



**APPROVED MINUTES of the MEETING of SOPLEY PARISH COUNCIL
held at Sopley Parish Hall on Thursday, 18TH September 2025 at 7.30pm**

IN ATTENDANCE: -

- Chair Vines, Cllr Dunn, Cllr McDonnell, Cllr Partridge, Cllr Shutler, Cllr Adaway, Cllr Linford, Cllr Frampton, Katie Hughes (Clerk) and 4 members of the public.

The Clerk confirmed that the meeting was quorate.

1. PARISHIONER PARTICIPATION:

2. APOLOGIES WERE RECEIVED FROM: - Cynthia Hiscock.

3. No interests or requests for dispensation were received by the Clerk.

- However, Chair Vines declared an interest in his planning application - 25/10818.

4. The minutes of the meeting held on 17th July 2025 were approved unanimously by Council members and duly signed by the Chair. There were no matters arising.

5. CURRENT ISSUES & FORWARD PLANNING:

ACTION LIST UPDATE (Chair):

- SID Data Update: The data from the SID is still not downloadable in a readable or usable format. Chair Vines noted that he will continue to investigate the issue and provide an update at the next scheduled SPC meeting on 16th October. District Councillor Frampton requested the login details from the Clerk, offering to investigate the issue himself, as Bransgore Parish Council uses the same software and has not encountered any problems to date.

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

- Bank Reconciliations for 11th August and 10th September 2025 have been reviewed, **approved, and duly signed by the Chair.**
- The VAT reclaim for Q1 (31/03/25 – 30/06/25) has been completed and received, totalling £1,201.63.
- Clerk Pay Scales: New NJC pay scales for 2025 have been agreed and will be backdated to 1st April 2025 for the Clerk.
- An invoice for £694.99 has been issued to Tyrrell Estates for the 2025–2026 period for the Shirley Allotments.

- 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.**

18/07/25-13/08/25		Amount
Supplier to be paid	Invoice no:	
		£0.00
Supplier already paid		
PAYE	45839	£1,069.16
Microsft Office 365 annual	-	£104.99
PAYE backpay to April 2025 NJC scale	-	£134.40
Grounds Management	inv 421	£1,152.00
Evan elp us - inv 13	inv 13	£25.00
Norton	-	£99.99
Glass Xchange	522134	£108.00
Clear Councils- annual insurance	LCO03043	£1,910.56
Evan elp us - inv 10 (gates,layby,)	inv 10	£150.00
Staples – ink	3a85380	£70.91
Evan elp us - cemetery (monthly)	inv 11	£400.00
Stationery - Staples...	-	£70.68
Pennon Water	Cemetery	£7.59
Clerk giff gaff	Mobile phone	£6.00
Adobe	-	£19.97
amazon ink and vista	in file	£104.32
Wickes/Inexcess varnish	receipt in file	£47.50
Evan elp us - parish boards inv 12	inv 12	£375.00
		£5,856.07
Credits		
SPH	hall standing order	£150.00
Cllr Linford	ACM 2025 150725	£60.00
SPH net bills for Vat reclaim no SPC cost)	14/08/2025	£662.68
To pay out:		£0.00
Paid out:		£5,856.07
VAT to claim		£229.49
Funds available:		£28,997.95
Current Account		£24,974.89
Allotments for Labouring Poor a/c		£4,023.06
Parish Hall Account		£1,005.75
SPH Deposit account		£201.43
	Total:	£30,205.13

September 2025:-

14/08/25-12/09/25		Amount
Supplier to be paid	Invoice no:	
Tree Management phase 2 Shirley Common	6710	£4,668.46
Scribe - cemetery annual fee	INV-11961	£331.20
		£4,999.66
Supplier already paid		
PAYE	Sep-25	£1,069.16
Pennon Water	Cemetery	£7.59
Clerk giff gaff	Mobile phone	£6.00
Adobe	-	£19.97
Evan elp us - cemetery	inv 16	£400.00
Capstan security/DFP Ventrol	various	£334.21
PWLB loan (SPH allocation)	-	£1,345.50
Evan elp us - one way, avon valley, post office	inv 15	£240.00
		£3,422.43
Credits		
SPH	hall standing order	£150.00
Hart 4ab32	headstone	£66.00
VAT refund	-	£1,201.63
		£1,417.63
To pay out:		£4,999.66
Paid out:		£3,422.43
VAT to claim		£833.28
Funds available:		£23,362.10
Current Account		£24,133.05
Parish Hall Account		£0.00
Shirley Allotments account (ALP)		£4,027.04
SPH Deposit account		£201.67
	Total:	£28,361.76
Section 137 -744 electors (£10.81 ph) £8042.00		
Lengthsman - £1421.00 balance remaining.		

7. CORRESPONDENCE RECEIVED:

- An anonymous letter has been received containing allegations against a Parish Councillor in relation to a fly-tipping incident. Due to the lack of identity of the author, the matter cannot be formally addressed or responded to. The clerk confirmed that enforcement had found the parishioner's details in the rubbish and not the Councillor in question.

