



MINUTES OF THE MEETING OF SOPLEY PARISH COUNCIL

HELD ON THURSDAY 20th JUNE 2022 at Sopley Parish Hall commencing at 7.30pm

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

Also Present: Cllr Thierry (Hampshire County Council) Cllr. T. Ring (New Forest District Council and 4 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.

1. APOLOGIES FOR ABSENCE – Cllr. J. Allen and Cllr. A. Rawstron.

PUBLIC PARTICIPATION:

- Queens Jubilee Picnic Bench: A resident suggested that the Parish Council purchase the Bench which had been made for the Queens Jubilee and was displayed at the Jubilee Celebrations in Sopley. The Bench had a plaque but it might be appropriate to have the bench engraved at a future date to mark this occasion. It was suggested that the bench be located outside the Parish Hall. (An item had been placed on the Agenda to discuss the provision of a bench outside the Village Hall Item 6(ii) on the agenda and the item was brought forward for discussion).

It was agreed that this suggestion should be supported, subject to the appropriate approval of the Sopley Parish Hall Management Committee, and it was:

RESOLVED: That subject to agreement regarding the site for the Bench, the Parish Council agree to purchase the Bench and arrange for it to be installed and engraved.

- Sopley Telephone Box: A resident raised the issue relating to the condition of the telephone box in Ringwood Road. It required repainting and the broken glass repaired. Members agreed that this work should be done and that quotes would be obtained. It was noted that a local resident had previously purchased the appropriate red paint and this should be investigated further. Also it was noted that the telephone box may be sited on private ground and the permission of the landowner may be needed.

RESOLVED: That the improvements to the Telephone Box be carried out, subject to locating The appropriate paint and land ownership and that quotes be obtained for the work.

- Ripley Notice Board: The Acting Clerk reported that a resident had reported that the Notice Board at Ripley was unstable and needed to be repaired.

RESOLVED: That the Acting Clerk arrange for the repairs to be carried out.

1. **Minutes of the Annual Meeting held on the 12th May, 2022:** The minutes of Annual meeting held on the 12th May, 2022 having been circulated prior to the meeting were approved and signed by the Chair.
2. **Matters Arising:**
 - i) Trees along Salisbury Road: The Acting Clerk reported that a third quote had been requested and should be available following inspection carried out earlier in the day.

The Council had previously agreed that once three quotes were available a decision be delegated to Cllr. Shutler and Cllr. Brake. Details of the quotes would be circulated to all members prior to the decision being made.

ACTION: THE CLERK

- ii) Review of the Risk Assessment: The Clerk reported that a further report would be made at a future meeting to include other matters raised during the internal audit which would be discussed later in the meeting.
- iii) Mobile Phone: Members had previously discussed the purchase of a Mobile Phone with a dedicated number for use by the Parish Clerk.

RESOLVED: That the Acting Clerk be authorized to purchase a mobile phone and SIM Card for use by the Parish Clerk with a dedicated number for Parish Council use.

- iv) Police Liaison Representative: There was a vacancy for the Police Liaison Representative from the Annual Meeting and Cllr. T. Langford was nominated for this position.

RESOLVED: That Cllr. T. Langford be the Parish Council's Police Lison Representative for the ensuing Municipal Year.

- v) Communications Representative: It was agreed that a representative should be appointed to review the Parish Council's Communications Policy so that residents could be better informed about Council activity. The role would include the website, publicity, new projects and general communications with local residents.

RESOLVED: That Cllr. T. Langford be appointed to the Role for the ensuing Municipal Year.

3. CURRENT ISSUES AND FORWARD PLANNING: No items were raised for discussion.

4. PARISH CLERK'S REPORT:

The Locum Clerk reported the following matters for decision:

a) PAYMENTS FOR APPROVAL:

The following payments were presented for approval and payment:

PAYEE	DATE	DETAILS	AMOUNT £
Mrs. K. Hughes	12 th June, 2022	Sick Pay June, 2022	278.50
Pennon Water Services	8 th June, 2022	Water Charges (monthly)	3.60
Outdoor Design (Maintenance) Ltd	2 nd June, 2022	Cemetery Maintenance - May	385.00
RJG Plumbing and Heating	1 st June, 2022	Repairs to standing water pipes HG Allotments	127.99
Mr. E Macknamara	1 st June, 2022	Locum Charges – May Postage Costs	721.20 15.60
Do the Numbers Ltd	30 th May, 2022	Internal Audit Fees	320.00
Hampshire Association of Local Councils	17 th May, 2022	LCPD Membership	198.00
Hampshire Association of Local Councils	20 th April, 2022	Membership Subscription and Levy	362.52
		TOTAL	£2412.41

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

- b) Parish Council Vacancy: The Clerk reported that the vacancy arising from the resignation of Cllr. Eccles had been duly advertised and a request for an election had not been made. The vacancy could now be filled by co-option and would be advertised in the normal way.

