



**Minutes of the Annual Council Meeting & Parish Assembly
of SOPLEY PARISH COUNCIL
held at Sopley Parish Hall on Monday, 23rd May 2024 – 7pm.**

MINUTES

In attendance: - Chairman Shutler, Cllr, Dunn, Cllr Adaway, Cllr Partridge, Cllr McDonnell, Cllr Allen, Cllr Linford and Katie Hughes (Clerk) and 6 members of the public.

1. APOLOGIES FOR ABSENCE: There were no apologies received by the Clerk.

• **Declarations of Interest/Requests for dispensation:-**

Cllr Allen declared an interest in the planning application no: 24/10380 - Land South of Derritt Lane sewage system as living on the boundary of this Wyatt Homes development in Derritt Lane.

• **The Clerk confirmed that the meeting was quorate.**

2. The Minutes of the meeting held on 15th April 2024 were confirmed as a true record and were RESOLVED by all Council members and signed by the Chair.

- There were no matters arising from the Minutes: Proposed by Cllr Vines and proposed by Cllr McDonnell.
- Payments had been circulated to all members and were **approved by all** for payment as follows:-

Supplier to be paid	Invoice no:		
Scribe (accounts)	5932	£	414.72
Outdoor Designs	4911	£	465.00
	Total:	£	959.72
Supplier already paid			
Monty (lengthsman)	60424	£	80.00
SLCCC - Cilca (SLCC)	QL199966-3	£	50.00
Vistaprint	flyers	£	28.49
Mcaffee	annual sub	£	109.99
Giff Gaff	Clerk phone	£	6.00
Vistaprint	flyers	£	33.68
Water Cemetery	DD	£	7.15
Kit - coke D day	-	£	15.00
May PAYE	-	£	978.00
NFDC alcohol licence		£	21.00
D day raffle/flag	Amazon (Dee)	£	21.42
		£	1,371.73

To pay out:		£ 959.72
Paid out:		£ 1,371.73
VAT received:		£ -
Current Account		£ 42,137.17
Deposit account		£ 50.41
Allotments account		£ 3,241.79
Allotments account 2		£ 42.58
Parish Hall Account		£ 1,581.59
	Total:	£ 45,471.95
Lengthsman Scheme		£ 1,916.00
Section 137 per elector £9.93	739 electors	£ 7,338.27

- **SPC Policies had been circulated and amended as necessary and were now to be adopted en-masse. Approved and adopted by all Council members.**

Name of policy	Date of adoption/ last review	Date of review
Standing orders	22/02/24	April 2025
Financial regulations	21/12/23	Nov 2024
Code of Conduct	23/05/24	April 2025
Risk Assessment Policy	21/12/23	Nov 2025
Publication scheme and FOI	21/12/23	April 2025
Bio-Diversity Policy	23/05/24	April 2025
Transparency Code	23/05/24	April 2025
Communication Policy	22/10/22	May 2024
Privacy Policy (GDPR)	22/02/24	May 2025
Document Retention Policy	23/05/24	May 2025
Grant Awarding Policy	23/05/24	April 2025
Vexatious Policy	23/05/24	April 2025
Training & Development Policy	23/05/24	April 2025
Code of practice for Handling Complaints	23/05/24	April 2025
Equality & Diversity Policy	23/05/24	April 2025

- Planning responses were discussed with all council members for the following planning applications, these discussions were held before the meeting due to Parishioners not being in attendance as there was confusion over start time.
- **App no: 24/10380 - Land South of Derritt Lane sewage system.**
 - Cllr Allen suggested that a sub-committee should be set up so Councillors and parishioners with expert knowledge in this matter are able to liaise on this planning application.
 - The Clerk was asked to research a Terms of Reference for this committee and send to the proposed members. **Approved by all Council Members.**

- **App no: 24/10388 – Iron Mountain.**

The Clerk was asked to submit all comments received to date with delegation to NFDC.

3. Outgoing Parish Chairman's report:

2024, like so many years before, has brought the Parish Council challenges, but also many achievements. Whatever is put before the Councillors, rest assured it is dealt with thoroughly and professionally and I thank all our present Councillors, and my Vice-Chair Gavin Vines, for their unstinting work at meetings, and attention to village life and issues arising between meetings.

