



MINUTES of the MEETING of SOPLEY PARISH COUNCIL
held at Sopley Parish Hall on Thursday, 19th June 2025 at 7.30pm

IN ATTENDANCE: -

- Vice-chair McDonnell in Chair Vines absence, Cllr Dunn, Cllr Partridge, Cllr Shutler, Cllr Linford, Katie Hughes (Clerk) and 3 members of the public.

The Clerk confirmed that the meeting was quorate.

1. PARISHIONER PARTICIPATION:

- A parishioner complained regarding the late delivery of the annual newsletter to properties in Ripley (13th May). The Clerk explained it was purely down to no volunteers delivering to that area this year and that the problem had been sorted for future years. It was explained that the cost of posting them was not considered to be cost effective.
- A parishioner also reported that the village greens had not be mown in Ripley or at Braggers crossroads. Cllr Shutler explained it was due to “no mow May” and would be addressed shortly. **ACTION: Cllr Shutler to mow both greens as soon as he is able.**

2. APOLOGIES WERE RECEIVED FROM: - Cllr Allen, Chair Vines and Cllr Adaway. Cllr Linford passed on apologies from Cllr Thierry and Cllr Frampton.

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

4. The Minutes of the meeting held on 15th May 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 – (Chair):

- The one way had been tended by the Lengthsman.
- Parish boards are still to be assessed and maintained.
- Welcome gates have been completed painted, surrounding area strimmed and new sign installed.
- SID locations to be assessed were agreed as Derritt Lane and the one site already assessed in Shirley. It was decided not to go ahead with the proposed site opposite the Old Post Office in Ringwood Road, Sopley.
- Elm trees were unanimously agreed to be removed as an item on the action list. The Clerk will advise members if and when they become available in the future.
- Data retrieval from the SID is ongoing but Cllr Frampton may be of assistance after setting up the Bransgore Parish Council unit recently.

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.**

19/06/2025		Amount
Supplier to be paid	Invoice no:	
Do the Numbers	12/1286	£320.00
		£320.00
Supplier already paid		
Evan 'elp us 003 - cemetery	May-25	£400.00
Pennon Water	Cemetery	£7.59
Clerk giff gaff	Mobile phone	£6.00
HALC	Sep-20	£128.40
Evan 'elp us	Welcome gates 005	£240.00
NSALG	02/06/2025	£84.00
Staples	3A32523	£65.46
Defib pads (School & HG)	amazon	£176.80
Evan 'elp us 004 - cemetery	Jun-25	£400.00
Allotment Society Subs	Apr-62	£84.00
PAYE	Jun-25	£1,102.20
Wickes	Gate paint	£55.00
Katie - Adobe subs	Jun-25	£19.97
		£2,769.42
Credits		

SPH	hall standing order	£150.00
To pay out:		£320.00
		£2,769.42
Paid out:		
VAT to claim		£60.31
Funds available:		£36,074.61
Current Account		£32,373.86
Parish Hall Account		£737.25
Shirley allotment account		£4,020.75
SPH Deposit account		£201.31

- The Bank Balances and Reconciliation to 16th June 2025 had been circulated prior to the meeting by email. These were checked, **approved and duly signed by the Chair.**
- Grant application received for approval by all members from Sopley Parish Hall committee for £350.00. **RESOLVED: A grant for £350.00 was agreed to cover the expenses of the VE 80 party held on 17th May 2025.**

7. APPROVAL OF AGAR 2024/25 (KATIE HUGHES – CLERK):

- **The Internal Audit was completed on 6th June 2025** by Eleanor of Do The Numbers at the Clerks address. Sopley Parish Council members confirmed that the Annual Governance and Accountability Return (AGAR) for the financial year 2024/25 has been reviewed and approved. The AGAR will be published as required and submitted to the external auditor where applicable." **The Notice of Public Rights will commence on 25th June 2025 for the year ended 31st March 2025.**

RESOLVED: The AGAR and financial statements were agreed and approved and signed by the Chair and RFO.

- The Chair signed the declaration of no conflicts of interest with BDO form (the external auditor) he also signed the change of contact details declaration. **These must be submitted to BDO along with AGAR before 30th June 2025.**

RESOLVED: All forms were signed by the Chair and RFO ready for submission by the clerk by 30th June 2025.

8. CORRESPONDENCE RECEIVED:

- Due to low member attendance, it was agreed to defer discussions on the resubmission and new ideas for CIL funding bids to the next SPC meeting, now scheduled for 17th July 2025.