ACTION: THE CLERK

- c) Banking Mandate: The Clerk reported that following the resignation of Councillor Eccles the Banking Mandate should be reviewed. It was agreed that the existing Bank Mandate be revised to include:

The Chair of the Council

All Members of the Finance Committee; and

The Clerk (or Acting Clerk) as appropriate

RESOLVED: That the Bank Mandate be amended to include the above Members.

- d) Report of the Internal Auditor – Year ended 31st March, 2022

The Locum Clerk had circulated the Report of the Internal Auditor which outlined a number of issues which required to be reviewed by the Council. These matters would be raised for discussion at the next meeting. In the meantime the Auditor had approved the Annual Governance and Accountability Report 2021-22 which had now been forwarded to the External Auditors PKF Littlejohn LLP and the Notice of the Public Rights and Publication of the AGAR published.

- e) Accounting Software – Scribe Accounts: The Council had previously discussed the purchase of Accounting Software and received details of costs from appropriate suppliers. The Locum Clerk had suggested that the Scribe Accounts Package would improve the Council's financial records and reporting and he had also raised this matter with the Internal Auditor. It was recommended that the Council now purchase this software.

RESOLVED: That the Scribe Accounting Package be now purchased and setup for the Maintenance of the Council's financial records and reporting.

5. CORRESPONDENCE:

- Thorney Hill Community Centre: The Clerk reported that the Thorney Hill Community Centre had asked the Parish Council to meet the cost of grass cutting at the Centre. The Chair reported that the Council had arranged for the grass to be cut during the Covid lockdown to help during this time. However, it wasn't felt appropriate to continue to do this in this way.

The Locum Clerk suggested that it may be appropriate for the Thorney Hill Community Centre to submit a request for a grant which could then be considered along with all other requests for financial support. They already asked for a grant towards the cost of insuring play equipment adjacent to their Centre.

Members supported the view that this matter would better be dealt with by way of a grant application which could then be considered alongside other requests. To achieve this it was further suggested that the Council should consider all grant requests in April and October to coincide with the Precept receipts. It was, therefore:

RESOLVED: i) That the request from Thorney Hill Community Centre be not supported but they be advised to submit an annual grant request to cover the cost of grass cutting which would then be considered alongside other grant requests received.

ii) That the Parish Council consider grant applications in April and October each year to coincide with the receipt of the Annual Precept payments.

- Provision of Bench outside the Parish Hall: This item had been discussed following a similar suggestion made during the period of Public Participation.

6. PLANNING: i) 21/11097 Development of 100 dwellings: LAND SOUTH OF, DERRITT LANE, SOPLEY BH23 8AT (Amended Application)

Following the approval of the above Planning Application to consider making a request to New Forest District Council (Local Planning Authority) and Hampshire County Council (Highway Authority) that a portion of the CIL Contributions be allocated to highway improvements to Derritt Lane with the intention of lessening the impact of seasonal flooding. (Requested by Cllr. Allen)

Cllr. Allen had asked for this proposal to be put on the agenda and discussed. Members noted the historic problems associated with flooding along Derritt Lane which this proposal hoped to overcome. Cllr, Ring (New Forest District Council) also outlined the discussion relating to flooding when this application had been discussed.

The Locum Clerk also advised that Bransgore Parish Council had also supported a similar request.

RESOLVED: That a request be made to New Forest District Council (Local Planning Authority) and Hampshire County Council (Highway Authority) that a portion of the CIL Contributions be allocated to highway improvements to Derritt Lane with the intention of lessening the impact of seasonal flooding.

ACTION: THE CLERK

A suggestion to provide a footpath link along Derritt Lane to the Pick your Own site was DEFERRED until the next meeting for discussion. To also include the link between Heatherstone Grange and Sopley generally.

The Clerk was also asked to contact the land owner requesting that the hedge along Derritt Lane from West Road to the Pinch point be cut back.

