



**Approved Minutes of
MEETING of SOPLEY PARISH COUNCIL
held at
Sopley Parish Hall on Thursday, 24th September – 7.30 pm**

Approved Minutes

In attendance: Cllr Vines, Cllr McDonnell, Cllr Shutler, Cllr Partridge, Cllr Allen and Mrs K. Hughes, Clerk & Cllr Linford, County Cllr Martin Eyre, 4 parishioners were present.

1. PARISHIONER PARTICIPATION:-

- **HG – CIL Funding Query** A parishioner asked for clarification regarding CIL funds originating from the Heatherstone Grange development and comments made by Mr Dickie Frampton in a previous meeting. **The Clerk confirmed that £24,000 had been received** and that this allocation was spent on the Parish Hall refurbishment in 2019, in line with approved CIL criteria.
- **Wessex Broadband Coverage** A query was raised as to why Wessex Broadband is not available in some parts of Sopley. Cllr McDonnell reported that BDUK Levelling Up / Project Gigabit representatives have been approached. Openreach have completed some works in parts of the parish, but full coverage has not yet been achieved.
- **Footpaths** A general enquiry was made regarding the status of local footpaths and when was maintenance due.
- **Change of Use – Holiday Let to Residential / Waste Collection Issues** A parishioner reported that following a change of use from holiday let to residential, refuse bins were not being collected, and the location of the bins for the collection was unclear. Concerns were raised regarding waste disposal arrangements and where bins should be sited. The parishioner was asked to forward the NFDC email trail to District Councillor Linford for review and assistance.
- **Signage in Sopley** A query was raised regarding signage within the parish. It was noted that Sopley Parish Council's policy for over 20 years had been that local businesses may advertise, but non-local businesses may not. All signage must be licensed and positioned on the landowner's own property, not on Highways land.

2. Apologies for Absence: -

Apologies were received from **Cllr Dunn**.

The Clerk confirmed that the meeting was quorate.

Present: Chair Vines, Cllr McDonnell, Cllr Allen, Cllr Shutler, Cllr Partridge,
District Cllrs Linford, Sutherland and Eyre and two members of the public.

3. Declarations of Interest / Requests for Dispensation

No declarations of interest or requests for dispensation were received.

4. Minutes of the Previous Meeting

- The minutes of the meeting held on **23 July 2026** were approved as a correct record and signed by the Chair. **There were no matters arising.**

5. CURRENT ISSUES & FORWARD PLANNING: (All Council Members for discussion/approval).

- The cemetery refurbishment due to be completed and paid from awarded Cil funds will be started in October the contractor confirmed. The materials for this project have been ordered.
- The muddy puddle at the bottom of the hall access ramp has been remedied.
- No update regarding a Neighbourhood Plan for SPC currently.
- The clerk agreed to email Cllr Dunn in her absence regarding the annual daffodil bulbs for planting across the Parish.

6. PARISH CLERK'S REPORT: (Katie Hughes - Clerk):The schedule of supplier payments, circulated prior to the meeting, was checked and approved by all Council Members. **The payments were authorised and signed by the Responsible Financial Officer (RFO) and the Chair.**

