



Draft V3 of MINUTES OF THE ANNUAL MEETING OF SOPLEY PARISH COUNCIL

HELD ON Zoom on THURSDAY 6th May 2021

1. APOLOGIES FOR ABSENCE – Cllr Emmel warned members that she was on call and may have to pop in and out of meeting.

Present: Clerk Katie Hughes, Chairman Rawstron, Cllr Brake, Cllr Eccles, Cllr Hacker, Cllr Shutler, Cllr Allen and Cllr Ludford.

No apologies were received from Cllr Ring or Cllr Thierry. No reports were made available.

The Clerk (KH) confirmed that the meeting was **quorate and there were no declarations of interest in respect of Agenda items. There was no AGM Annual Assembly in 2020 due to Covid restrictions.**

2. The minutes of meeting held by zoom on 18th March 2021 had been circulated and read by all Council members. These were approved and at the next meeting Cllr Rawstron agreed to **physically sign** at the next meeting held face to face and in Public.

All Council agreed the minutes were accurate and all approved. To be signed in wet ink at meeting to be held on 17th June 2021.

There were no matters arising from these minutes. **Approved by all Council members. To be signed in wet ink at meeting to be held on 17th June 2021.**

3. PARISH CHAIRMAN'S REPORT

SPC Chairman's Address 2020/21 As the coronavirus pandemic impacted everyone from March 2020, it impacted the workings of Sopley Parish Council. Suddenly meetings were unable to happen, events and work plans were called into question, everyone took shelter at home and waited to see what would happen. Who would think that more than a year later we are not back to the way we were? Will we ever be? As a result, the Annual Assembly 2020 did not take place. The review of our audits at that time did not take place properly; something we are rectifying today. But as the summer progressed, things started to change, and SPC was introduced to Zoom following to permit remote meetings. As of tomorrow, that legislation runs out and will not be renewed following a hearing at the High Court, which ironically was carried out remotely. Parliament also will continue to run partially virtually. To quote George Orwell, "We are, but some are more equal than others." It to see the community come together as best it could. Offers of help to those shielding. Retail outlets from Sopley Farm and Sopley Salads. And earlier this year, the Allotments for the Labouring Poor charity, that the council is trustee of, was able to donate Chrome books to Sopley School to help children with no access to remote learning

The Shirley Allotments themselves are subject to an ongoing review in how the Council manages them going forward to ensure value for money for the Parish. As things opened up, some areas were immediately hit with a significant burden of management, not least education. I would like to thank Julia Emmel for her period as Chair, cut far too short by the demands placed on her to address Covid in schools. But lockdown has a number of impacts. As a result of the pandemic, my work travel plans were curtailed, and I stepped in as caretaker Chair to help systemise and standardise the Council's workings for the next Chair, something that will happen in the next month or so. While I'm thanking people, I would like to extend thanks to Angie Hill, Carol Smedley and Teela Liberty-Spark who all stepped down since the last AA, and welcome Jeremy Allen and Kamyra Brake to the council. With the repeated lockdowns and ongoing restrictions, one would think that the Council would have achieved very little over the past year or so, but happily that's not the case. One of the areas that has had a decent deal of attention has been the cemetery. This started February 2020 when Lodge Buildings repaired the buckling wall using traditional (lime mortar) techniques. Later in the year, they also addressed damage to the Lychgate roof and repointed the structure, again in traditional lime mortar. More recently dead trees have been removed and the whole cemetery tidied up by Outdoor Designs, as we were unable to get our usual Probation Services "volunteers" through this period. There have been many messages of appreciation received, and the Council is now working on how to contract this to keep it that way, and how to improve further. Indeed, Cllr Brake is currently refurbishing the gate, which sees a terrific amount of harsh weather from the South West.

