road, West Moors, BH22 0EW

Erect single storey side extension

WMTC Comments

No Objection

Dorset Council Decision

Withdrawn

P/HOU/2026/02739 - 29 Sarum Avenue West Moors BH22 0ND

Erect extension to side elevation

WMTC Comments

No Objection

Dorset Council Decision

Granted

P/HOU/2026/02294 - 5 Queens Close West Moors BH22 0HW

Single storey flat roof side extension

WMTC Comments

No Objection but fencing must not restrict view

Dorset Council Decision

Granted

P/HOU/2026/03370 - 57 Moorlands Road, West Moors, BH22 0JN

Erect single storey rear extension, raise roof to create habitable accommodation at first floor level with dormers on each side and form gable ends to front and rear elevations and internal alterations

WMTC Comments

No Objection

Dorset Council Decision

Granted

P/HOU2026/03031 – 42 Heatherdown Road, West Moors, BH22 0BY

Proposed single storey rear and side extensions and front porch.

WMTC Comments

No objection

Dorset Council Decision

Granted

26/7/118 NOTIFICATION OF PLANNING APPEALS

None

26/7/119 NOTIFICATION OF TREE MATTERS**Tree Preservation Orders:**

None

26/7/120 Tree Work**9 Riverside Road West
Moors BH22 0LG****REQUEST TO:**

Oak - Remove the two lowest secondary branches arising from the primary limb extending over the laurel hedge. - Reduce the lateral canopy extending over the rear garden by approximately 2–3 metres pruning back to suitable secondary growth points. Upper crown to remain unaltered.

Oak - Reduce the subordinate stem arising approximately 1 metre above ground level. - Reduce lateral branches extending over the rear garden by approximately 2 metres pruning back to suitable growth points.

	Oak - Remove the lowest primary limb extending over the rear garden. - Reduce the upper crown and lateral branches by approximately 2 metres.
<u>120 Pinehurst Road, West Moors BH22 0AS</u>	REFUSED: Douglas Fir - Remove the lowest x 2 primary branches growing over the driveway. "Works appear aesthetic".
<u>59 Oakhurst Road West Moors BH22 0DP</u>	SPLIT: REFUSED: Beech - Fell to ground level GRANTED: Holm Oak - Reduce branches extending over the garden by approximately 2-3 metres. REFUSED: Oak - Reduce branches extending over the garden by approximately 2-3 metres.

26/7/121 CORRESPONDENCE**New Licence Application – Payless West Moors, 199 Station Road, West Moors, Dorset, BH22 0HX**

It was noted that Payless have applied for a licence to:
Supply alcohol for consumption off the premises between 8am and 10pm Monday-Sunday.

The Chairman declared the meeting closed at 19.03hrs

The next meeting of the Planning Consultative committee is scheduled for the 3rd September 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: no new information since last reported
2. The New website will be going live on the 31st August. On the same day Facebook will be updated with the new logo.

AGENDA ITEM 8 – Accounts for Payment

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

AGENDA ITEM 9 – Mens Shed

Representatives from the West Moors Community Men's shed will be attending the meeting to update members on progress made so far.

The West Moors Community Men's shed is now a registered Charity (CIO) no 1218809

AGENDA ITEM 10 – Council Insurance

Members are asked to review the council insurance documents.

The Clerk had a pre meeting with the insurance broker and we went through the policy and amounts to ensure they were sufficient for the cover required.

Amendments requested:

Increase in fidelity cover to £300,000 was £250,000

Only one steel container was insured so added an additional one

Office contents figure amended to £10,000

Play equipment insured figure £189,000

The cost of renewal for 2026/27 is £5,706.67 an increase of £425.70, which reflects the amendments requested and an annual index linking adjustments to ensure the sums insured remain adequate.

Documents attached separately to agenda for members to review.

AGENDA ITEM 11 – Old Financial Data

The Council currently holds 23 years' worth of financial data on the EDGEIT Finance software.

EdgeIT has asked if the Council would like some of this information deleted.

The Council's retention policy states that financial information should be kept for 6 years. All paper copies of invoices etc are destroyed after this period, however the information is still available in EdgeIT.

It is recommended that members resolve to remove financial information from 2003 to 2019 from the finance software.

AGENDA ITEM 12 – 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 13 – Correspondence

None at time of producing agenda