- ii) Application No. 22/10626 Summer House with an attached home office, 38 Arnwood Drive, Sopley NO OBJECTION

7. **Heatherstone Grange Allotments:** The Clerk reported that the Standing Water Pipe had now been repaired.

Cllr. Langford reported that although the allotments were generally well kept there were 3 plots which may need for the tenants to be asked to improve the general tidiness. Parking for the allotments was also a problem due to residents parking in the allocated spaces. He would approach the Friends of the New Forest to discuss how this issue may be overcome.

Cllr. Langford also reported on future proposals by the Green Group to carry out further planting with the support of the New Forest District Council. However, watering trees etc. was a problem and relied on a local resident allowing a pipe to be connected to his residence. He asked if this matter could be discussed at the next meeting. Cllr. Ring also offered to help with this matter and it was:

RESOLVED: That an item be placed on the Agenda for the next meeting to allow these issues to be discussed further.

ACTION: THE CLERK

8. **SHIRLEY ALLOTMENTS:** The Chair explained the current arrangements with a local land owner who used the former allotments as horse paddocks. The rental had recently been reviewed which provided an income for this Charity of which the Parish Council was the trustee. Members asked for a report to the next meeting on the position regarding the income to this charity.

ACTION: THE CLERK

9. **BURIAL BOARD:**

Cllr. Brake reported on the Burials/Cremations taking place at the Sopley Cemetery. A report had also been circulated prior to the meeting on the current charges being made which hadn't been reviewed for a number of years. The current charges had been compared with other local burial grounds and Sopley was considerable lower and should now be reviewed.

Members agreed that the review of charges was needed and agreed that the following charges be introduced with immediate effect:

Purchase of Deed of Grant for a grave	£195.00
Burial fee for each interment	£244.00
Permission for memorial on grave	£81.00
Additional inscription on a memorial	FOC
Additional small stone or tablet within an existing grave	FOC

GARDEN OF REST;

Purchase of Deed of Grant for site for internment of ashes	£66.00
Internment of ashes, for each casket	£66.00
Permission for a memorial on a cremation site	£66.00
Additional inscription on a memorial	FOC

A report on the maintenance of the Burial Ground had also been circulated prior to the meeting which had set out details of costs of work completed and future maintenance costs. These costs had been included in the Budget for 2022/23 and agreed by the Council.

The following work would be carried out:

Repainting Cemetery Wall - £7000	- Mike Latchford Construction
Annual Maintenance Costs - £385 pcm	Outdoor Design (Maintenance) Ltd.

Dates for the internments/burials:

The Late David Miles – Ashes Interment	20 th May, 2022
The Late Francis Freeman – Burial	29 th June, 2022

New Registers would also be required to record Burials and Interments and it was agreed that the Registers needed to maintain appropriate Records should be purchased.

In order to keep all records safe it was also agreed that all records should be kept in a Fire Safe Box which would also be purchased.

The meeting noted that work continued on bringing the Burial Records up to date and to locate where possible any missing records.

The meeting thanked Cllr. Brake for the work she had done on the Cemetery administration, and it was:

RESOLVED: That the report be received and that the recommendations set out above be agreed and implemented.

10. PARISH HALL COMMITTEE REPORT: The meeting noted the future bookings for the Hall.
11. PARISH FOOTPATHS AND RIGHT OF WAY: Work to the River Bank (Avon Valley Footpath) had been reported to both the Environmental Agency and the Rights of Way Team (Hampshire County Council). HCC had acknowledged the online report. Cllr. Thierry agreed to take this matter up with HCC and asked for the reference number to be supplied.

12. HIGHWAYS AND TRAFFIC MANAGEMENT ISSUES: Cllr. Vines would speak with the former Chair of the Council on current highway issues. This would include listing of signs currently obscured by vegetation.

The meeting noted that the junction of the Avon Causeway/Ringwood Road was obscured. The Land Owner/Hampshire County Council would be contacted.

ACTION: THE CLERK/CLLR VINES

13. COUNTY/DISTRICT COUNCILLORS REPORTS: The Chair invited the District/County Councillors to report any current issues.

Cllr. Ring outlined the current discussions at NFDC regarding waste collection and the introduction of wheelie bins. Cllr. Thierry outlined his thoughts on this issue.

14. CONFIDENTIAL ITEMS:

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

i) Clerk to the Council/RFO:

The meeting concluded at 22.15pm

NEXT FULL COUNCIL MEETING: Thursday, 21st July 2022 – Sopley Parish Hall commencing at 7.30pm