- It was noted that there will be Christchurch bypass closure 27th October to 16th November 2025. Diversion via Totton.
- The pathway which forms part of Shirley Common needs hedge cutting and pathway to be addressed. **Action: Cllr Shutler.**

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

18/09/2025					
		CURRENT PLANNING APPLICATIONS			
Date received	App No	Address	Application	Current Status	Response by
16/09/2025	25/01003F ULL	ROSEWOOD COTTAGE, DERRITT LANE, BRANSORE, CHRISTCHURCH, BH23 8AP	Glasshouse	16/09/2025 sent to Cllrs	17th October 2025
11/09/2025	25/10818	AVON VALLEY HOUSE, RINGWOOD ROAD, SOPLEY BH23 7BE	Use of garage as ancillary annexe	11/09/2025 sent Cllrs	10th October 2025
07/08/2025	25/10297	Site: 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) Planning Inspectorate Reference: APP/B1740/X/25/3368772	07/08/2025 appeal registered	11th September 2025
23/07/2025	25/10671	LAND SOUTH OF, DERRITT LANE, SOPLEY BH23 8AT	Variation of condition 4 of application 21/11097 to allow change in materials, brickwork and additional external features	WITHDRAWN BY PPLICANT	12th August 2025
10/07/2025	25/00598 FULL	Summers Rush78 Burnt House Lane, Bransgore BH23 8DD	2 storey extension; pitched roof to garage; extension to dormer window	27/08/2025 Granted STC	-
03/04/2025	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; (Application for Listed Building Consent)	14/08/2025 GRANTED STC	14/08/2025
13/03/2025	25/10184	MIDDLE RIPLEY FARM, NORTH RIPLEY ROAD,	Listed Building Alteration	10/09/2025 awaiting decision	160725
13/03/2025	25/10183	MIDDLE RIPLEY FARM, NORTH RIPLEY ROAD,	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.	10/09/2025 awaiting decision	160725
23/10/2024	24/10835	SOUTHWINDS, NORTH RIPLEY ROAD, RIPLEY,	Extension to connect existing house and garage; additional one and two-storey extension to both	13/08/2025 GRANTED STC	13/08/2025

9. FLOODING UPDATE (Cllr McDonnell):

- No new updates at this time. The issue with the drain outside the property next to the hall is ongoing — previous cases have been closed and subsequently reopened. Follow-up is in progress.

10. SHIRLEY COMMON (Clerk)

- Phase 2 works were completed by Tree Management Co. on 3rd, 4th, and 5th September 2025.
- Additional works are urgently required for the rear of the garden at 83 Rosehill Drive, at a cost of £309.38. Approval from all members was granted to proceed with the works by the Tree Management Company. **Action: Clerk to instruct now approval has been given.**

11. HEATHERSTONE GRANGE - Allotments update. (Clerk) – Nothing to report.

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

- Interment of Ashes: Jill May Hart – Plot 4a B32 – interment took place on 18th August 2025.
- Bench Request: The Maidment family has requested permission to install a bench behind their plot (5E9). A site meeting was scheduled at the cemetery on 17th September 2025 to discuss the proposal. Details to follow for circulation to SPC members.

13. PARISH HALL COMMITTEE REPORT (KH):

- Upcoming events were announced – bingo on 26th September and Macmillan coffee morning on 3rd October.
- Public participation for non-committee members new agenda item. – was not reported in the meeting but will be noted to all members in due course.
- The Clerk reported that all agenda and minutes for all SPH meetings are now available on the SPC website under the Parish Hall tab for members of the public to access.
- The bollards outside the hall has raised concerns regarding health and safety. After discussion, it was agreed that the bollards will be removed. The Village Hall committee will take responsibility for managing the bollards, including storing them securely after removal. The situation will be reassessed at Christmas. If vehicles are found parked in the area, owners will be asked to move their vehicles, and the bollards will be reinstated.
- Signage is to be sourced for the ramp, clearly stating “No Parking but for loading and unloading only”. **Action: Clerk to order signs.**

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

- The Clerk was requested to circulate the road plan associated with the one-way system. Additionally, it was agreed that the one-way system should be added to the Parish maintenance schedule, with maintenance to be carried out at least in April, July, and September each year. The current cost is £240 per session, **which was approved by all members and will be included in the annual budget going forward.**

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) –

Jointly the following was reported:

- Road and Site Maintenance at Land South of Derritt Lane development – Issues raised re dust and mud on the road, it was noted that the road is to be swept regularly and all vehicles must use the on-site wheel wash.
- New Forest Community Lottery - Residents were advised to access the lottery portal for a chance to win up to £25,000.
- New wheelie bins, ongoing issues. It was stated that the current waiting times for customer services is over 1 hour to enquire re this service.
- Cllr Linford offered SPH a table tennis table and the members agreed to accept it, it will be made available by Bransgore PC.
- The hall's management committee's plans for waste management were discussed, and updates will be available in due course. Currently a neighbour is assisting with the placement of rubbish for collection on a Monday morning, the Clerk gave thanks to her. It was suggested that, if necessary, hall users should be advised to take their rubbish home after their event.
- Cllr Dunn requested her annual bulb purchase via the clerk. **Action: Clerk to order and deliver to Cllr Dunn for her distribution.**
- Cllr Allen requested that the clerk contact County Cllr Thierry as to his lack of attendance to meetings since February 2024. It was noted that he had been suffering with ill health but had attended other meetings recently. **Action: Clerk to email and cc Cllr Linford.**

Meeting closed at 8.35 pm

Date of next full council meeting

16th October 2025 at 7.30pm