



MINUTES OF THE ANNUAL MEETING OF SOPLEY PARISH COUNCIL

HELD ON THURSDAY 12th May 2022 at Sopley Parish Hall commencing at 7pm

1. APOLOGIES FOR ABSENCE – Cllr. A. Rawstron. Mr. Trevor Langford.

Present: Cllr. J. Allen; Cllr. K. Brake; Cllr. J. Eccles; Cllr. J. Ludford and Cllr. D. Shutler, Cllr. G. Vines. Mr. E. Macknamara (Acting Clerk)

Also Present: Cllr Thierry (Hampshire County Council) and 8 Members of the Public

The Acting Clerk confirmed that the meeting was quorate and there were no declarations of interest in respect of Agenda items.

Cllr. K. Brake (Vice Chair) took the Chair

PUBLIC PARTICIPATION:

- **Burial Ground:** A member of the public commented on the work which had been carried out at the Burial Ground and now that the overgrown areas had been cleared a tree stump had been revealed.
Cllr. Brake reported that further work was intended and this would be agreed in due course. It was also reported that it had been intended to use the stump as a bench and this suggestion was welcomed. All agreed that the Burial Ground maintenance was much improved.
The meeting noted that the potholes at the entrance had been repaired by Hampshire County Council.
- **Allotments (HG)** The Council was asked to repair the tap at the Allotment site which had been damaged during the water. It was also reported that the parking arrangements by the site should be investigated. It was agreed that arrangements would be made to repair the tap and the Parish Council would be asked to review the parking arrangements.

2. **Minutes of the Meeting held on the 27th January, 2022:** The minutes of meeting held on the 27th January, 2022 having been circulated prior to the meeting were approved and signed by the acting Chair.

Matters arising from the Minutes.

Minute 17: Tree Work along Salisbury Road:

RESOLVED: That the Acting Clerk be asked to obtain a third quote for the tree work along Salisbury Road

ACTION: The Clerk

3. **CO-OPTIONS:**

The Acting Clerk confirmed that the two vacancies on the Parish Council had been advertised and no election had been requested. The vacancies could now be filled by cooption.

Two local residents had put their names forward and being put to the vote it was unanimously:

RESOLVED: That Mr. Gavin Vines and Mr. Trevor Langford be coopted onto the Council to fill the vacancies and that the New Forest District Council be notified accordingly.

Mr. Gavin Vines being present at the meeting signed the Declaration of Acceptance of Office as Councillor and joined the meeting/

4. GOVERNANCE:

- **Model Standing Orders and Model Financial Regulations**

The Acting Clerk had circulated the proposed Model Standing Orders and Financial Regulations prior to the meeting. The Standing Orders now suggested that the quorum for future meetings should be set at 4.

RESOLVED: i) That the Parish Council adopt the Model Standing Orders and Financial Regulations with immediate effect and that the quorum be now set at four for future meetings of the Council.

- **ANNUAL GOVERNANCE AND ACCOUNTABILITY REPORT 2021/22**

The Acting Clerk had circulated the Annual Governance and Accountability Report 2021/22 prior to the meeting. However, the Internal Audit had now been re-arranged to take place on the 10th June, 2022.

RESOLVED: That the Annual Governance and Accountability Report 2021/22 be received.

- **PAYMENTS FOR APPROVAL:**

The following payments were presented for approval and payment:

PAYMENTS - APRIL 2022

PAYEE	DATE	AMOUNT £	DETAILS
Outdoor Design (Maintenance Ltd	28/12/2021	280.00	Cemetery Maintenance
Outdoor Design (Maintenance) Ltd	31/02/2022	280.00	Cemetery Maintenance
Outdoor Design (Maintenance) Ltd	02/03/2022	280.00	Cemetery Maintenance
E. Macknamara	01/03/2022	650.00	Locum Clerk - February
E Macknamara	01-Mar-22	90.38	Stationary
K. Hughes	21/03/2022	278.5	Sick Pay - March
TOTAL			1858.88
D. Shutler	21-Mar-22	1572.00	Repairs - Kissing Gates
K. Hughes	04/04/2022	278.50	Sick Pay - April
E. Macknamara	04/04/2022	794.48	Locum Clerk - March
TOTAL			2644.98

NEW PAYMENTS

K. Hughes	12/05/2022	278.50	Sick Pay - May
Outdoor Design	05/05/2022	385.00	Cemetery Maintenance - April
E Macknamara	12/05/2022	461.50	Locum Clerk - April
TOTAL			1125.00

RESOLVED: That the Payments listed above be approved for payment.

5. PARISH CHAIRMAN'S REPORT:

Cllr. Brake read the Chairman's Report in his absence. Attached (Appendix A)

6. PARISH CLERK'S REPORT

The Acting Clerk supported the comments made in the Chairman's Report which had included the difficulties which had resulted in the need to appoint a Locum Clerk.

The Acting Clerk added that the Council's Accounts for the year ending 31st March, 2022 had been reconciled and that the Auditing of the Accounts would proceed on the basis of the AGAR reported to the Council earlier in the meeting.

