



**Draft Minutes of MEETING of SOPLEY
PARISH COUNCIL
held at Sopley Parish Hall on Monday, 19th June 2023 – 7.30pm**

Present: Chairman D Shutler, Cllr Vines, Cllr Partridge, Cllr Dunn, Cllr McDonnell, County Cllr Michael Thierry and Mrs K Hughes (Clerk) and 6 members of the public

The clerk confirmed that the meeting was quorate.

1. PARISHIONER PARTICIPATION.

- A Parishioner requested an update on the Speed Indicator Device and where the locations for use would be. It was decided to arrange to start the SID usage outside the Clerks house on Ringwood Road as in previous years. This was agreed and arrangements would be made for the fitting of the SID to the telegraph pole on the weekend of 24th June 2023. Subsequently more locations and poles would be added in due course. **ACTION: Council.**
- A parishioner also requested that pinch point signage be requested to Hampshire Highways of the narrowing on Derritt Lane outside Owls Barn. Photos have been taken of accidents and the Chair requested these be sent to the Clerk to go with the request – **ACTION: Clerk to email Highways once the photographic evidence is received.**
- A Parishioner from Heatherstone Grange had requested a loan of £500 from SPC to place the order for the Coronation Bench in lieu of the Grant awarded by County Cllr Thierry. Cllr Thierry confirmed that £500.00 had been signed off and it would be transferred to SPC as soon as available and that the order would need to wait until funds are received. The resident asked that his disappointment on behalf of the Heatherstone Grange Committee be noted that SPC would not loan the £500 to enable the order to be placed.
- A parishioner commented that the Cats eyes had been removed outside the old Post Office but will be mindfully replaced in due course this had been confirmed by Mr Mick Sawford of HH.

2. APOLOGIES

Apologies were received from Cllr Allen and Cllr Linford.

There were no Declarations of Interest/Requests for Dispensation received by the Clerk.

3. Minutes of the AGM & Annual Assembly meeting held on 18th May 2023.

The Minutes of 18th May 2023 SPC meeting were circulated prior to the meeting and were approved and agreed as a correct record and signed by the Chair. There were no matters arising.

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

- ACTION LIST UPDATE – the Chair ran through the current list. Signed by the Chair and attached to the Agenda Pack.
 - o Hedges opposite Woolpack car park – **ACTION: Clerk to email landowner.**
 - o Kings Coronation Planters – it was agreed in principle to order from Broxap an Oldham embossed planter for £1017.00 and two slim Lanarckshire embossed planters with Sopley Parish Council on for £513.00 each. **ACTION: Clerk to place order when regulations have been checked.**
 - o Highways regulations to be checked with regard to roadside placement and whether classed as a moveable object. **ACTION: Cllr Partridge to investigate.**
 - o Soil and plants to be sourced to fill planters when they arrive. **ACTION Cllr Dunn.**
 - o Awaiting response from Scout leader re planting on Shirley Common by scouts. Donation of £200 already received from Cllr Ring.
 - o Telephone box refurbishment – ongoing currently pink. **ACTION: Cllr McDonnell.**
 - o Corobation Bridge plaques – no update due to Cllr absence. **ACTION: Cllr Allen.**
 - o Weight limit to be confirmed of Derritt Lane and its bridges. **ACTION: Clerk.**

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

- All payments below were circulated and agreed and approved by all Council members and payment sheet signed by Chair.

Supplier to be paid		
HALC Cllr Training	Inv 5979	£235.20
DFP Global (SPH payment fire system) £6344.00 paid by SPH	16/06/2023	£7,612.80
Clerk June	Jun-23	£918.00
Scribe (Annual Accounts Software)	inv 4174	£345.60
SPH (AGM food and bar)	ACM Invoice	£120.02
Julie Fisher telephone box paint	-	£100.00
Do The Numbers (Audit)	12/1456	£320.00
Englands (trimmer assessment)	1045018	£38.40
		£9,454.82
Supplier already paid		
Clerk HMRC refund	May-23	£26.20
Amazon Stationery	Files	£23.83
DFP Global (SPH payment fire system) £1611.20 paid by SPH	77253	£1,933.20
Backpay (Kth)		£1,475.03
Penon (water cemetery)	-	£6.89
Giff gaff	-	£6.00
Defib store (spare defib pads)	26385	£78.00
		£3,549.15

