



**Minutes of the MEETING OF SOPLEY PARISH COUNCIL held on
Thursday, 27th January, 2022 at 7.30pm Sopley Parish Hall.**

In attendance: Cllr J. Allen, Cllr. J Eccles, Cllr . Emmel, Cllr. J. Ludford and Cllr. D. Shutler and 14 parishioners. Also Present Mr. Edwin Macknamara (Acting Clerk)

In the absence of the Chair and Vice Chair the Acting Clerk opened the meeting and welcomed those present. He then asked for nominations for Chair and it was proposed and seconded that Cllr. Emmel take the Chair for this meeting. On being put to the vote it was unanimously agreed that Cllr. Emmel be appointed as Chair for this meeting.

Cllr. Emmel then took the Chair.

- 1. APOLOGIES FOR ABSENCE:** Cllr. A. Rawstron and Cllr. K Brake and had given their apologies. The meeting was quorate.
- 2. PUBLIC SESSION:** The Chair invited those present to address the Council during the period set aside for Public Participation.
 - **Planning Application 21/11673** Additional Front Dormer, enlarge existing dormer, increase depth of front window – 3 Arnwood Drive, Sopley

Two residents spoke against this application and two in favour. Cllr Ring (NFDC) advised the meeting that he had requested that this application be referred to Committee for decision which would give the objectors and the applicant the opportunity to address the members of the Planning Committee prior to the decision being made.

The Chair suggested that following the comments made the Parish Council discuss the application and make a decision.

Members agreed that there were no apparent planning grounds for the application to be refused and decided that no objection would be raised but that the request for the application to be determined by the NFDC Planning Committee would be supported.

AGREED UNANIMOUSLY

ACTION: THE ACTING CLERK

The Period of Public Participation was then resumed:

- **Avon Valley Footpath – The Vatchers:** A resident asked whether any action had been taken regarding the collapsed bank along the stream adjacent to The Vatchers. Cllr. Shutler reported that he had spoken to the adjacent neighbour and the Environmental Agency had been informed of the problem. Any work would need to be approved by the Environmental Agency. The Clerk advised the Parish Council had no Statutory Powers which would enable them to carry out this work and he would follow this up with the the Environmental Agency and the Adjacent Neighbour. It was also suggested that as the stream was part of the Avon Valley Footpath, Hampshire County Council Rights of Way Team should also be informed as the condition of the footpath needed attention.

ACTION: THE ACTING CLERK

- **Pass Wide and Slow Awareness Ride – 18th September, 2022:**
The Parish Council were asked to help advertise this event taking place on the 18th September, 2022.
Volunteers would be asked to help on the day although the Police would be present. Local horse riders, walkers and cyclists would be invited to participate. Members agreed That the Parish Council would help to advertise the event on their local Notice Boards, the Parish Council Web Site and social media.

ACTION: THE ACTING CLERK

- **District and County Councillors:** A resident asked if the Parish Council had followed up The suggestion that District and County Councillors should be present at Parish Council Meetings. The Clerk advised that this had been done and Cllr. Ring who Represented Sopley at NFDC was present. The County Councillor was not present. However, The Clerk advised that the District and County Councillors were elected to Represent the area at the District or County Level of Government and therefore, their attendance at Parish Council meetings was at their discretion. However, these Councillors would be welcome to attend any Parish Council Meeting.
- **Sopley Burial Ground:** A resident asked if there had been any progress with the repairs To the potholes in front of the Lytch Gate in front of the Burial Ground. Hampshire County Council had indicated that they would not be able to carry out these repairs. The Clerk would speak with Cllr. Brake who was dealing with Burial Ground matters and Follow up on the repairs needed.
ACTION: THE CLERK/CLLR. BRAKE
- **Court Farm (Adj Burial Ground):** A resident reported that bushes adjacent to the Burial Ground wall was blocking visibility along the highway. The Clerk would arrange For these bushes to be trimmed back.
ACTION: THE CLERK

3. DECLARATIONS OF INTEREST / DISPENSATIONS:

The Acting Clerk reported that no requests for dispensations had been made. Cllr. D. Shutler Declared an interest in Agenda Item 7(v) The Old Cart Shed, Middle Ripley.

4. MINUTES OF PREVIOUS MEETINGS – 23rd December 2021: RESOLVED: That the minutes of the meeting held on the 23rd December, 2021, having been circulated to all Members of the Council, be approved as a correct record and signed by the Chairman. **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. PARISH CLERK'S REPORT: (Acting Clerk: Edwin Macknamara): Payments to be authorised by Council Members:

The following Payments were approved :

PAYEE	DESCRIPTION	AMOUNT
Mrs. K. Hughes	Sick Pay Dec 2021/January 2022	£1114.00
Mr. E. Macknamara	Locum Clerk – Payment for December, 2021	£702.00
Mr. E. Macknamara	Stationary/Printing	£70.88
Mr. G. Hacker	Tree Planting - HG	£761.10

RESOLVED: That the payments totalling £2647.98 be approved.

