



**Minutes of the MEETING of SOPLEY
PARISH COUNCIL held at Sopley Parish Hall on
Monday, 19th December 2022 at 7.30pm**

Present: Cllr D Shutler (Chair), Cllr K Brake, Cllr J Ludford, Cllr T Langford and Cllr G Vines, Cllr Jason Partridge and Cllr Jeremy Allen, Cllr Tony Ring and Mrs. K. Hughes (Clerk) Also Present: 9 Members of the Public

The Clerk confirmed that the meeting was quorate.

Parishioner participation.

*A Parishioner again reported the dangerous potholes on the Woolpack bridge. **ACTION: Clerk/Cllr Vines.** Photographs of the potholes have been circulated to Council Members. Clerk asked to send to Cllr Thierry and Cllr Ring. **ACTION: Clerk.***

Flooding was raised in Derritt Lane and Cllr Ring confirmed that the Officers at NFDC are aware and the blocked ditches will be addressed in due course.

1. Apologies for absence.

None received.

2. No Declarations of Interest/Requests for Dispensation were received by the Clerk.

3. To approve the Minutes of the Parish Council meeting held on the 17th November 2022 as a correct record and signed by the Chair.

Matters Arising from the Minutes.

Cllr Brake raised her thanks to the Clerk for a successful appeal against PAYE fines issued for late submissions to HMRC in the Clerk's absence due to sickness.

- Budget/Precept approval 2022/2023. £33,600 suggested at Finance meeting held earlier this evening. **The precept was set at £33,600.00 and was agreed and approved by all Council Members.**

4. ACTION LIST UPDATE.

Defibrillators:

The landlord at the Woolpack has secured some funding for a defibrillator. It was agreed that it would be installed at the Parish Hall and agreed that some funding approximately £500 would be made available for the shortfall by SPC. **This was agreed in principle by all Council members.**

Also a lady at HG has kindly donated funds to SPC. This would be utilised in supplying a defibrillator for HG. The clerk to place order. Quotes obtained by Cllr Langford and payments minus VAT element to be sorted directly with this resident. **Ongoing maintenance and servicing will be funded by SPC at a cost of £250 pa this was agreed by all Council Members.**

Council owned Telephone box:

The owners of the land – The Old Post Office, Ringwood Road where the telephone box is situated were in attendance. After discussions it was agreed by both parties that the Council would now renovate the telephone box and have access but they would be notified before any works were commenced. *It was noted that the white paint had been highlighted as possibly containing lead historically.*

5. PARISH CLERK'S REPORT: (Katie Hughes - Clerk)

- Payments to be made to be authorised by all Council Members.

Supplier to be paid	Invoice	Amount
Outdoor Designs	4466	£ 385.00
Edwin - locum final	Nov-22	£ 143.00
Clerk Dec 22 and spinal 22 increase	Dec-22	£ 2,111.40
		£ 2,639.40
Supplier already paid		
Penon Cemetery water	Monthly	£ 3.60
Giff Gaff Clerk phone	-	£ 6.00
Staples	Nov	£ 57.46
		£ 67.06

- Bank Balances and Reconciliation.

Current Account		£ 49,163.62
Deposit account		£ 0.21
Allotments account		£ 2,505.66
Allotments account 2		£ 42.58
Parish Hall Account		£ 3,016.84
	Total:	£ 54,728.91

- **VAT reclaim.** 1/4/22-31/10/22 completed and paid by HMRC the sum of £721.03.
- PayScale increase for clerk spinal scale 22. December 2022 payment backdated to April 2022. **Approve for payment by all Council members.**
- **PAYE fines:** Update on PAYE fines. 4 received in total. 2 appeals won by the Clerk. 2 under review. All registered addresses confirmed as Clerks address online and by post.

6. Correspondence received:

Commonwealth War Graves Commission – signage for war graves at Sopley Cemetery. (KB) – See item 11.
Bird flu epidemic information received from Cllr Partridge and details to be placed on website and fb pages.

7. PLANNING:

Ref		Address	Proposed planning
22/11173	Granted stc	BRIDLESIDE, NORTH RIPLEY ROAD, RIPLEY, BRANSGORE, SOPLEY BH23 8ES	Proposed two-storey front elevation addition to provide new entrance arrangements and first floor bathroom
22/ 11354	Approved no permission needed.	SOPLEY FARM, Derritt Lane	New barn for tractors.
22/ 11244	Comments submitted.	MEADOW VIEW, BENNETTS LANE, BRANSGORE	(retrospective) Shepherd's Hut.

8. Heatherstone Grange - Allotments update. (TL)

- All 2022 allotment invoices sent.
- Clerk to contact Bransgore Parish Clerk for an update on water meter. **ACTION: Clerk.**
- 1 full plot and 1 half plot currently available in the HG Allotments.
- Thanks was given to Chair Shutler for his help over the weekend in mending a tap and the Clerk confirmed that in an emergency remedial works would be authorised for reimbursement by the Clerk.

Report received from Cllr Langford:

Saturday 19 November saw 21 residents + children plant 1,500 Daffs (public open space areas) + 1,250 crocuses (around main green oak tree). NFDC helped prepare 5 areas for the planting, but planting was still very hard work after the heavy rains! All funded by HG.

14 January 23 has been pencilled in for planting an avenue of 8 x Amelanchier trees + 1 x Walnut tree. Funding has been approved by the Tree Council but remains conditional on showing photo evidence of the planting including the involvement of residents, especially children.

9. Shirley Allotments update. (KH).

2022 invoice paid in full into Labouring Poor Account by bacs.

10. BURIAL BOARD REPORT. (Cllr Brake/Clerk)

- Damage to Lychgate reported to Clerk. One quote received and one requested.
- Tree obscuring view from layby. Tree Management company contacted for quote.
- Update regarding new Administration procedures. (KB) all new forms put in place and filed correctly.
- Clerk booked onto ICCM Cemetery Administration course (if required).
- All council members agreed that free War Grave signage should be implemented into Sopley Cemetery and should be attached to the notice board in the Lychgate. Cllr Brake to give the instructions to them.
- Ongoing work in cemetery - quotes to be sourced regarding the central path and the replacement for the fencing to the right hand side of the cemetery. Three quotes required. Clerk awaiting quotes already received.
- Annual Memorial inspections to be implemented asap. **ACTION: Clerk**
- Updating of register entries and filing of paperwork removed from Clerks storage to be sorted and kept updated.

Huge thanks were given to Cllr Brake for her ongoing help and implementation of new administration procedures alongside the Project Management of maintenance contracts and restoration of the burial ground.

11. PARISH HALL COMMITTEE REPORT (KH)

- The Jubilee bench is due for delivery before Christmas 2022.
- Overhanging branches were reported narrowing the parking opposite the hall. Clerk to email Property owners. **ACTION: Clerk.**

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

It was confirmed the Environment Agency have completed the works on the river bank at Vatchers Common and the Parishioners confirmed it was a “job well done”.

13. HIGHWAYS & TRAFFIC MANAGEMENT ISSUES: (Cllr. Vines)

Nothing more to discuss at present. Speeding issues still being set up with the Authorities.

14. Cllr Michael Thierry County Councillor report. Nothing received,

15. Cllr Tony Ring District Councillor report.

- Cllr Ring assured the meeting that there will be no changes in planning applications. Permissions will be greater with less aggravation from 2024.
- He also confirmed there are no plans for wheelie bins in central Sopley.

Date of next full council meeting Thursday, 19th January 2022