



**Minutes of the MEETING OF SOPLEY PARISH COUNCIL held on
Thursday, 18th November 2021 at 7.30pm Sopley Parish Hall.**

In attendance: Chairman Rawstron, Cllr Allen, Cllr Brake, Cllr. Eccles, Cllr. Hacker and 5 parishioners. Also Present Mr. Edwin Macknamara (Acting Clerk)

- 1. APOLOGIES FOR ABSENCE:** Cllr. Emmel and Cllr. Ludford had given their apologies. The meeting was quorate. District Cllr. Ring and County Cllr Thierry were not present at the meeting.
- 2. PUBLIC SESSION:** The following matters were raised during the public session:
 - **Lengthsman Scheme:** The meeting was asked if the Lengthsman Scheme was still in place and if so asked if attention could be given to the blocked ditches in Ripley. The Acting Clerk confirmed that the scheme was still in place and it was agreed that the Lengthsman would be asked to advise on the work needed.
ACTION: Acting Clerk to contact the Lengthsman for a quote to carry out the required work to the ditches in Ripley.
 - **Public Rights of Way:** The bridges at Balls Common Lane and Watery Lane had been inspected by the Hampshire County Council Rights of Way Team.
ACTION: The Acting Clerk to continue to monitor the progress with the Rights of Way Team.
 - **Shirley Common:** The meeting was advised that the Oak Tree on Shirley Common was damaged. It was agreed that the Oak Tree should be replaced for the Queens Jubilee in 2022.
ACTION: The Acting Clerk to arrange for the Oak Tree to be replaced.
 - **Highway Issues:** A resident raised concerns about the traffic noise caused by the replacement Cats Eyes along Ringwood road caused by the speed of traffic and the size of the metal casings. The casings also were a trip hazard when crossing the road. The Chairman explained that, subject to Budget the Parish Council were investigating the possibility of carrying out a further pedestrian improvement scheme in Sopley and would follow on the suggestions made by the resident. He asked the resident to supply copies of the correspondence with Hampshire County Council so the Parish Council was aware of the replies received.
 - The meeting also noted the wider issues affecting road safety including Winkton, Burton, Avon and Sopley as well as the pinch point adj. The Old Telephone Box in Sopley. The Parish Council were also awaiting the report on Traffic Impact relating to the proposed Wyatt Homes development in Derritt Lane. The Council would follow up on these issues.
ACTION: The Acting Clerk to monitor the ongoing situation and report to a future meeting of the Parish Council on the issues raised.
 - **Attendance by District and County Councillors:** A resident referred to the absence of the District and County Councillors at the meeting.
ACTION: The Chairman would contact the District and County Councillors to request their attendance/Reports for future Parish Council meetings.
- 3. DECLARATIONS OF INTEREST/DISPENSATIONS:**

The Acting Clerk reported that no requests for dispensations had been made. A Declaration of Interest received from Cllr. Allen confirming his position regarding the Wyatt Homes proposal to develop the land to the south of Derritt Lane was read in full by the Acting Clerk.
- 4. MINUTES OF PREVIOUS MEETINGS – 23rd September 2021:** RESOLVED: That the minutes of the meeting held on the 23rd September, 2021, having been circulated to all Members of the Council, be approved as a correct record and signed by the Chairman.
Proposed: Cllr Eccles and seconded by Cllr Brake. Agreed by all Members present.
- 5. MATTERS ARISING FROM THE MINUTES:** There were no matters raised arising from the Minutes of the last meeting.

6. CURRENT ISSUES & FORWARD PLANNING: (All Council Members for discussion / approval)

Ringwood Road past the Bible College: The Acting Clerk asked the Council to provide further information regarding this section of road towards Winkton. The Council had obtained quotations for work to be carried out to the trees along this section of road and the Acting Clerk was asked to investigate this matter further.

ACTION: The Acting Clerk to identify the works proposed along the section of road opposite the Bible College.

