



**MINUTES of the MEETING of SOPLEY PARISH COUNCIL
held at Sopley Parish Hall on Thursday, 20th March 2025 at 7.30pm**

In attendance: - Chair Vines, Cllr Dunn, Cllr McDonnell, Cllr Partridge, Cllr Allen, Cllr Adaway, Cllr Shutler, Katie Hughes (Clerk) and 3 members of the public.

The Clerk confirmed that the meeting was quorate.

1. PARISHIONER PARTICIPATION:

- The owner of Sopley Salads wished it to be noted that his advertising signs and table had gone missing on 15th February 2025. If Highways officers are seen on the premises and wish to discuss the new signage, then the Parishioner asked if he could be contacted so he can liaise directly with them.
- After the Parishioner Participation had ended - a lady representing the belly dance group, who are regular hall users, interrupted the meeting. She asked when the parking bollards were going to be removed from the ramp. She was concerned as she felt they were a hazard and some of her class attendees had bruised themselves walking into them. The Chair responded that the decision to remove would be discussed at the next SPC meeting in April. In the meantime, the Clerk has arranged to meet with an electrician to remedy the ramp lamps, these have been reported as currently not working as they should. **ACTION: Clerk to meet with the electrician next week as a matter of urgency.**

2. Apologies were received from: - Cllr Frampton and Cllr Linford.

3. There were no Interest or requests for dispensation received by the Clerk.

4. The Minutes of the meeting held on 20th February 2025 were approved by all Council members and duly signed by the Chair.

- No matters were arising from these Minutes.

5. CURRENT ISSUES & FORWARD PLANNING:

ACTION LIST UPDATE – (GV):

- There is still one kissing gate to be replaced at Kennelman's and would be carried as soon as possible by Cllr Shutler.
- The step on the stile at Stainers Cottage was reported as rectified and is to be removed from the action list.
- SID Data retrieval is also proving difficult and was reported as ongoing by Chair Vines.
- Cemetery maintenance 3rd tender is still being chased by the Clerk.
- The Clerk confirm that the transferring of all cemetery records to a Scribe online system would be administered once the Newsletter was finished and sent to printers. This would not be a quick task as hundreds of records need to be data inputted onto the system and would be ongoing.
- New Sid locations have been approved, and the dimensions of the current unit are to be sent to NFDC so the appropriate posts can be installed. When this information is received from Elancity the Sid supplier, it will be sent to NFDC. **ACTION: Clerk to administer the new sites and posts.**
- The Welcome to Sopley gates are going to be restored and painted in April 2025. Unfortunately, one of the "welcome to Sopley" signs have been stolen. The Clerk asked for approval for a new composite aluminium sign to be ordered at £190 + VAT. Once received it will be fitted to the newly painted gates. **RESOLVED: Clerk to order signs and arrange installation. Proposed: Chair Vines and seconded by Cllr Dunn.**

Cllr McDonnell reported that the Wessex Internet Broadband did not include Ringwood Road or Meadow Close in their original quote. He has written to them and updates will become available in due course.

6. PARISH CLERK'S REPORT: (Katie Hughes – Clerk)

- The following schedule of payments had already been circulated by email and were **authorised and approved by all Council Members for payment, duly signed by the Chair and Clerk.**

20/03/2025		Amount
Supplier to be paid	Invoice no:	
Staples ink	2849360	£107.13
Outdoor designs (final)	5125	£465.00
		£572.13
Supplier already paid		
Bank charges SPH account	-	£4.25
Bank charges SPC account	-	£4.25
Bank charges allotment account	-	£4.25
PAYE	Mar-25	£1,015.80
Giff gaff mobile	-	£6.00
Staples - account cr and debit adj	-	£96.04
SLCC principal membership	MEM253762-1	£50.42
Amazon - stationery		£79.99
Katie - repay McAffee	-	£39.99

PWLB - SPC share	-	£1,357.44
Cemetery water	-	£7.16
Adobe premium	-	£19.97
		£2,685.56
Credits		
SPH		£150.00
Allotments x 3		£305.00
		£455.00
To pay out:		£572.13
Paid out:		£2,685.56
VAT to claim		£0.00
Funds available:		£29,932.43
Current Account		£26,495.62
Allotments for Labouring Poor a/c		£4,008.94
Parish Hall Account		
SPH account		£300.00
	Total:	£31,005.38

- The Bank Balances and Reconciliation to 10th March 2025 had been circulated prior to the meeting by email. These were checked, **approved and duly signed by the Chair.**
- The Clerk was happy to report that she had recently received confirmation of her **passing her Cilca qualification.** The members all congratulated her on her achievement. The Clerk reported that due to the attainment of this qualification and the number of elected council members, that she would be looking at Sopley Parish Council qualifying for the General Power of Competence *designed to empower local councils to better serve their communities.*

7. CORRESPONDENCE RECEIVED:

- Extended warranty for £199.99 received for the Speed Indicator device from Elancity. **RESOLVED: Clerk to pay £199.99 and extend warranty for 3 years.**

8. UPDATE ON SECTION 143 NOTICE – PARISH HALL ENCROACHMENT:

- The Clerk has been asked to investigate the ramp lighting and was it disconnected during the remedial works updates to follow. Clerk confirmed this has been arranged with Taff the electrician next week at the hall.

- It was discussed and confirmed that the removal of locking posts will be completed after the grass verges have become more established. To be revisited 24th April 2025.