7. ELECTION OF CHAIR: Proposed by Cllr. Brake and Seconded by Cllr. Allen:

RESOLVED: That Cllr. D. Shutler be elected Chair of Sopley Parish Council for the ensuing municipal year. (Agreed unanimously)

Having signed the Declaration of Acceptance of the Office of Chair;

Cllr. Shutler then took the Chair,

ELECTION OF VICE CHAIR: Proposed by Cllr. Brake and seconded by Cllr. Allen

RESOLVED: That Cllr. Ludford be elected Vice-Chair of Sopley Parish Council for the ensuing municipal year. (Agreed unanimously).

8. ELECTION OF STANDING COMMITTEES:

The following Standing Committees were appointed:

FINANCE COMMITTEE: Cllr. Shutler; Cllr. Eccles; Cllr. Langford; Cllr Vines.

PLANNING COMMITTEE: All Members of the Parish Council

BURIAL BOARD: Cllr. Brake and The Clerk

STAFFING COMMITTEE: Cllr. Brake and Cllr. Ludford.

RESOLVED: i) That the above Standing Committees be appointed

ii) That the scheme of delegation to the Staffing Committee set out in Appendix A hereto be agreed and adopted by the Council.

9. APPOINTMENTS TO OUTSIDE BODIES:

Following the appointments made the list of Parish Council Offices and Roles were agreed as follows:

Sopley Parish Council Offices & Roles 2022-2023
Effective from 2022 AGM of the Sopley Parish Council
12th May 2022

POST	NOMINATED PERSON(s)	Proposed by	Seconded by
COUNCIL MEMBERS	ALL	ALL	ALL
CHAIRMAN	Cllr Shutler	Cllr Brake	Cllr Allen
VICE CHAIRMAN	Cllr Ludford	Cllr Brake	Cllr Allen
FINANCE SUB COMMITTEE	Cllr Shutler Cllr Eccles Cllr Langford Cllr Vines The Clerk	Cllr Allen	Cllr Ludford
PLANNING COMMITTEE	All Councillors	ALL	ALL

BURIAL BOARD	Cllr Brake The Clerk	Cllr Ludford	Cllr Vines
SOPLEY PARISH HALL C'TTEE	Temporary Cllr Eccles	Cllr Allen	Cllr Brake
STAFFING COMMITTEE	Cllr Brake Cllr Ludford	Cllr Vines	Cllr. Shutler
SOPLEY SCHOOL GOVERNOR	Cllr Ludford	Cllr Eccles	Cllr Brake
NEW FOREST CONSULTATIVE PANEL	Cllr Brake	Cllr Allen	Cllr Ludford
NFNPA SW QUADRANT	Cllr Allen	Cllr Brake	Cllr Ludford
HIGHWAYS	Cllr Vines Cllr Shutler	Cllr Ludford	Cllr Allen
FOOTPATHS/COMMONS	Cllr Shutler Cllr Vines	Cllr Ludford	Cllr Allen
POLICE LIAISON	VACANT		
BOURNEMOUTH AIRPORT LIAISON	The Clerk	Cllr Allen	Cllr Shutler
HALC / NEW FOREST ASSOC LOCAL COUNCILS	To be decided for each meeting		

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



MEETINGS SCHEDULE 2021/2022

7.30pm	TBC	June 2022	SPC meeting
7.30pm	Thursday, 21 st July 2022		SPC meeting
7.30pm	Thursday, 15 th Sept 2022		SPC meeting
7.30pm	Thursday, 17 th Nov 2022		Precept/Budget/SPC meeting
7.30pm	Thursday, 19 th Jan 2023		SPC meeting
7.30pm	Thursday, 16 th March 2023		SPC meeting
7.30pm	Thursday, 18 th May 2023		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).

RESOLVED: i) That the Calendar of Meeting 2022/23 set out above be adopted

ii) That the Parish Council meet on a monthly basis commencing June, 2022 dates to be confirmed subject to availability of the Parish Hall

AT THIS POINT THE PARISH COUNCIL MEETING WAS ADJOURNED TO ENABLE THE ANNUAL PARISH MEETING TO PROCEED

Next meeting 20th June 2022 at 7.30pm at Sopley Village Hall.

The meeting resumed at the conclusion of the Annual Parish Meeting:

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 business on the grounds that publicity may be prejudicial to the public interest because of the confidential nature of the business to be transacted.

11. CONFIDENTIAL ITEMS:

12. ITEMS FOR THE NEXT AGENDA:

In view of the ongoing employment issues it was agreed that the following matters should be discussed at the next meeting:

Amendments to the Council's Risk Assessment

The purchase of a dedicated Mobile Phone for use by the Clerk for Parish Council Business.

The meeting concluded at 20.58pm

NEXT FULL COUNCIL MEETING

(Action: All) Monday 20th June 2022 – Sopley Parish Hall commencing at 7.30pm