7. PARISH CLERK'S REPORT: (Acting Clerk: Edwin Macknamara): No matters were raised by the Acting Clerk.

8. PAYMENTS TO BE MADE:

The Meeting approved the following payments to be made:

DATE	PAYEE	DETAILS	AMOUNT
			£
24-09-2021	A RAWSTRON	SAFETY HARNESS	32.28
		AND HELMET	
08-10-2021	PENNON WATER	WATER SERVICES	3.79
		BURIAL GROUND	
12-10-2021	E MACKNAMARA	ACTING CLERK -	923.00
		SALARY (SEPT 2021)	
13-10-2021	NEW FOREST DISTRICT	GIS PARTNERSHIP	125.00
	COUNCIL		
21-10-2-21	ZOOM MEETINGS	ZOOM DD	14.39
29-10-2021	OUTDOOR DESIGN	BURIAL GROUND	280.00
	MAINTENANCE LTD	MAINTENANCE	
08-11-2021	REFORMED PLASTICS	LONG BENCH/PICNIC	1560.00
		TABLES HG	
02-11-2021	EMACKNAMARA	ACTING CLERK	780.00
		SALARY (OCT 2021)	
08-11-2021	MIKE BLATCHFORD	BURIAL GROUND	1235.00
		REPAIRS	
08-11-2021	JOHN ECCLES	NOTICE BOARD	53.48
		REPAIRS	
21-11-2021	ZOOM MEETINGS	ZOOM	14.39
04-11-2021	DAN SHUTLER	PARISH	1862.40
		MAINTENANCE	
		TOTAL	6883.73

9. FINANCIAL MATTERS – INTERNAL AUDITORS REPORT: The Internal Auditor's Report dated 4th May, 2021 had been circulated to all Members. The Acting Clerk had circulated the following Documents so that they could be reviewed and where necessary amended:

Data Protection Policy
Freedom of Information
Standing Orders
Financial Regulations
Risk Assessment
Asset Register

The Acting Clerk advised that the current Standing Orders and Financial Regulations should be replaced with the Models advised by NALC. The current Risk Assessment should also be reviewed and the play equipment recently installed at Heatherstone Grange added to the Asset Register. He also advised that the Council consider purchasing Accounting Software to maintain a more robust Accounting Record to meet current Audit Regulations.

The Chairman suggested that the Council should also adopt a Calendar of to do items including the required Reviews and also Insurance etc.

RESOLVED: i) That the proposed amendments to the Council's Governance Procedures be adopted and that the Acting Clerk circulate copies of the Model Standing Orders and Financial Regulations with an updated Risk Assessment prior to the next meeting to enable the Review of Procedures to be completed as required by the Internal Auditor's report.

ii) That the costs for the installation of the Play Equipment at Heatherstone Grange totalling £2658 be added to the Asset Register.

iii) That a Calendar of annual to do items be prepared by the Acting Clerk and circulated to all Members for adoption at a future meeting.

iv) That the Acting Clerk provide details of costs for purchasing appropriate Accounting Software to maintain the Parish Council's Accounts.

ACTION: The acting Clerk update the Council's Governance Procedures and Policies as discussed and circulate updated copies of these Procedures and Policies to the next meeting to meet the requirements arising from the Auditor's Report of 4th May, 2021.

9.2 REQUESTS FOR GRANTS:

• VICTIM SUPPORT -HAMPSHIRE

RESOLVED: That Victim Support – Hampshire be informed that the Council is unable to provide Grant support during this financial year but would consider a further application for the financial year 2022-23.

ACTION: The Acting Clerk to advise Victim Support of the Council's decision.

• HEATHERSTONE GRANGE: The Clerk had circulated details of a request received on behalf of the residents of Heatherstone Grange for financial support to meet the costs of installing the benches/picnic tables and planting the proposed Orchard. The total costs amounted to £1285 plus VAT.