24.09.26		Amount
Supplier to be paid	Invoice no:	
Clear Annual Insurance Policy	LCO03043	£1,981.76
GIS - NFDC subs	41086510	£132.61
Scribe annual accounts renewal	INV-21367	£463.68
BDO external auditors	INV-00879290	£504.00
		£3,082.05
Supplier already paid		
Katie repay for adobe	2 months	£39.94
Clerk giff gaff mobile phone	2 months	£12.00
Evan elp us - cemetery - July	Inv 47	£400.00
Paye July 2026	-	£1,023.16
Evan elp us -	inv 53	£50.00
Microsoft 365	8801	£104.99
Bike Lock	amazon	£16.21
Penon water cemetery	DD	£7.97
Grounds Management (Cil cemetery)	Feb-05	£918.00
Currys ink	Baz repay	£29.97
Evan elp us - cemetery - August		£400.00
Mcaffee repay to Clerk	-	£114.99
Paye August 2026		£1,023.16
Evan elp us - AV/car park	Inv 54	£50.00
Payscale change for Clerk repay to April 2026		£212.40
Viking stationery	DC	£123.81
		£4,526.60
Credits		
Int on Cil monies		£19.25
Cil repay for cemetery refurb		£1,090.00
PWLB		£150.00
t/l Maureen Pascoe		£200.00
HMRC tax - 01.04.26-31.08.26		£642.15
		£1,459.25
To pay out:		£3,082.05
Paid out:		£4,526.60
VAT to claim		£357.03
Funds available:		£74,752.03
Current Account		£26,182.76
Parish Hall Account		£902.69
Shirley Allotments account (ALP)		£4,747.97
Deposit account - (CIL funds 2026)		£46,903.35
	Total:	£78,736.77

Bank Balances and Reconciliation – July/August 2026

- The bank balances and full reconciliation for July and August 2026 were **reviewed, noted, and approved**. The reconciliation was **signed by the RFO and the Chair**.

7. CORRESPONDENCE RECEIVED:

- Thatchers Lane – Ditch / Green Laning Report - An email was received from a landowner regarding the re-appearing ditch in Thatchers Lane (what3words: *chicken.movements.placed*). Green-laning activity has been reported to Hampshire Highways, and the individual responsible will be covering the cost.
- Sopley Church – Grant Application A grant application was received from Sopley Church requesting £1,000 towards repairs to the church floor and roof. The Parish Council agreed that £1,000 will be ringfenced, specifically for the floor works. **It was RESOLVED that a grant of £1,000 be awarded towards the repairs to the church floor. The decision was agreed unanimously.**
- External Audit The conclusion of the external audit was received after publication of the agenda and will be **formally approved in October**.
- Highways Signage The ongoing issue regarding Highways signage remains unresolved and continues to be pursued.

8. Road Safety – Derritt Lane

- It was noted that **five volunteers have completed the Speed Gun training course** and are now **awaiting further instruction and confirmation** before deployment.

9. Planning Update

- The Clerk provided the **monthly update on all current planning applications**:

Date received	App No	Address	Application	Current Status	Response by
18/09/2026	26/10893	5 MARRYAT WAY, BRANSORE, SOPLEY BH23 8FG	Full Planning Permission Garden room for use ancillary to main dwelling	18/09/2026 sent to Cllrs.	09.10.26
01/08/2026	TPO/26/0387	88 Marryat Way	Oak x 6 reduce	03/08/2026 sent to Cllrs	19.08.26

10. Flooding Update (Cllr McDonnell)

- A working group was suggested to progress matters relating to parish maintenance and associated funding.
- The footpath past Moorland College towards Fisherman's has been fully cut back.
- Ditching works opposite the Woolpack and around the sewage works have been completed.

- A JCB has been in attendance, with weir gullies cleared. Highways have instructed Wessex Water to undertake further works.
- Mill Lane, which suffers from recurrent flooding, will be closed from 6–8 October.
- Sections of the riverbank within the plantation/scrubland area are being looked at and possibly reduced by approximately 3 ft to alleviate flooding issues at Coronation Bridge. Authority from the landowner will be sought.
- It is being researched that at Verily Hill, down past Vernon Dene, water could be swept off into the fields. It was stated that the rivers require dredging and weed clearance.
- The Rivers Trust and Environment Agency plan to cut six gaps; further work will require mini-diggers and is expected to take no more than two days. A funding allocation of £1,000 was approved. **RESOLVED: £1000 will be ring-fenced to assist with tool hire and assistance with flood improvement plans.**
- The 300 m footpath reported as completely overgrown has been referred to HCC Countryside, with an estimated three-day clearance required.