Around the Parish, Cllr Shutler installed the village gateway, and a number of kissing gates, replacing decaying stiles. He and others continued Lengthsman activities when permitted. Footpath signs warding off misuse from folk not on two legs were installed (or in the process of being) by Cllr Hacker and others, plus a scheme to plant up new trees, contributing to keeping our green spaces, and the ongoing design of a recreation area at Heatherstone Grange. In another conservation-oriented initiative, we launched "show us your bags" which we hope will encourage everyone walking our highways and byways to carry a bag and pick up litter, as we were unable to run the annual New Forest Spring Clean. I would encourage all parishioners to participate whenever they can; many hands make lightwork. We also liaised with BRM laying the conduits for new super-fast broadband cabling through Avon valley, to ensure the commemorative flower garden in Sopley Triangle was redressed and re-planted. The council also held an online consultation/discussion about the proposed development of 100 new homes south of Derritt Lane, adjacent to Bransgore and opposite Heatherstone. Cllrs Hackers and Allen did a sterling job coordinating questions and statements with locals and councillors, and lead in a preview meeting with the Planning Authority, NFDC. The Council's main concerns of sewage, flooding and traffic related risks were clearly front and centre and will continue to be so as the development starts in the planning process proper. So for what for many was a quiet year, the Parish Council has kept busy, and with recent reviews has a renewed focus on delivering value to all our residents. But as always, we ask that people get involved in their local community in whatever way they can; be that the council, the parish hall, activities and

events, joining a forthcoming team beautifying the cemetery, offering their time and skills to help us maintain and improve a beautiful part of the country.
 Andrew Rawstron 6th May 2021

4. PARISH CLERK'S REPORT

The Clerk reiterated all the comments made by the Chair Cllr Rawstron and did not wish to go over all the points concisely already mentioned. But wished to add that the Council members currently in place were the most proactive that had been in office in the last few years. She gave thanks regarding the replanting of the Memorial Garden after the BRM installation. She also commented that due to Covid it has been a difficult year for all and again reiterated there has been no guidance regarding the administration in these difficult times. Everyone took a step back but it gave time to move the Council activities forward and source some new contractors for the cemetery and ongoing Parish projects.

Accounts as at 31st March 2021 **were circulated and approved by All Council Members**

Bank rec as at 31st March 2021 **were circulated and approved by All Council Members**

Payments as at 31st March 2021 **were circulated and approved by All Council Members**

Payments to be made list as at 6th May 2021 Zoom meeting to be **signed in wet ink at upcoming open SPC meeting held in public on 17th June 2021. All payments were approved by full Council over zoom.**

Supplier	Product/description	Invoice	Amount	Approved by SPC Members on
Outdoor Designs	Cemetery maintenance	3852	£700.00	06/05/2021
HALC	Annual subs	4483	£361.57	06/05/2021
Graham Hacker	Cycle signs	-	£126.43	06/05/2021
Ian Pinder	Meadow Close Bench	93	£832.01	06/05/2021
Kamya Brake	Cemetery gate paint		£32.64	06/05/2021
Tree Management	Tree cemetery	2496	£189.00	06/05/2021
Do The Numbers	Internal Audit	12/1088	£320.00	06/05/2021

To pay out:			£2,561.65	
			£ -	
To pay in:			£514.00	
Current Account			£ 43,697.61	
Deposit account			£0.21	
Allotments account			£3,014.48	
Parish Hall Account			£790.76	
		Total:	£ 48,017.06	
Total after payouts			£ 45,455.41	

Approve 2020 AGAR

Chairman Rawstron ran through the AGAR that was approved in the lockdown 2020 and all **Council members agreed the comments with actions to be taken and updated and the Accounts reported were agreed by the current Sopley Parish Council members.**

Clerk to source Agenda and Minute templates, updated GDPR documents, Transparency Code Documents (although a Gap Council) (KH). Standing Orders to be updated by current Chairman.(AJR)

All Council members stood down as per the AGM and Assembly Agenda and everyone was wishing to stay in office voted for the below for the following year: 2021-2022

Sopley Parish Council Offices & Roles 2021-2022

**Effective from 2021 AGM of the Sopley Parish Council
6th May 2021**

POST	NOMINATED PERSON(s)	Proposed by	Seconded by
COUNCIL MEMBERS	ALL	ALL	ALL
CHAIRMAN	Cllr Rawstron	Cllr Eccles	Cllr Hacker
VICE CHAIRMAN	Cllr Brake	Cllr Rawstron	Cllr Emmel
FINANCE SUB COMMITTEE	Cllr Shutler Cllr Hacker Clerk Katie Hughes Cllr Eccles	Cllr Rawstron	Cllr Ludford
HPLANNING CONSULTEES / SUB COMMITTEE	Cllr Emmel Cllr Hacker Clerk Katie Hughes	Cllr Eccles	Cllr Brake
BURIAL BOARD	Clerk Katie Hughes Cllr Brake	Cllr Emmel	Cllr Eccles
SOPLEY PARISH HALL C'TTEE	Temporary Cllr Eccles	Cllr Rawstron	Cllr Brake
SOPLEY SCHOOL GOVERNOR	Cllr Ludford	Cllr Eccles	Cllr Brake
NEW FOREST CONSULTATIVE PANEL	Cllr Brake	Cllr Emmel	Cllr Ludford
NFNPA SW QUADRANT	Cllr Allen Cllr Emmel	Cllr Brake	Cllr Hacker
HIGHWAYS	Cllr Rawstron Cllr Shutler	Cllr Emmel	Cllr Allen
FOOTPATHS/COMMONS	Cllr Shutler Cllr Hacker	Cllr Rawstron	Cllr Ludford
POLICE LIAISON	Anj Hill	Cllr Eccles	Cllr Shutler
BOURNEMOUTH AIRPORT LIAISON	Clerk Katie Hughes	Cllr Rawstron	Cllr Shutler
HALC	Clerk Katie Hughes	Cllr Allen	Cllr Shutler