The Parish Council had previously discussed this matter and had also considered marking the Queen's Jubilee by planting the "Queen's Jubilee Orchard". Members agreed that this would be an appropriate way to mark this special occasion and that plaques should also be provided to note that the Orchard had been made possible due to the finance being provided by Sopley Residents through the Council Tax raised.

RESOLVED: That the Council provide funding for the installation of the benches/picnic tables and the planting of the "Queen's Jubilee Orchard at a cost of £1285 plus VAT and that in addition appropriate plaques be purchased for the scheme.

ACTION: The Acting Clerk/Chair arrange for the funding to be provided to enable the scheme to proceed. That the Womens Institute be informed of the Council's decision to plant the Orchard to mark the occasion of the Queen's Jubilee 2022.

10. CORRESPONDENCE RECEIVED:

i) **Queen's Jubilee:** The W.I had asked if the Parish Council would mark the occasion of the Queen's Platinum Jubilee in June, 2022 marking 70 years since her ascension to the Throne.

ACTION: ACTING CLERK TO ADVISE THE W.I. OF THE DECISION TO PLANT THE QUEEN'S JUBILEE ORCHARD AND REPLACE THE OAK TREE AT SHIRLEY COMMON

ii) **Central and West Hampshire Youth Employment Hub:** The Acting Clerk had received details of the work undertaken by the Youth Employment Hub with a request to help advertise their services via the Notice Boards in the Parish and the Council Website.

RESOLVED: That the publicity provided be displayed on the Notice Boards/Website.

ACTION: The Acting Clerk to arrange for the publicity to be displayed on the Notice Boards/Website and the Youth Employment Hb to be informed accordingly.

iii) **Campaign for lower Speed Limits – Twyford Parish Council:** The Acting Clerk had circulated details received from Twyford Parish Council seeking support for their proposals for reduced speed levels in Built Up Areas and improved enforcement of these limits.

Members agreed that the proposals were worthy of cull support.

RESOLVED: That Sopley Parish Council support the proposals suggested by Twyford Parish Council.

ACTION: That the Acting Clerk/Chair implement the decision and that Twyford Parish Council be informed of the decision made.

iv) **Marking Holocaust Day, 2022:** The Clerk had circulated details of the proposal to mark Holocaust Day, 2022.

RESOLVED: That details be circulated to local Groups including Sopley School, FONFA and Sopley W.I for their consideration.

ACTION: The Acting Clerk to circulate the details to local Groups.

11.PLANNING

- i) **DEVELOPMENT OF 100 DWELLINGS; INFORMAL OPEN SPACE; NATURAL RECREATION GREENSPACE AND PLAY AREAS; LAND TO THE SOUTH OF DERRITT LANE, SOPLEY**

<https://planning.newforest.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyval=NEWFO>
DCAPR 214898

The Acting Clerk had submitted an updated response to this application which had highlighted the ongoing concerns relating to various issues including the proposed siting of the play areas, flooding/pumping station, footpaths and affordable homes.

NFDC had agreed to provide updated information relating to these issues prior to the Parish Council making its formal response to the application. A date when the NFDC Development Committee would consider the application was awaited.

RESOLVED: i) That the action taken to advise NFDC of the ongoing concerns of the Parish Council regarding this application be approved.

- ii) That all members of the NFDC Development Committee be informed directly of the ongoing concerns regarding this application when the date for the Committee is known.
iii) That NFDC be asked to supply the additional information agreed with them at the meeting in September, 2021.
iv) That the Parish Council consider their formal response once full information was available.

11.2 PLANNING APPLICATIONS:

The Clerk had circulated details of the planning applications received since the last meeting.

App 21/11271 – 1 Meadow Close, Soppley

App 21/99878 - White Lodge, Braggers Lane, Thorney Hill

App 21/11830 12 Marryat Way, Soppley.

The Parish Council had agreed to accept the decision made by the Planning Officer under delegated powers in respect of these applications.

ACTION: No further action required

12.Heatherstone Grange: Nothing to report.

13.Shirley Allotments update:

The Acting Clerk reported that he had now issued Invoices to the Avon Estate to bring the rent for the land up to date and implementing the agreement for the revised rent 2021/22. Payment was awaited.

The Estate had also indicated that, should the Trustees/Parish Council consider selling the land they would be interested in discussing this further.

RESOLVED: That the present position be noted.

ACTION: The Acting Clerk to monitor receipt of payment.

14.BURIAL BOARD REPORT.

Cllr Brake reported that the hedge had now been cut back to the 5 foot height as agreed. The front area would be cleared and its ongoing use assessed and the cost for this work would be £990.

RESOLVED: That the clearance work be approved at a total cost of £990

15.PARISH HALL COMMITTEE REPORT (Cllr. Eccles)

The Parish Council received the report of the Hall Management Committee which outlined the steps being taken now that the Covid restrictions had been lifted and hall bookings were beginning

to pick up. The Hall Committee had been helped by Grants made by NFDC during the lock down period.

The Hall Committee Chair and Booking Manager had resigned but the Hall continued to function and replacements appointed.

The programme of future events was also reported and action being taken to review their risk assessment.

The report was noted.

NO FURTHER ACTION REQUIRED

16. PARISH FOOTPATHS & RIGHTS OF WAY ISSUES: (Cllr. Shutler)

Cllr. Shutler reported that the installation of replacement Kissing Gates continued and the sites earmarked at Thatchers Lane and Avon Field. Court Lane and Harpway Lane had been completed. The Footpath opposite West Road remained in a poor condition. Cllr. Allen was asked to supply a Map. Ownership needed to be identified.

ACTION: Installation of remaining Kissing Gates to be completed (Cllr. Shutler)

Acting Clerk to identify ownership of FP opposite West Road

17. HIGHWAYS & TRAFFIC MANAGEMENT ISSUES: (Cll. Rawstron/Shutler)

The Chairman reported the response received regarding the Partnership Scheme with Hampshire County Council whereby work would be undertaken by HCC if financed by the Parish Council.

The Parish Council would need to assess the financial implications as part of the Budget Process for future years and earmark appropriate funding within future Budgets.

ACTION: CHAIRMAN / ACTING CLERK TO MONITOR SITUATION.

18. MINUTES OF THE FINANCE COMMITTEE HELD ON THE 4TH NOVEMBER, 2021

RESOLVED: That the Minutes of the Finance Committee held on the 4th November, 2021 be received.

19. BUDGET 2022 / 23 AND PRECEPT REQUIREMENT

The Parish Council had received the Minutes of the Finance Committee held on the 4th November, 2021 which recommended that the Budget set out in Appendix A be adopted by the Council and that the Precept be set at £32,000 for the financial year 2022/23.

A discussion then took place on whether an earmarked fund for future Pedestrian Safety Scheme should be included on the basis that funding had been historically accumulated over a number of years but not shown as part of previous Budget proposals.

The Acting Clerk advised that if this funding was earmarked within the current Budget then the Council would also have to consider the implications for its reserves when a scheme had been prepared and costed. Other sources of finance would also have to be investigated.

At this point Cllr. Hacker informed the meeting that he had submitted his resignation to the Chairman and in view of the discussion intended to leave the meeting and that his resignation would stand with immediate effect. He then left the meeting at 21.30pm.

Following further discussion it was unanimously agreed that the recommendations of the Finance Committee should be supported and that Version 7 of the Budget 2022/23 attached hereto as Appendix A be adopted and the Precept set at £32,000 for the financial year 2022/23.

RESOLVED: i) That the Budget Proposals set out in Appendix A attached hereto be approved and adopted by the Council.

ii) That the Precept for 2022/23 be set at £32,000

iii) That the Acting Clerk be authorised to submit the Precept Request for 2022/23 to New Forest District Council in the sum of £32,000

ACTION: The Acting Clerk to submit the Precept Request 2022 / 23 to New Forest District Council

Date of next full council meeting Thursday 20th January, 2022.

Meeting closed 9.45pm.