11. WYATT HOMES – CIL FUNDING AND REQUESTS: -

- Members agreed that the updated **CIL Bid List** should be published on the Parish Council website.
- Members agreed to hold a closed meeting of Parish Council members on **15 October 2026** to consider and score CIL bid applications using the approved assessment matrix.
- It was agreed to adopt the policy and assessment matrix, based on the NFDC template, and to publish the approved documents on the Parish Council website. **Resolved: That the CIL Bid Shortlist Policy and assessment matrix be adopted, the updated CIL bid list be published, and a closed meeting be held on 15 October 2026 to evaluate CIL bids using the agreed scoring methodology.**

12. SHIRLEY COMMON (Clerk):

The Clerk reported that a dangerous tree had been brought to the Parish Council's attention. Members noted that the matter required professional assessment and agreed that a specialist tree management contractor should be consulted to inspect the tree and provide appropriate advice on any necessary works. **Resolved: That the Tree management company be engaged to assess the tree and provide recommendations to decide on any further action.**

13. HEATHERSTONE GRANGE allotments: (Clerk): Nothing to report.

14. BURIAL BOARD REPORT: (Chairman Vines/Clerk):

- Members noted arrangements relating to the interment of the late **Maureen Pascoe** and received an update on the matter.

15. PARISH HALL COMMITTEE REPORT: (Clerk):

- Community Events - Members received an update on the proposed Bingo, Quiz and Christmas party upcoming events.

16. TRI-PARISH UPDATE (BM):

Members noted that the next Cluster Group meeting would take place on **4 November 2026** and received an update on matters to be discussed.

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

- It was reported that a rotten plank on the wooden bridge - London Lane Ripley towards Court Lane has been reported to the relevant authority, and a reference number had been issued (21915029).
- Members considered a proposal to undertake cutting of currently unmanaged footpaths twice yearly, in April and September, utilising available Lengthsman and Hampshire County Council funding where appropriate.
- It was agreed that footpath maintenance works should be scheduled each year during January/February and again following 1 September, including routes around the bridge and the Woolpack area.
- The Clerk will circulate the existing parish maintenance schedule. **Resolved:** That footpath cutting be undertaken twice annually, subject to available funding, and that the maintenance schedule be circulated to Members for consideration.
- Members agreed that the Lengthsman should be instructed to undertake hedge trimming and verge maintenance as soon as practicable, with particular attention to the area alongside the brook and around the red and white roadside signs, where vegetation is affecting visibility and presentation. **Resolved: That the Lengthsman be instructed to carry out the identified hedge and verge maintenance works at the earliest opportunity. ACTION: Clerk.**

17. HIGHWAYS & TRAFFIC MANAGEMENT ISSUES:

Already covered in meeting.

18. COUNTY COUNCILLOR REPORT: (Cllr Eyre)

LGR Update

- Members noted an update on Local Government Reorganisation, including confirmation that Martin Eyre will remain in post for the next three years.

Community Communications

- Members noted information regarding the Ringwood UK Notice Board Facebook page and its use as a local communications channel.

19. DISTRICT COUNCILLOR REPORT: (Cllr Linford):

- Members received an update regarding the requirement for a screening opinion for Upper Clockhouse Farm from the Secretary of State and noted that a response is expected within 21 days.
- Members noted information relating to a proposal with an estimated value of £80,000.
- Members were informed of a recent appeal decision concerning the Vernon Dene movement in the north of England. It was noted that the appeal was upheld and that development could not exceed the scope of the original planning permission, particularly in relation to the site's designation as a Site of Special Scientific Interest (SSSI).
- Members noted that New Forest District Council elections are scheduled to take place in 2027.

Date of next full council meeting

Thursday, 22nd October 2026, 7.30 pm



Sopley Parish Council

	Current List of bids for Cil funds (Wilberforce Green) - 24.09.26							
Ref:	Name	Contact details	Project	Location	Timescale (if given)	Amount quote 1	Amount quote 2	
1								
	FONFA		Repaint of museum	Heatherstone Grange		£7,400.00	£11,785.29	
2			Road safety & flood mitigation	Derritt Lane	-	£48,000.00		
	DS							
3	amended as appendix 4 below 12/09/2026		Appendix 4 - total requested £14,000.00 (amended)					
			Defibrillator	Wilberforce Green	2027-2029	£0.00		removed on appendix 4
			3 Public benches	Wilberforce Green	2027-2029	£0.00		removed on appendix 4
			Public cradle- swing	Wilberforce Green	2028-2029	£0.00		removed on appendix 4
	Item 1		Sopley Gateway Sign	NE of Derritt Lane	after June 2026	£3,500.00		12/09/2026 checked
	Item 2		Relocate 30/40 mph sign	East HG	once approval from HH	£4,000.00		12/09/2026 checked
			Pedestrian- crossing	Between HG and WG	?	£0.00		removed on appendix 4

4 5 6	Item 3		SID	Derritt Lane	?	£2,500.00		12/09/2026 price reduced in appendix 4
	Item 4		Speed gun and equipment	Derritt Lane	June-Aug 2026	£0.00		12/09/2026 price redacted in appendix 4
	Item 5		Hoggin path	HG-WH	?	£4,000.00		added 26.03.26 12/09/2026 checked
			Mulching mower and strimmer	May-26	May-26	£0.00		removed on appendix 4
					Total:	£14,000.00		
	SPH		Proper roof for porch	Sopley Parish Hatt	asap	£0.00	retracted	
			Remote entry system	Sopley Parish Hall	asap	£1,300.00	£3,600.00	updated 10.04.26
			Upgrade heating	Sopley Parish Hall	asap	£2,495.00		
	SPC		Benches for Shirley Common			£1,532.00		
	Powell							

7	St Michaels & All Angels		Community meeting space	Sopley Church	2028	£15,000.00			
8	Bransgore Council		Skatepark	Parish Council	?	£20,000.00			
9	SPH/SPC		Solar panels	Parish Hall	2026	£16,357.36		CIL	
10	SPC		extend pavement	Outside 25 Sopley	asap	£9,750.00		CIL	
11	Bransgore Scouts not responders		defib cabinet	Bransgore Scouts	-	£600.00		updated 10.04.26	
					-				
12	Sopley School		tepees	Sopley School		£2,600.00			
13	Cllr Allen		small hall accoustics	Parish Hall		£5,988.50		added 29.04.26	
				Total			£145,022.86		
	Cil Amount received to date from NFDC £46,484.53								

Sopley Parish Council

Policy for Shortlisting Community Infrastructure Levy (CIL) Bids



1. Purpose of the Policy

This policy sets out the criteria, scoring method, and decision-making process used by Sopley Parish Council to assess and shortlist Community Infrastructure Levy (CIL) bids. It ensures that all applications are evaluated fairly, transparently, and in accordance with statutory requirements and the Council's Financial Regulations.

2. Scope

This policy applies to all CIL funding requests submitted to Sopley Parish Council, regardless of project size or applicant. It covers eligibility checks, scoring, ranking, and the creation of a shortlist when available funds are insufficient to support all bids.

3. Available Funding

The Council will publish the total CIL funds available prior to each assessment round. Where the value of bids exceeds available funds, this policy provides the mechanism for shortlisting.

4. Eligibility Criteria

All bids must meet the following minimum requirements to proceed to scoring:

- **Compliance with NFDC standards and CIL Regulations 2010 (as amended).**
- **Clear benefit to Sopley Parish**, including Sopley, Ripley, Avon, Shirley and surrounding hamlets.
- **Community benefit** that is accessible to a significant proportion of residents.
- **Deliverability** within a reasonable timeframe (normally 12–24 months).
- **Realistic and evidenced costings.**
- **Statutory compliance**, including planning, landowner permissions, and environmental considerations.
- **Financial fit** within the Council's available CIL allocation.

Bids failing any eligibility requirement will not be scored.

5. Scoring Framework

Eligible bids will be scored by councillors using a standardised matrix. Each criterion is scored **0–5**, with 5 indicating the strongest alignment.

