



Draft MINUTES of the MEETING of SOPLEY PARISH COUNCIL
held at Sopley Parish Hall on Thursday, 16th October 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 8 members of the public.

The Clerk confirmed that the meeting was quorate.

1. PARISHIONER PARTICIPATION:

Heatherstone Grange Resident Input - Three residents from Heatherstone Grange attended the session and shared updates on recent community-led initiatives. They reported the following activities:

- A wildflower bed has been established, enhanced with spring bulbs including daffodils and crocuses.
- Approximately 150 oak trees have been planted.
- Additional planting includes orchard trees, a “gin hedge,” and the creation of a tree-lined avenue.
- Photographs documenting the planting efforts by residents will be circulated to SPC members for reference.

Community Infrastructure Levy (CIL) Funds –

- The residents raised the issue of CIL funds expected from NFDC, specifically relating to the Wilberforce Green development. An estimated amount of £44,000 was mentioned.
- They also highlighted that Heatherstone Grange currently represents approximately 25% of the total Sopley Parish population. Once the Wilberforce Green development is completed, the combined population of both sites is expected to account for around 50% of the parish’s total headcount.

Next Steps and Budget Considerations

- It was agreed that once the CIL funds are confirmed, Sopley Parish Council will convene a meeting open to all parish residents to discuss potential community projects for allocation of the funds.
- A query was raised regarding whether these funds have been considered in the SPC budget meeting scheduled for November 2025. **District Councillor Frampton clarified that CIL funds are not included in the regular operational budget or precept calculations for the 2025–2026 financial year. These funds are designated for specific infrastructure projects and will not be factored into the general SPC budget moving forward.**

2. APOLOGIES WERE RECEIVED FROM: - Cllr Allen.

3. DECLARATIONS OF INTEREST AND DISPENSATIONS

Declarations of interest and requests for dispensation were made by Chair Vines, Councillor Dunn, and Councillor Shutler in relation to planning applications that have not yet received a final decision.

4. The minutes of the meeting held on 18th September 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):

- Daffodil bulbs have been delivered to various locations across the parish by Cllr Dunn.
- Pathway maintenance around Shirley Common has been completed.
- Tree removal by the Tree Management Company at Rosehill Drive has been completed and the resident is happy.
- Speed Indicator Device data has been downloaded and accessed by Chair Vines; thanks were extended to Councillor Frampton for his support and assistance.

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

- Bank Reconciliations for 13th October 2025 have been reviewed, **approved, and duly signed by the Chair**.
- Sopley Parish Council has received confirmation from BDO LLP that the external audit for the financial year has been successfully concluded. No matters of concern were raised, and the audit report confirms that the Council's accounts have been prepared in accordance with proper practices and meet the required standards. *BDO have sent a letter to be published with the report exempting the matters previously mentioned.*
- **The Notice of Conclusion of Audit, along with the certified Annual Governance and Accountability Return (AGAR), has been published in accordance with statutory requirements and is available for public inspection.**
- **Adoption of Digital Policy – Assertion 10 Compliance**

The Digital Policy was formally adopted by all members of Sopley Parish Council to ensure full compliance with Assertion 10 of the Annual Governance Statement. This adoption reinforces the Council's commitment to maintaining proper arrangements for securing accountability and transparency in its digital practices. **The Digital & Data Policy was adopted by all members.**

- 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.**

16/10/2025		Amount
Supplier to be paid	Invoice no:	
Tree Management - Rosehill drive	6750	£371.26
NFDC - GIS subscription	41079202	£128.75
		£500.01
Supplier already paid		
Your Parking Signs	4582727	£96.14
PAYE	Oct-25	£1,066.96
Pennon Water	inv 18 Cemetery	£7.59
Clerk giff gaff	Mobile phone	£6.00
Adobe	-	£19.97
Evan elp us - cemetery - inv 18	cemetery	£400.00
Jamison bulbs - Cllr Dunn	#1000084425	£108.97
Staples -	3C09023	£113.10
BDO external audit	INV-00734238	£378.00
Evan 'Elp us	Inv 17 HG allots	£100.00
		£2,296.73
Credits		
SPH	hall standing order	£150.00
Avon Tyrrell	Shirley ALP	£694.99
		£844.99
To pay out:		£500.01
Paid out:		£2,296.73
VAT to claim		£199.38
Funds available:		£39,963.54
Current Account		£35,536.87
Parish Hall Account		£155.75
Shirley Allotments account (ALP)		£4,724.91
SPH Deposit account		£201.77
	Total:	£40,463.55
Section 137 -744 electors (£10.81 ph)		
£8042.00		
Lengthsman - £1421.00 balance remaining.		

7. CORRESPONDENCE RECEIVED:

- An update was provided regarding ongoing CIL bids, specifically relating to the proposed installation of solar panels at the hall in Cllr Allen's absence it was decided to revisit at a later date.

GRANT APPLICATIONS: Two grant applications were considered and approved:

- Stepping Stones Nursery:** A grant of £247.00 was awarded for the purchase of a play shed.
- Heatherstone Grange Green Group:** A grant of £201.70 was awarded for the purchase of seeds to support local planting initiatives. (originally £307 requested minus the rotation carried out by NFDC). **These Grants were approved by all members.**
- Sid posts – locations from Traffic Management had been circulated and the Clerk asked Cllr McDonnell to assist her with an appropriate reply to their recent suggestions.

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

Date received	App No	Address	Application	Current Status	Response by
08/10/2025	CONS/25/0559	Sopley Court, Sopley, Christchurch, BH23 7AY	Leylandii x 1 Fell	08/10/2025 sent to Cllrs	5th November 2025
06/10/2025	25/10891	LAND ADJACENT HILL VIEW, RINGWOOD ROAD, SOPLEY BH23 7BE	Construction of dwelling	14/10/2025 comments submitted and par 1.	31st October 2025
26/09/2025	CONS/25/0538	Smugglers, 8 Sopley, Christchurch, BH23 7AY	Alder x 1 Fell Horse chestnut x 1 fell	26/09/2025 sent to Cllrs	24th October 2025
16/09/2025	25/01003F ULL	ROSEWOOD COTTAGE, DERRITT LANE, BRANSGORE, CHRISTCHURCH, BH23 8AP	Glasshouse	14/10/2025 comments submitted and par 1.	17th October 2025
11/09/2025	25/10818	AVON VALLEY HOUSE, RINGWOOD ROAD, SOPLEY BH23 7BE	Use of garage as ancillary annexe	8/10/2025 comments submitted and par 1.	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
13/03/2025	25/10184	MIDDLE RIPLEY FARM, NORTH RIPLEY ROAD,	Listed Building Alteration	14/10/2025 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.	14/10/2025 awaiting decision	160725

9. FLOODING UPDATE (Cllr McDonnell): Nothing to update.

10. SHIRLEY COMMON (Clerk) –

- Additional works have now been completed for the rear of the garden at 83 Rosehill Drive.

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

- Cllr Shutler is to check out the possibility of trimming the hedges bordering the council owned allotments.

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

13. PARISH HALL COMMITTEE REPORT (KH): -

- Upcoming events – Race Night tomorrow, 17th October 2025
- Quiz Night, 14th November
- Christmas party, 19th December 2025.

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

- Cllr Shutler reported a broken stile in Court Lane, the Clerk asked for the what3words location be sent to her and it will be reported.
- Cllr Partridge requested the agreement of members to join ACRA, the Association of Commons Registration Authorities which would assist in matters regarding Shirley Common, Vatchers etc. **The membership was agreed by all members at £120.00.**
- The Clerk raised a complaint from a parishioner in relation to the overgrown Avon Valley path in the vicinity of Moorlands College. Cllr Partridge asked for the clerk to forward the exact what3words location.

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

16. COUNTY COUNCILLOR REPORT (Cllr Thierry) –

- The clerk had contacted County Cllr Thierry as requested as to his lack of attendance to meetings since February 2024. It was noted that he had been suffering with ill health and hopes to attend when he is able, the clerk has sent the Annual Meeting schedule to him by email. In response he sent the following email which the Clerk read to the room.

Good afternoon, Katie, It was my intention to attend tonight's meeting of your parish council. However, as a result of test taken yesterday at the Royal Bournemouth Hospital, I have been placed in isolation. Not what I would've wanted. As your Councillors will be aware there will be changes which will be happening next year with Hampshire County Council as we have known it for many years will disappear part of the Local Reorganisation plans brought in by the Government. When I am up and about, should your Councillors, wish I'd be only too happy to give them a briefing on LGA and the implications for parish councils. I do read the minutes of every parish meeting but note there is often very little for me to pick up related to the County, however any members of the public or councillor can get in touch with me. I'm more than happy for them to telephone me to speak to me about any issues that they may have, which I can then take forward. My telephone number is 07702 479095 and my personal email address michael.thierry@icloud.com Kind regards Michael

DISTRICT COUNCILLOR REPORT (Cllr Linford/Frampton) –

Bin Collection Update

- **Start Date:** Monday **20th October** It was reported that residents should **put out rubbish as normal** on the 20th. From **Thursday 24th October**, please begin using the **correct bin** as per the new collection schedule.

Meeting closed at 8.30pm

Date of next full council meeting

20th November 2025 at 7.30pm Budget/precept meeting at 7.00

approved 20.11.25

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