Parish Council Vacancy:

The Clerk reported that the person interested in filling the Vacancy of Councillor had been unable to attend this meeting. However, a second applicant had also come forward.

RESOLVED: That the cooption to fill the current vacancy be deferred and that the applicants be now asked to complete the questionnaire prior to interview at a future meeting.

ACTION: THE ACTING CLERK

Accounting Software:

The Acting Clerk reported that he had requested 3 quotes for Accounting Software but as only one had been returned the matter had been deferred at the last meeting to give more time for further quotes to be submitted. Despite reminders two quotes had now been received. The Acting Clerk reported the terms received from Edge Designs and Scribe Accountancy. Members agreed that the final decision should be made by the Parish Council's Clerk/RFO and arrangements be made for a presentation to be made to her prior to any Order being placed.

RESOLVED: That the Parish Clerk/RFO be authorised to purchase Accountancy Software subject to a limit of £775 in the first year and a suitable presentation being made to her when appropriate.

ACTION: THE CLERK

7. Compliance and Governance:

The Acting Clerk had circulated the following documents prior to the meeting:

- The Model Standing Orders
- The Model Financial Regulations
- A Financial Risk Assessment
- The Asset Register.

Members felt that a separate meeting should be held to discuss the Model Standing Orders and Financial Regulations and the Acting Clerk was asked to make appropriate arrangements. This would also allow further time to consider the proposed Financial Risk Assessment.

The Acting Clerk had also circulated the current Asset Register and advised the meeting that the following assets provided at Heatherstone Grange should now be added to the Asset register:

2 x Picnic Tables/Benches	£1560.00
Infant Swing	£2657.00

RESOLVED: i) That a meeting be held to discuss the Model Standing Orders and Financial Regulations together with the proposed Financial Risk Assessment and that the Acting Clerk make appropriate arrangements.

ii) That the Assets Register be updated to include the Assets recently provided at Heatherston Grange listed above.

ACTION: THE ACTING CLERK

8. CORRESPONDENCE RECEIVED:

The Clerk reported the following items of correspondence:

Arrangements for the Queens Jubilee received from Sopley Parish Hall Committee:

A verbal Report would be made when the Parish Hall Committee Report was made later in the meeting.

Bournemouth Airport – Noise complaint issues: The Acting Clerk had circulated an email received regarding increased traffic into the airport and noise issues. The increase in traffic was due to deliveries of Covid related equipment. The meeting noted that the Airport Consultative Committee had not met for some time due to the Covid situation, but arrangements were being made to resume these meetings. Sopley Parish Council were represented at these meetings. It was also noted that the complaint had not been made by a Sopley Resident. The correspondence was noted.

Pass Wide and Slow Campaign: The Parish Council had dealt with this item during the Public Participation period earlier in the meeting.

Fund Raising – Home Start Hampshire: The Acting Clerk reported that he had circulated this request for financial support so that Members were aware of the request. The Clerk had asked the Organisation to complete a Grant Application Form which had not yet been received.

The Old Cart Shed at Middle Ripley: Cllr. D. Shutler declared an interest in this application and took no part in the discussion or voting thereon.

The Avon Tyrell Estate had provided details of proposals to convert the Old Cart Shed into residential accommodation which would be subject to a planning application if the proposal was to proceed. The plans provided were noted and would have to meet the current planning policies for the conversion of farm buildings currently applied by New Forest District Council.

9. 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 amended Plans had now been received from the Developer of this site which were now available on the NFDC Website for further Consultation. The Acting Clerk advised that a formal objection to the current application had now been made to the local planning authority.

A request had also been made for a further meeting with the Planning Officer to discuss the outstanding issues from earlier meetings.

Cllr. Allen reported that the briefing provided by NFDC regarding the Community Infrastructure Levy was now available to view on You Tube,

- ii) The following planning applications had been received:
21/11673: Additional front dormer, enlarge existing dormer, increase depth of front window 3 Arnwood Drive, Sopley. NO OBJECTION. The Parish Council would support the request that this application be referred to the NFDC Development Control Committee for determination.
22/10034 Two storey side and rear extension; erection of single storey rear extension. Wayside, Ringwood Road, Sopley. NO OBJECTION.
The Local Planning Officer to be asked if in future the Advice Note could provide more detailed information to help the Parish Council to make a decision.
21/11708 Use of Barn as dwelling (Prior Approval) Butlers Barn, Derritt Lane, Sopley. Prior approval refused.

- 10. BCP Local Plan Issues and Options – Consultation:** The Bournemouth, Christchurch and Poole Local Plan was now the subject of Consultation until the 7th March, 2022. A site had been identified to the west of West Road which would seriously impact on the Sopley Parish Council area and Bransgore Parish. The meeting noted that a previous proposal for this site had been strenuously opposed and the site did not meet the Planning Policies required by the National Planning Policy Framework. On this basis it was agreed that Sopley Parish Council would continue to oppose any development on this site on the basis that any such development would not meet the requirements of the National Planning Policy Framework.