Meeting dates for the upcoming year and Council Members are as follows:



MEETINGS SCHEDULE 2021/2022

7.30pm	Thursday 17 th June 2021	SPC meeting
7.30pm	Thursday, 22 nd July 2021	SPC meeting
7.30pm	Thursday, 23 rd Sept 2021	SPC meeting
7.30pm	Thursday, 18 th Nov 2021	Precept/Budget/SPC meeting
7.30pm	Thursday, 20 th Jan 2022	SPC meeting
7.30pm	Thursday, 17 th March 2022	SPC meeting
7.30pm	Thursday, 19 th May 2022	AGM & Annual Assembly

Agendas are published 3 days prior to the scheduled meeting date. Parishioners are welcome to attend all meetings which are held in the Parish Hall, Priest's Lane, Sopley (unless notified otherwise).

Chairman: Cllr. Andrew Rawstron Vine Cottage, 17 Sopley, Christchurch, BH23 7AX Tel 01425 672033	Cllr. John Eccles Bladen Cottage Burnt House Lane Bransgore, BH23 8AL Tel: 01425 673022
Vice Chairman: Cllr. Kamyra Brake Vine Cottage, 17 Sopley, Christchurch BH23 7AX Tel: 01425 672033	Cllr. Dan Shutler 81 Middle Ripley, Nr. Christchurch BH23 8EU Tel: 01425 673113/07870 404513
Cllr. Jeremy Allen The Old Stores, West Road Bransgore BH23 8BQ Tel: 07803729094/ 01425 838714	Cllr. Graham Hacker 11 Marryat Way Bransgore Hants BH23 8FG Tel: 01425 616354/07836 592081
Cllr. Jane Ludford 9 Sopley Farm Buildings Sopley BH23 7AZ Tel: 07722887990/01425 673933	Cllr. Julia Emmel 6 Meadow Close Sopley BH23 7BD Tel: 01425 672697

Parish Clerk: Mrs Katie Hughes parish.clerk@sopley.gov.uk Tel: 07935 448405

5. OTHER BUSINESS:

Stuart Pateman – contractor for Ringwood Road South of the Woolpack Bridge to trim back bushes at ground level from the Moorland layby to the Woolpack Bridge on the B3347. **It was approved by all Council Members** for the Clerk to Contact him, get a quote and instruct as soon as possible. Clerk to ask Stuart to quote for pavement/bush clearance from Old Post Office through to St Michaels & All Angels Church. **All Council members approved and updates from Clerk to follow.**

Tree Management company to be contacted for a quote for works from Moorlands layby to Woolpack bridge for over hanging trees. **All council members approved** and Clerk to contact for quote and date for works.

Cemetery maintenance contract for Sopley Cemetery. Quotes already received from Outdoor Designs for a rolling contract for £280 per month to run across the 12 months of 1st April 2021 to 31st March 2022. **All Council members approved** and Cllr Brake to oversee.

It was approved by all Council members for a one off payment of £650 for Outdoor Designs to reduce overgrown hedges to 5ft overlooking the fields at the back of the Consecrated area at the back of the cemetery. Cllr Brake to coordinate works. Once contractors on top of the current overgrown cemetery the spoil piles to be addressed.

Heatherstone Grange – infant swing approval.

All Council Members agreed the council will still look to fund the swing out of Council funds. Options to fund and how VAT can be claimed back would be looked at by Internal Auditor, Chairman and Clerk Katie Hughes.

Next meeting of Sopley Parish Council is scheduled for 17th June 2021 at 7.30pm at Sopley Parish Hall.

The next Sopley Parish Council AGM and Annual Assembly will be held on 19th May 2022.