Assessment Criteria (0–5 each):

1. **Strategic Fit** – Alignment with parish priorities and long-term objectives.
2. **Benefit to the Whole Parish** – Extent of parish-wide or multi-hamlet benefit.
3. **Community Benefit** – Improvements to safety, accessibility, cohesion, environment or shared spaces.
4. **Deliverability** – Practicality, permissions, and readiness to proceed.

5. **Readiness to Proceed** – Evidence of planning, quotes, and preparatory work.
6. **Value for Money** – Cost effectiveness and proportionality of outcomes.
7. **Match Funding / External Funding** – Contributions from other sources.
8. **Risk & Compliance** – Legal, financial, environmental and operational risks.
9. **Financial Fit** – Ability to be funded within available CIL resources.

Maximum score: 45 Recommended shortlist threshold: 30+ High-priority projects: 35+

6. Scoring Process

- Councillors score bids independently using the matrix.
- The Clerk collates all scores and calculates averages.
- A ranked list is produced from highest to lowest scoring bids.
- The Clerk prepares a summary table for Council consideration.

7. Shortlisting Method

Where total bid value exceeds available CIL funds, the following process applies:

1. **Remove ineligible bids** (Section 4).
2. **Rank bids by score** (Section 6).
3. **Identify bids scoring 30+** for shortlist consideration.
4. **Assess financial fit:**
 - Determine which high-scoring bids can be fully or partially funded.
 - Consider phasing or partial awards where appropriate.
5. **Prioritise bids scoring 35+** where they demonstrate strong parish-wide benefit and deliverability.
6. **Prepare a recommended shortlist** for Full Council approval.
7. **Record all decisions and rationales** in the minutes to ensure transparency.

8. Governance & Transparency

- Councillors must declare any interests before scoring.
- All scoring sheets, summaries and decision records will be retained for audit.
- The Clerk will publish a public-facing summary of approved CIL allocations.
- Annual CIL reporting will be completed by 31 December each year.

9. Review of Policy

This policy will be reviewed annually or following significant changes to CIL legislation or parish priorities.

Sopley Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 04/09/2026		
	Cash in Hand 01/04/2026		75,995.12
	ADD Receipts 01/04/2026 - 04/09/2026		25,481.11
	SUBTRACT Payments 01/04/2026 - 04/09/2026		101,476.23
			22,828.69
	Cash in Hand 04/09/2026 (per Cash Book)		78,647.54
B	Cash in hand per Bank Statements		
	Petty Cash 04/09/2026	0.00	
	Lloyds Current Account - 00186861 04/09/2026	26,114.75	
	Shirley Allotments Account - 30335 04/09/2026	4,746.02	
	Lloyds Parish Hall Account - 22819 04/09/2026	902.69	
	Deposit Account - 07111921 04/09/2026	46,884.08	
			78,647.54
	Less unrepresented payments		
			78,647.54
	Plus unrepresented receipts		
	Adjusted Bank Balance		78,647.54
	A = B Checks out OK		

24.09.26					
		CURRENT PLANNING APPLICATIONS			
Date received	App No	Address	Application	Current Status	Response by
18/09/2026	26/10893	5 MARRYAT WAY, BRANSGORE, SOPLEY BH23 8FG	Full Planning Permission Garden room for use ancillary to main dwelling	18/09/2026 sent to Cllrs.	09.10.26
01/08/2026	TPO/26/0387	88 Marryat Way	Oak x 6 reduce	03/08/2026 sent to Cllrs	19.08.26



Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Sopley Parish Council for the year ended 31 March 2026 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Sopley Parish Council on application to:	
(a) Katie Hughes 07935 448405 – parish.clerk@sopley.gov.uk	(a) Insert the names, position and address of the person to whom local government electors should apply to inspect the AGAR.
(b) 2pm – 5pm	(b) Insert the hours during which the inspection rights may be exercised.
3. Copies will be provided to any person on payment of £10 (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs.
(d) Announcement made: 21.09.26	(d) Insert the name and position of person placing the notice.
(e) Date of announcement: 21.09.26	(e) Insert the date of placing of the notice.