ACTION: THE ACTING CLERK

- 11. New Forest National Park Authority – Local List Project:**

A number of local buildings were discussed in the context of this Project. No further action was proposed.

- 12. HEATHERSTONE GRANGE ALLOTMENTS:**

The Acting Clerk reported that all of the allotments were currently occupied and invoices had now been issued for payment of the annual rent.

The meeting discussed the ongoing arrangements for the administration of the allotment site and whether a Residents Allotment Committee was required.

- 13. SHIRLEY ALLOTMENT UPDATE:**

The Acting Reported that the payment of the outstanding rent had now been received and the revised rental arrangements put in place.

- 14. BURIAL BOARD REPORT:**

There had been no burials since the last meeting. Approval had been given for the headstone for the late Mr. John Lay.

- 15. PARISH HALL COMMITTEE REPORT:**

The meeting received a report from a Member of the Management Committee regarding the current situation at Sopley Parish Hall. The number of bookings was now improving post covid

with several regular bookings returning to normal. Childrens' Parties were also increasing. The Management Committee were also looking at Community Fund Raising events as well as implementing a maintenance programme and other safety issues. The financial position was now improving and The treasurer had updated the financial records. The Hall had received financial support from the New Forest District Council which was much appreciated.

Arrangements were in hand to celebrate the Queens Jubilee and a Garden Event was planned for the 3rd July, 2022 with alternative arrangements should the weather require it. These plans would be finalised at a future meeting and the Parish Council would be kept informed.

Finally, it was noted that the Lease of the Hall required the Car Park Gate to be locked but on occasions this had not been possible due to parked cars being left overnight.

16. PARISH FOOTPATHS AND RIGHTS OF WAY ISSUES:

Cllr. Shutler reported that 3 additional kissing gates had now been installed and 2 more were available when suitable sites could be identified. A resident suggested a site which Cllr. Shutler would assess.

ACTION: CLLR. SHUTLER

17. HIGHWAYS AND TRAFFIC MANAGEMENT ISSUES:

The Acting Clerk reported that the quote for the tree work along Salisbury Road opposite the The Bible College was still valid. However, due to the costs involved it was agreed that further Quotes should be obtained. Enquiries would be made to see if the New Forest District Council Might wish to quote for this work.

Members also noted that the trees on the opposite side of the road required attention but these were located on private land. The Acting Clerk would obtain a copy of the standard letter for requesting land owners to cut back vegetation affecting the highway.

RESOLVED: That the Acting Clerk obtain further quotes for the tree work identified along Salisbury Road and that Cllrs. Brake and Shutler be authorised to accept a quotation when received.

ACTION: THE ACTING CLERK: CLLRS BRAKE AND SHUTLER

18. DISTRICT COUNCILLOR'S DEVEOLVED BUDGET.

Cllr. Ring reported that his Devolved Budget for the current financial year had now been allocated. However, further funding would be available from 1st April, 2022 and he would be able to consider requests for supporting the costs associated with the Queen's Jubilee Celebrations.

19. RESOLVED: That pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act,1960 that members of the public and press be now excluded from the meeting for the following items of business on the grounds that publicity may be prejudicial to the public interest because of the confidential nature of the business to be transacted.

20. Staffing Issues – Update: The Acting Clerk reported that the Fit Note Supplied by the Clerk expired on the 31st December, 2021 and outlined the further advice given by HALC on the possible return to work by this employee. In particular HALC had advised on the need for an assessment to be made regarding such a return to work and if necessary the Parish Council should consider referring the employee for an independent Occupation Health Report. This would help the Council to establish how long the employee might be off work and what reasonable adjustments might be needed in order for a return to work to take place.

RESOLVED: a) That the Acting Clerk obtain details of costs of a referral to an Occupation Health Company.

b) That the employee be asked for a further "Fit Note" for the period from 1st February, 2022.

c) That a return to work be re-assessed when further medical advice was available.

ACTION: THE ACTING CLERK

21. Locum Clerk – Update: The Locum Clerk, Mr. E. Macknamara, had been appointed on a Temporary Contract for Services which had been extended to cover the continued absence of the Council's Clerk/RFO. It now appeared unlikely that a return to work was imminent and the meeting felt that the Locum Clerk should continue for a further period whilst the Medical Reports for a return to work of the Employee were obtained. On this basis it was agreed that the Contract for services be extended further on a monthly basis initially until 17th March, 2022 when the situation could be re-assessed.

RESOLVED: That the Contract for Services between Mr. E. Macknamara and the Parish Council

be extended on a monthly basis until the 17th March, 2022 when the situation would be reviewed further.

Date of next full council meeting Thursday 17th March, 2022.

Meeting closed 9.35pm.

Signed: Date: