



Minutes of the SOPLEY PARISH COUNCIL Meeting  
HELD ON Thursday, 16<sup>th</sup> June 2016 at 7.30pm.  
IN SOPLEY PARISH HALL, PRIEST'S LANE, SOPLEY.

APOLOGIES FOR ABSENCE, CONFIRMATION THAT MEETING IS QUORATE & DECLARATIONS OF INTEREST IN RESPECT OF AGENDA ITEMS.

All council members present. Cllr Smedley, Cllr Rawstron, Cllr Pope, Cllr Hill, Cllr Dunn, Chairman Shutler, Cllr Liberty-Spark and Clerk Mrs Hughes.

Alan Pope expressed interest in Badgers Farm as they are his neighbours. 2 Parishioners present.

**1. CURRENT ISSUES & FORWARD PLANNING (Cllr Shutler) :**

It was confirmed the tree maintenance at Shirley Common had been completed by the Tree Management Company and their invoice received by the clerk and should be paid. The VAT of £840 to be reclaimed by the clerk also.

Planning at **Little Merryfield** had been re applied for, there were no objections from the Council at this time.

**Merryfield Park** additional planning was discussed and there was mention of the Village boundaries possibly being changed so that the new **Heatherstone Grange** would be in Bransgore Parish and not Sopley.

Concerns were raised again regarding the CIS who would receive these funds. Also concerns regarding vehicular access, Medical Centre accessibility and School places. Also Cllr Smedley raised concerns about the ongoing flooding in Derritt Lane.

**Badgers Farm.** No objections. The plans are well within keeping of original barn.

**Periwinkle Cottage.** Kennels to be removed and replaced with barns. To be discussed later and comments made to NFNPA when comments are received from Council members and received by the Clerk.

**Jasmine Cottage.** Fencing. To be discussed later and comments made to NFNPA when comments are received from Council members and received by the Clerk.

## 2. PARISH CLERK'S REPORT :

### **Subject: Review of matters arising from Internal Audit for 31 March 2016**

#### Bank reconciliation

When members check the bank reconciliation, they should also periodically verify the balances on all the other accounts.

On a quarterly basis, members in rotation should check the statements.

Bank interest Interest received from Lloyds Bank on the Allotments account has been paid net of income tax. The bank should not be deducting tax from a public body. The amounts are small in any one year, but the bank should be requested in writing to refund all tax deductions taken in error.

Wages rate It is good practice to minute on an annual basis the amount and terms of employment of the clerk (and any other employees).

This should be done at the start of budget setting each year.

Budget The full council did not clearly minute approval of the budget and the precept figure and the budget was not included as a page of the signed minutes. This should be done from now on.

Bank accounts The council holds several large bank accounts, one of which has not been used for two years. These accounts should be amalgamated and the funds put into interest bearing accounts. Investments and reserves should be reviewed this summer.

Reserves The reserves of the council are extremely high – more than three times good practice - without clear projects with defined timescales to justify such. (also raised last year)

The council should bring forward planned projects for the benefit of electors.

After the Audit Review it was agreed by Council that £10,000 would be transferred immediately to the Parish Hall Account (held by the Council) and agreed at the November 2015 Finance Meeting. ***The Audit was approved by all Council Members.***

## 3. Funding Applications:

**Thorney Hill Community Centre.** Sopley Parish Council Agreed to pay £350 as a donation and review annually next time June 2017.

*Proposed by Cllr Hill Seconded by Cllr Dunn*

**Book grant application** (Emmel Family). It was agreed by Council that there would be a maximum of 8 applications per year and a limit of £50 per transaction. A receipt would need to be received for the Clerk to make the payment. **James Bonney** Travel application was refused. Proposed: Cllr Hill Seconded: Cllr Rawstron

***Date of next Full Sopley Parish Council Meeting is 21st July 2016.  
Meeting closed 8.40pm.***