



DRAFT MINUTES
OF MEETING of SOPLEY PARISH COUNCIL held at
Sopley Parish Hall on Tuesday, 23rd June 2026 – 7.30 pm

In attendance: Cllrs McDonnell (Chair), Cllr Shutler, Cllr Partridge and Cllr Dunn. Mrs K. Hughes, Clerk & Cllr Linford. 3 parishioners were present.

1. **Parishioner Participation** - There were no matters raised.
2. **Apologies for Absence** - Apologies were received and accepted from Cllrs Allen, Eyre and Vines. **The Clerk confirmed the meeting was quorate.**
3. **Declarations of Interest / Requests for Dispensation** - None received.
4. **Minutes of the Previous Meeting** - The minutes of the meeting held on **21 May 2026** were approved as a correct record and signed by the Chair. **Matters Arising:** None.

5. Current Issues & Forward Planning

Action List Update (GV):

- Concrete markers have been broken with WD stamped on them. The clerk has reported with no response but was asked to chase and report back. They are possible historical Ministry of Defence markers which have been removed and damaged. Cllr McDonnell will send the Facebook page for Hampshire Countrywide to the Clerk. **ACTION: Cllr McDonnell.**
- The Clerk was asked to email Avon Tyrrell Estate regarding the fly-tipping situation at Green Lane and report back. **ACTION: Clerk to chase.**
- Parish Hall Ramp - Dan Shutler advised availability to complete project of meshing along the bottom of the ramp would be around August/September 2026. **ACTION: Cllr Shutler.**
- Neighbourhood Plan: meeting to be arranged. Funding previously available for Parish Councils is no longer available. **ACTION: All**

6. Parish Clerk's Report

- **Supplier Payments:** The schedule of monthly payments, circulated to Council Members prior to the meeting, was reviewed and authorised. **Resolved: All payments were approved by Council Members and duly signed by the Chair and Responsible Financial Officer (RFO).**

23.06.26		Amount
Supplier to be paid	Invoice no:	
Water 2 business (HG allotments water)	-	£84.01
Do The Numbers	Dec-23	£375.00
Scribe - cemetery database annual payment	178041	£414.72
		£873.73
Supplier already paid		
Katie repay for adobe	-	£19.97
Ckerk giff gaff mobile phone	-	£6.00
Evan elp us - cemetery	Inv 43	£400.00
Paye June	-	£1,065.56
HMRC - NI	-	£37.55
Water cemetery	-	£7.97
Brett Woods plumber for HG allotments	3122	£70.00
Evan elp us	Inv 45	£75.00
Evan elp us	Inv 46	£75.00
		£1,757.05
Credits		
Int on Cil monies		£20.52
HG allotment		£52.00
PWLB		£150.00
		£222.52
To pay out:		£873.73
Paid out:		£1,757.05
VAT to claim		£0.00
Funds available:		£83,196.83
Current Account		£32,484.28
Parish Hall Account		£1,276.25
Shirley Allotments account (ALP)		£4,741.99
SPH Deposit account		£46,844.29
	Total:	£85,346.81

- **Bank Balances & Reconciliation:-** were confirmed, circulated and resolved as correct and signed by the Chair and Clerk/RFO.

AGAR 2025/26 – for submission to external auditors: -

- The Council reviewed and approved the Annual Governance and Accountability Return (AGAR) for 2025/26. The Annual Governance Statement (Section 1) and the Accounting Statements (Section 2) were both approved and was **signed by the Chair and the Responsible Financial Officer (RFO)**.
- The Internal Audit Report for 2025/26 was **received and accepted**.
- The Notice of the Exercise of Public Rights was **approved**, with the publication dates confirmed. (26.06.26-10.08.26).
- A Conflict-of-Interest Form relating to the Council's relationship with the external auditor, BDO, was **completed and approved**, and **signed by the Vice Chair due to the Chair's absence**.

Internal Audit Action List 2025/26: -

- **Ledger Reports in Minutes - Action:** Include Scribe ledger reports within the minutes to reduce transcription risk and ensure completeness and accuracy.
- **Regular Budget Monitoring - Action:** Produce and review Scribe quarterly budget monitoring reports at council meetings throughout the year.
- **Publish Annual CIL Report - Action:** Publish the annual CIL report to NFDC when the AGAR is approved.
- **Correct Employers NI Setup & Report Underpayment - Action:** Quantify the Employers NI that should have been applied in 2025/26. Report the amount to HMRC. Reinstall Basic Tools with correct NI settings and use going forward.
- **Pension Auto-Enrolment Compliance - Action:** Offer a qualifying pension scheme (e.g., NEST) to the Clerk, who is now above the auto-enrolment threshold.
- **Bank Statement Initialling & Reconciliation in Minutes - Action:** Implement member rotation for checking and initialling bank statements, already in place.
- **Data Audit for Assertion 10 Compliance - Action:** Carry out a full data audit, including data stored by members, and repeat annually. Completed for approval in July 2026.
- **PWLB Loan – Note Auditor's Advisory - Action:** Record that partial capital redemption of the PWLB loan does not generate interest savings.

7. Correspondence Received - No items received.

8. Road Safety – Derritt Lane

- Cllr Allen's absence was noted.
- It was stated that a walking meeting has taken place to review the location and associated safety considerations.
- Cllr McDonnell reported that SID deployment has been offered once the post is installed. The location has been agreed, but no update has yet been received from Highways. It was noted that **Highways approval is required** for the installation of the post.
- Cllr McDonnell also commented that a crossing at the pinch point could be considered safe, and that hedge gaps created by Wyatt Homes may improve visibility for pedestrians.
- Cllr Partridge suggested that a twice-daily lollipop crossing for school traffic may be beneficial. Discussion included: – bus turning movements at Wilberforce Green, – protection for runners and cyclists, – monitoring traffic for 12 months once residents move in, and – gathering evidence using the speed gun and to report back to SPC after this time.

9. Planning Update

Monthly planning list had been circulated. No additional applications requiring comment before the next meeting.

23.06.26					
		CURRENT PLANNING APPLICATIONS			
Date received	App No	Address	Application	Current Status	Response by
14.04.26	26/10351	LAND ADJACENT HILL VIEW, RINGWOOD ROAD, SOPLEY BH23 7BE	Construction of dwelling (resubmission of 25/10891)	21/06/2026 awaiting decision	08.05.26
07.08.25	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	19/01/2026 AWAITING DECISION	11th September 2025

10. Flooding Update (Cllr McDonnell)

Wiltshire Road / Wiltshire Gardens – Drainage and Access Update

Cllr McDonnell reported that he had met with the resident in Wiltshire Road. He confirmed that the pumping station in Wiltshire Gardens had been inspected and the route walked, with no issues identified. The landowner had also confirmed they were content with the current arrangements. As the matter falls under Highways enforcement and riparian-rights responsibilities, the Parish Council will not be involved further at this stage.

- A recent storm had caused the ditch in Wiltshire Gardens to run full. The pipe beneath the driveway was found to be blocked, that has already been raised to Hampshire highways.

- Additionally, the ditch behind to properties which feeds towards the pumping station is of insufficient depth and rises uphill just past the farm entrance and water cannot flow against the gradient. Local landowner has already reviewed and found not to be a problem. The situation will be revisited if required. There is no evidence that flooding in this location is being caused by issues further downstream.
- In addition, a resident in Bransgore reported that they use a large pump to move water from the area during flooding events, directly into sewer drain in their garden. It was noted that this practice is not lawful and will have significantly impacted the pumping station to cope.
- Cllr McDonnell will liaise with Wessex Water if necessary. He will also attend the Bransgore meeting should his presence be required.
- A further comment was made stating that the broken drain in the area could only be touched by HCC and that trying to sort it themselves was unlawful even though a digger and pipework were available, permission to carry out the work could not be obtained.

To summarise:

- The blocked pipe on Wiltshire Road is a key issue and should be escalated by Bransgore Parish Council to the Highways executive.
- The drains that run through and adjacent to properties are the responsibility of those property owners.
- The ditches still need to be dug out further to ensure downward flow.
- The illegal practice of pumping surplus rainwater into sewers will exacerbate the issues with the pumping station.
- Any further issues downstream that may occur are under investigation and potential enforcement, hence SPC will have no input.
- It was offered that your flood warden may wish to meet Cllr McDonnell who will take that individual to all the points of concern within your parish

11. Wyatt Homes – CIL Funding and Requests

- Forward plan for reviewing eligibility of final grant applications agreed and deferred to **September** to shortlist CIL applications.
- All applications must be submitted to NFDC's central CIL pot first.
- Highways-related requests (e.g., zebra crossing) do not meet criteria; a second application may be required.
- Clerk to resend NFDC CIL bid information and forward relevant emails to the Heatherstone Grange parishioners present at the meeting.
- Discussions included geographical allocation, removing large-scale bids, and ensuring applicants understand refusal criteria to be confirmed in September 2026.

12. Shirley Common - Nothing to report.

13. Heatherstone Grange Allotments - Nothing to report.

14. Burial Board Report –

- The Clerk asked when Cllr Shutler would be able start the works for the Cil funded cemetery refurbishment (£10,000 grant awarded). He stated August/September 2026.

15. Parish Hall Committee Report –

- The Family BBQ on 25th July and Sopley Village Festival on 23rd August was advertised along with all future community events.

16. Parish Footpaths & Rights of Way –

Cllr Partridge reported that an August cut is scheduled for Salisbury Road, including the section outside Moorlands College. All roadside hedgerows within Sopley are also due to be cut during this period, and the relevant areas have been noted.

17. Highways & Traffic Management - No additional updates.

18. County Councillor Report (Cllr Eyre) - No report available in his absence

19. District Councillor Report (Cllr Linford)

Cllr Linford reported that discussions regarding Local Government Reorganisation remain ongoing. It was noted that an officer will be transferring from BCP to NFDC as part of the transitional arrangements. District Cllr Jan Sutherland will be formally sworn in as part of the new structure.

Date of Next Meeting

Thursday, 23 July 2026 at 7.30pm