Sopley Parish Council

21 September 2026 (2026-2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
76		23/07/2026	24.09.26	Lloyds Current Accou	76	Subscriptions	Katie Hughes		19.97		19.97
77		23/07/2026	24.09.26	Lloyds Current Accou	77	Salary	HMRC		320.70		320.70
79		24/07/2026	24.09.26	Lloyds Current Accou	79	Burial Ground Maintenance	Evan 'Elp Us!		400.00		400.00
80		27/07/2026	24.09.26	Lloyds Current Accou	80	Parish Maintenance	Evan 'Elp Us!		125.00		125.00
83		30/07/2026	24.09.26	Lloyds Current Accou	83	Stationery	Banner Group (Staples)		104.76	20.95	125.71
85		04/08/2026	24.09.26	Lloyds Current Accou	85	Parish Maintenance	Evan 'Elp Us!		50.00		50.00
87		04/08/2026	24.09.26	Lloyds Current Accou	87	Heatherstone Grange Allotmen	Katie Hughes		16.21		16.21
86		04/08/2026	24.09.26	Lloyds Current Accou	86	Subscriptions	Katie Hughes		104.99		104.99
93		10/08/2026	24.09.26	Lloyds Current Accou	93	Water - Burial Ground	Pennon Water Services		7.97		7.97
94		12/08/2026	24.09.26	Lloyds Current Accou	94	Parish Hall invoices	Sopley Parish Hall		28.80		28.80
95		13/08/2026	24.09.26	Lloyds Current Accou	95	CIL	THE GROUNDS MANAGEMI		765.00	153.00	918.00
81		14/08/2026	24.09.26	Lloyds Current Accou	81	Salary	Katie Hughes		1,023.16		1,023.16
89		18/08/2026	24.09.26	Lloyds Parish Hall Ac	89	Bank service charge	Lloyds Bank		4.25		4.25
99		18/08/2026	24.09.26	Lloyds Current Accou	99	Parish Council Entertaining	Amazon debit card purchas		8.32	1.67	9.99
110		20/08/2026	24.09.26	Lloyds Current Accou	110	Subscriptions	Katie Hughes		19.97		19.97
111		21/08/2026	24.09.26	Lloyds Current Accou	111	Clerk Mobile (Giff Gaff)	Katie Hughes		6.00		6.00
112		24/08/2026	24.09.26	Lloyds Current Accou	112	Stationery	Evan 'Elp Us!		29.97		29.97
113		24/08/2026	24.09.26	Lloyds Current Accou	113	Stationery	Amazon debit card purchas		12.48		12.48
92		25/08/2026	24.09.26	Lloyds Current Accou	92	Bank service charge	Lloyds Bank		4.25		4.25
91		27/08/2026	24.09.26	Lloyds Current Accou	97	Burial Ground Maintenance	Evan 'Elp Us!		400.00		400.00
90		28/08/2026	24.09.26	Lloyds Current Accou	90	Bank service charge	Lloyds Bank		4.25		4.25
101		01/09/2026	24.09.26	Lloyds Current Accou	101	Salary	Katie Hughes		212.40		212.40
104		01/09/2026	24.09.26	Lloyds Current Accou	104	Stationery	Banner Group (Staples)		243.29	48.66	291.95
102		02/09/2026	24.09.26	Lloyds Current Accou	102	Salary	Katie Hughes		1,023.16		1,023.16
108		04/09/2026	24.09.26	Lloyds Current Accou	108	Stationery	Amazon debit card purchas		46.87	9.37	56.24
116		08/09/2026	24.09.26	Lloyds Current Accou	116	Water - Burial Ground	Pennon Water Services		7.97		7.97
117		08/09/2026	24.09.26	Lloyds Current Accou	117	Parish Maintenance	Evan 'Elp Us!		125.00		125.00
118		09/09/2026	24.09.26	Lloyds Current Accou	118	Subscriptions	Katie Hughes		114.99		114.99
Total									5,229.73	233.65	5,463.38