- The Tree Management Co have attended 83 Rosehill drive and quoted £300 + VAT to maintain the encroaching trees from Shirley Common. It was decided that these works would not go ahead until after 1st September due to nesting season by the members.

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

App No	Address	Application	Current Status
25/10475	8 MARRYAT WAY, BRANSGORE, SOPLEY BH23 8FG	Replacement of existing garden fence and gate with new brick wall and timber gate.	17/06/2025 awaiting decision.
25/10297	LITTLE NUTLEY, RINGWOOD ROAD, SOPLEY BH23 7BB	Use of land adjacent to Little Nutley ('the Land') as residential garden (Lawful Use Certificate for retaining an existing use or operation)	23/05/2025 refused not lawful decision made
25/10282	AVON COTTAGE, 57 RINGWOOD ROAD, AVON, SOPLEY BH23 7BG	Repair and restore the cottage with the removal of the external impermeable paint; introduction of new limecrete 'breathable' floors; new underfloor central heating system; new French drains; heritage slim line double glazing to the existing external windows; a new under floor heating system to the ground floor lounge, kitchen diner and bathroom; new landing to access existing first floor; increase width of the driveway with new gate to match the existing and create a double gate where a single exists at present (Application for Listed Building Consent)	17/06/2025 awaiting decision extensions given to 25th July 2025
25/10184	MIDDLE RIPLEY FARM, NORTH RIPLEY ROAD, RIPLEY, BRANSGORE, SOPLEY BH23 8ES	Listed Building Alteration	17/06/2025 awaiting decision, extensions to 16th July 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.	17/06/2025 awaiting decision, extensions to 16th July 2025
25/10221	Butlers Barn, Derritt Lane, Bransgore, Sopley BH23 8AX	Prior Approval from Agri. to Dwellings	17/06/2025 prior approval refused
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	17/06/2025 granted stc
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	17/06/2025 pending decision

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

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

- **Plot 9 – Update on Notice of Forfeiture** - The Clerk reported that a Notice of Forfeiture had been issued to the current tenant of Plot 9 due to ongoing lack of maintenance and poor attendance. Despite multiple warnings, no remedial action was taken. In light of the tenant's ill health, it was agreed that the Clerk would instruct the lengthsman to trim and maintain the plot temporarily. The Clerk will also write to the tenant's care company to advise that if the plot is not appropriately tended by 15th July 2025, the Notice of Forfeiture will remain in effect. A final decision regarding the tenancy will be made at the next council meeting on 17th July 2025.

12. BURIAL BOARD REPORT. (Chairman Vines/Clerk): - Nothing to report.

13. PARISH HALL COMMITTEE REPORT (KH)

- The current bank balance of the SPC held Hall account was reported as Current SPH £737.25.
- The new Parish Hall Management committee had been formed, and future events would be advertised and available at the next meeting.

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

- Complaints have been received regarding overgrown footpaths and hedgerows in the areas of Moorlands College and the Avon Valley footpath. The Clerk confirmed she is chasing and awaiting updates. These have been reported to both HCC and Countrywide services.
- The Clerk was asked to post the usual Notice and reporting online instructions for the general public.

15. HIGHWAYS & TRAFFIC MANAGEMENT ISSUES: (Chair Vines/McDonnell) –

- SID locations for assessment by Highways had already been discussed and agreed under item 5 of this meeting.

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

17. DISTRICT COUNCILLOR REPORT (Cllr Linford/Frampton) –

Cllr Linford reported the following but firstly apologised regarding comments made regarding a current refused planning issue.

- New Forest Car Parks: Implementation of car park charges is underway across designated New Forest sites.
- Vernon Dene: A second appeal has been submitted regarding the ongoing case.
- Wyatt Homes: The developer has confirmed plans to connect properties to the mains network and construct a new sewage treatment plant.
- Public Engagement: An engagement event will take place on 23rd June, led by Jill Cleary at Appletree Court, Lyndhurst.
- BCP Council: The Local Plan has been officially withdrawn
- Cllr Linford to investigate and look at traffic cameras across the Forest.

18. *"To consider confidential staffing matters. In accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded from this item due to the confidential nature of the discussion.*

The Clerk explained that, following advice from the internal auditor, it was considered good practice to increase her salary by one spinal point in recognition of her CiLCA qualification.

RESOLVED: The Clerk will now be placed on spinal point 23 of the payscale (LC2).

Cllr McDonnell informed members that communication had been received from Wessex Internet and is currently under review.

Meeting closed at 8.35 pm

Date of next full council meeting

17th July 2025 at 7.30pm