To pay out:		£9,454.82
Already Paid Out:		£3,549.15
To pay in:	VAT to reclaim	£1,671.97
Funds available:		£40,632.61
Current Account		£45,858.86
Deposit account		£0.21
Allotments account		£2,513.81
Allotments account 2		£42.58
Parish Hall Account		£2,995.84
	Total:	£48,415.46
<i>Thorney Hill Centre</i>		£1,050.00
<i>Lengthsman Scheme</i>		£1,050.00

- **The Bank Balances as at 19th June 2023 and Reconciliation were agreed and approved and signed by the Chair.**
- To report the conclusion of internal audit on 14th June 2023 by Eleanor of Do The Numbers.
 - o The report was circulated and reported by the Clerk the following points:
 - Committees abolished
 - GDPR – no initials in Minutes.
 - Budget/precept only from Scribe Accounting Software from Nov 2023
 - National Allotment Membership – to be purchased
 - Update the following in 2023 – HR and Data Policies

6. ANNUAL RETURN FOR YEAR ENDED 31ST MARCH 2023

- 1) The Accounting Statements, Conflict of Interest form, Annual Governance Statement 2022/23 and the Annual Governance and Accountability Return 2022/23, **were signed by the Responsible Finance Officer and by the Chairman.**
- 2) The Annual Governance Statement, Statement of Accounts to 31st March 2023, and supporting papers for submission to the External Auditors, were adopted by full Council. **Adopted by all council members.**
- 3) **The approved accounts were made available for public inspection for 30 working days, from 20th June to 3rd August 2023 – Notice of the exercise of Public Rights will be published on the website and Parish Hall Notice Board.**

7. CORRESPONDENCE RECEIVED:

- Confirmation from Secretary of State that “Coronation Bridge” can be used.
- Copy of Shirley Green report received regarding possible planting of bulbs and confirmation land being an are of Scientific interest.

8. GRANT FUNDING:

- Sopley School – Planting pod in Secret Garden. Gather further information for funding and sources of funding already received. Place on Agenda for 20th July 2023.

9. **PLANNING:**

The clerk reported that if any members specifically want any planning discussed then can it be brought to any SPC meeting under this item. We will trial next received planning to see if necessary for full Council discussion.

10. **HEATHERSTONE GRANGE - Allotments update report from Cllr Langford.**

- Norman did a great job clearing the three plots which have remained vacant for some time.
 - Three new allotment holders. All settling in well.
 - Plot 4 is a problem, warnings have been issued and a timescale has now been set out.
 - One of the parking posts has worked loose. Dan has agreed to refit with new bolts.
 - Mike Jukes is willing to arrange a training session.
 - New councillor to fill my post
 - Advert placed on HG fb for new Council member.,
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- It was discussed and agreed by all Council members to take a £50 returnable deposit for new allotment holders to ensure they return their plot to its original state. Monies to be held in separate Deposit account held by SPC already at Lloyds. **RESOLVED: Clerk to implement a deposit scheme.**

11. **BURIAL BOARD REPORT.** (Chairman Shutler/Clerk)

- Update on electronic plan of cemetery as per "pink register folder of current plots. Not received as yet due to Cllr absence.
- Ongoing quotes sought for fencing on right side of cemetery.
- Ongoing quotes for central gravel path.

12. **PARISH HALL COMMITTEE REPORT** (KH)

- 23rd Skittles evening
- 21st July bingo

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

- It was decided to replace the stile between Clockhouse and Kennelmans with a kissing gate.
ACTION: Chair.
- Agreement to be sought from landowners. **ACTION: Clerk.**

14. **HIGHWAYS & TRAFFIC MANAGEMENT ISSUES:** (Cllr. Vines)

All previously discussed.

Meeting closed at 9pm.

Date of next full council meeting Thursday, 20th July, 2023

Mrs. K. Hughes
Clerk – Sopley Parish Council

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