These Councillors are unpaid volunteers, intent on ensuring that Sopley can withstand the challenges of the ever-changing world. The weather hasn't been the kindest this winter and be assured we are in regular contact with the authorities to make sure ditches, drains and gullies are cleared this summer and autumn to help reduce flooding next year!

My thanks also to the Parish Council's Clerk, Katie Hughes, whose knowledge and expertise enables us to proceed correctly and legally.

Let's not forget the unsung volunteers in our village, some known, some not. People who go out of the way to the keep the village neat and tidy, whether its litter picking or clearing paths and hedge rows.... Thank you.

We started the new Council year with a wonderful Kings Coronation Day which was held in the Gardens of Smugglers. Thank you to Cllr Dee Dunn for allowing this event to run in her garden. A large number of our residents came out to celebrate and i think everyone would agree it was a great day. (even the weather was superb)

We are now approaching the 80th D-Day Celebrations. SPC are again holding a tea party in Smugglers on the 8th June. And another opportunity for the community to come together once again

We look forward to seeing lots of you there. I endeavour to stay on the parish Council but i have taken the choice to step down as Chairman. I now hand the reins of chairperson over to Gavin Vines our vice chair who will keep everything in check, I'm sure.

4. Election of Council Chairman and Vice Chairman were as follows:

**The election of Cllr Gavin Vines as Chairman for the following 2024-2025 Council year.
Proposed by Cllr Dee Dunn and Cllr Maria Adaway.**

**And Cllr Barry MDonnell as Vice-chair for the following 2024-2025 Council year.
Proposed by Cllr Dee Dunn and Cllr Maria Adaway.**

**5. Election of Council leads & Nominations to the following external bodies
(as per the schedule below):**

POST	NOMINATED PERSON(s)	Proposed by	Seconded by
COUNCIL MEMBERS	ALL	BM	JP
CHAIRMAN		DD	MA
VICE CHAIRMAN		DD	MA
FINANCE SUB COMMITTEE	ALL	GV	DS
PLANNING COMMITTEE	ALL	BM	GV
BURIAL BOARD	Clerk/Cllr Vines	JA	MA
STAFFING COMMITTEE	ALL	JP	DD
COMMUNICATIONS	ALL	GV	BM
SOPLEY PARISH HALL C'TTEE	Clerk	JA	MA
NEW FOREST CONSULTATIVE PANEL	Cllrs Adaway/Allen	JP	GV
NFNPA SW QUADRANT	Cllrs Allen/Adaway	JP	GV
HIGHWAYS	Cllr McDonnell	JA	DS
FOOTPATHS/COMMONS	Cllr Partridge	BM	DD
POLICE LIAISON	Anj Hill/Clerk	To be revisited	
BOURNEMOUTH AIRPORT LIAISON	Clerk	DD	MA
HALC	Clerk	JP	DD
FLOOD WARDEN	Cllr McDonnell	JA	MA

6. Programme of meetings for the coming year:

MEETINGS SCHEDULE 2024 – 2025		
7.30pm	Thursday, 23rd May 2024	AGM SPC Annual Assembly
7.30pm	Thursday, 27th June 2024	SPC Meeting (Audit Approval)
7.30pm	Thursday, 18th July 2024	SPC Meeting
7.30pm	Thursday, 19th Sept 2024	SPC Meeting
7.30pm	Thursday, 17th Oct 2024	SPC Meeting
7.30pm	Thursday, 21st Nov 2024	SPC Meeting (Finance/Budget)
7.30pm	Thursday, 19th Dec 2024	SPC Meeting (if required)
7.30pm	Thursday, 16th Jan 2025	SPC Meeting
7.30pm	Thursday, 20th Feb 2025	SPC Meeting
7.30pm	Thursday, 20th March 2025	SPC Meeting
7.30pm	Thursday, 17th April 2025	SPC Meeting
7.30pm	Thursday, 15th May 2025	AGM SPC Annual Assembly

Meeting closed at 8.00 pm

Date of next full council meeting
Thursday, 27th June 2024 at 7.30 pm