9. PLANNING: a monthly update on all applications was reported as below by the Clerk.

App No	Address	Application	Current Status	Response by
25/10184	MIDDLE RIPLEY FARM, NORTH RIPLEY ROAD, RIPLEY, BRANSGORE, SOPLEY BH23 8ES	Listed Building Alteration	13/03/2025 sent to Cllrs for comment Par 5 NFDC air source and solar panels.	11th April 2025
25/10183	MIDDLE RIPLEY FARM, NORTH RIPLEY ROAD, RIPLEY, BRANSGORE, SOPLEY BH23 8ES	Change of use of agricultural barns to a single dwelling with ancillary buildings. Repairs to the Listed granary (Barn B) and a new extension (Barn A), landscaping and a revised drainage system.	13/03/2025 sent to Cllrs for comment	11th April 2025
25/10221	Butlers Barn, Derritt Lane, Bransgore, Sopley BH23 8AX	Prior Approval from Agri. to Dwellings	13/03/2025 sent to Cllrs for comment	3rd April 2025
25/10195	13 MARRYAT WAY, BRANSGORE, SOPLEY BH23 8FG	Single-storey side extension; removal of existing shed and greenhouse	12/03/2025 sent to Cllrs	11th April 2025
25/10182	WOODLANDS FARM, 20 ANNA LANE, NORTH RIPLEY, BRANSGORE, SOPLEY BH23 8ER	Full Planning Permission	03/03/2025 sent to Cllrs	28th March 2025
25/10148	11 BURNT HOUSE LANE, BRANSGORE, SOPLEY BH23 8DD	Single-storey front extension	13/03/2025 CHASED CLLRS	14th March 2025
24/01476FULL	SHIRLEY FARM, RINGWOOD ROAD, SHIRLEY, BRANSGORE, CHRISTCHURCH, BH23 8EH	Change of Use of an existing agricultural barn to a domestic dwelling for the purposes of housing an agricultural worker, including associated landscaping and drainage system	13/03/2025 PENDING DECISION	4th March 2025

23/10742	COURT FARM, RINGWOOD ROAD, AVON, SOPLEY BH23 7BG	The installation of 3 rows of solar array panels; battery and transformer structures; access	07/03/25 GRANTED	✓
25/00022OHL	Christchurch (CHRI) E6L5 11kV Circuit	Application under section 37 of the Electricity Act 1989 and section 90(2) of the Town and Country Planning Act 1990 in respect of 3no replacement electricity poles	26/02/25 GRANTED	✓
24/01313 FULL	TREESCAPE, THATCHERS LANE, SHIRLEY, BRANSFORE, CHRISTCHURCH, BH23 8EG	Alterations to the roof to create additional bedroom and enlarge existing living accommodation.	13/03/2025 pending decision	✓
24/10835	SOUTHWINDS, NORTH RIPLEY ROAD, RIPLEY, SOPLEY, BH23 8ES	Extension to connect existing house and garage; additional one and two-storey extension to both buildings	13/03/2025 pending decision	22/11/2024
24/10922	SABINES, RINGWOOD ROAD, AVON, SOPLEY BH23 7BQ	Variation of condition 2 of Planning Permission 21/10717 to allow revised window and door openings	13/03/2025 pending decision	15/11/2024

10. FLOODING UPDATE (Cllr McDonnell): Nothing to update this time.

11. HEATHERSTONE GRANGE - Allotments update. (Clerk) –

- The Clerk reported there had been 3 plots become available but had already been taken. Tenancy agreement, deposits and 2025 monies all paid.

12. BURIAL BOARD REPORT. (Chairman Vines/Clerk): -

- The Clerk proposed that an administration fee of £100.00 is to be implemented in the cemetery regulations for cremation only ceremonies. **RESOLVED: £100 fee to be updated in the Cemetery regulations and administered from today's date.**
- The Clerk reported that the existing maintenance contractor has now finished at the cemetery. They were unable to wait for a decision regarding their ongoing contract. A 3rd tender is still be sought. Their contract was due to renew on 31st March 2025. They had asked to increase their fee to £485.00 per month so other tenders had been sought. They stated that Sopley Cemetery was no longer cost effective to them and would not attend or charge for the March 2025 planned visit. Temporary maintenance would be upheld with other contractors until a 3rd tender is received by end of March 2025.

13. PARISH HALL COMMITTEE REPORT (KH)

- The Clerk reminded the members that any access to the Parish Hall must be notified to the current Hall bookings manager. The Clerk confirmed that 3 trustees had been removed as requested from the Charity Commission website.
- It was suggested that on the outcome of the Management Committee's AGM in May that the lease should be circulated and investigated.
- The Hall's Treasurer had reported the following for information only: -

Opening Nat West bank balance on 1st February = £12277.03

Total income = £1350.46

Total expenditure = £1330.86

Surplus = £24.60

Closing bank balance on 28th February = £12296.63

14. PARISH FOOTPATHS & RIGHTS OF WAY ISSUES: (Cllr. Partridge):

- The Clerk proposed that this a good time to instruct the Tree Management Company for maintenance to the trees on Shirley Common, (only phase one initially). **RESOLVED: The Clerk to instruct them to attend and complete maintenance works as found in phase 1 of their hazardous tree report, carried out in December 2024 for £2,391.81 plus VAT.**
- Sopley Salads owner requested some "keep dogs on lead" signs for the area outside of his land. Parishioner to install once the Clerk has ordered and received the 3 signs. **RESOLVED: Clerk to purchase 3 signs as above for £37.05 plus VAT.**

15. HIGHWAYS & TRAFFIC MANAGEMENT ISSUES: (Chair Vines/McDonnell) – No update.

16. COUNTY COUNCILLOR REPORT (Cllr Thierry) – No report received.

17. DISTRICT COUNCILLOR REPORT (Cllr Linford/Frampton) - No report received

Meeting closed at 20.33 pm

Date of next full council meeting

**24th April 2025 (previously stated as 17th April 2025)
changed to not being quorate possibly.**