Approved Minutes

Of MEETING of SOPLEY PARISH COUNCIL held at Sopley Parish Hall on Thursday, 22nd October 2026

1. PARISHIONER PARTICIPATION

No matters were raised during the Parishioner Participation period.

2. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Shutler and Chair Vines. **Resolved: In the absence of the Chair Cllr McDonnell was elected to chair the meeting.**

The Clerk confirmed that the meeting was quorate.

3. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION –

Approved 19.11.26

No declarations of interest were received, and no requests for dispensation had been submitted to the Clerk.

4. APPROVAL OF MINUTES

Members considered the minutes of the Parish Council meeting held on 24 September 2026. **Resolved: The minutes of the meeting held on 24 September 2026 were approved as a true and accurate record and signed by the Chair** after confirmation by Cllr McDonnell that Openreach have not completed works in the Parish as stated in the minutes.

5. ACTION LIST UPDATE

- **Cemetery Path and Fencing** - It was noted that the project had not yet commenced and remains outstanding.

- **Neighbourhood Plan -** the Council is not currently pursuing the development of a Neighbourhood Plan.

Signed_____ Dated_____

- **Grant Application – Heatherstone Grange -** Members considered a request from Heatherstone Grange for grant funding of £120 towards the purchase of native wildflower bulbs, specifically bluebells. Members noted that the proposed bulbs should be native species and discussed the role of the Heatherstone Green Group in supporting the project. The Council was advised that the Group intended to undertake fundraising activities during November. Members also noted an offer from Mr Dennis Tanner to provide wallflowers for planting and gave thanks to him. It was agreed that information regarding the planting project and associated fundraising activities should be shared with residents through a flyer and the parish newsletter. **Resolved: Sopley Parish Council did not award the requested grant of £120 financial support was given towards the project with £60 awarded by Cllr Sutherland and £60 awarded by Cllr Linford**. Any future application to the Parish Council will be reconsidered once further information regarding match-funding and fundraising proposals has been received.

6. PARISH CLERK'S REPORT

The Clerk presented the monthly report to Members.

- Members reviewed and authorised the supplier payments presented for approval.

- The Council received the bank reconciliation and financial reports for October 2026 and noted the current financial position. **RESOLVED: Once approved the documents were signed by the Chair and RFO.**

- **Members noted the implementation of the previously agreed pay scale increase for the Clerk, together with the associated back pay entitlement.**

Approved 19.11.26

- The External Auditor's Report and Certificate for the financial year ending 31 March 2026 were received and considered. **Resolved: The External Auditor's Report and Certificate were approved, and the conclusion of the external audit for the year ended 31 March 2026 was noted.**

7. CORRESPONDENCE RECEIVED - No correspondence was received.

8. ROAD SAFETY ISSUES IN SOPLEY PARISH – DERRITT LANE

- Members received an update on Community Speed Watch activities.
- It was reported that six volunteers had completed the required training. The Council was advised that arrangements were ongoing for the delivery of the handheld speed monitoring device, with a police visit awaited before the equipment could be brought into operation. Members noted the update.

9. PLANNING UPDATE

The Clerk provided the monthly planning update on applications affecting the parish. Members noted the report and any planning matters requiring consultation responses.

Date received	App No	Address	Application	Current Status	Response by
13/10/2026	26/00932FULL	Ringwood Lodge, Ringwood Road, Bransgore, Christchurch BH23 8EL	2no. porches; outbuilding replacement roof tiles; air-source heat pump; drainage channel; external re-painting	**13/10/2026 sent to Cllrs.**	09.11.26
09/10/2026	CONS/26/0556	Little Nutley, Ringwood Road, Sopley, BH23 7BB	Ash x 1 Reduce	**09/10/2026 sent to Cllrs**	04.11.26
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

10. FLOODING UPDATE

Cllr McDonnell provided an update regarding flooding matters within the parish.
Members were advised that the most recent information had been shared through local social media channels. No further updates were available at this time.

11. WYATT HOMES – CIL FUNDING AND REQUESTS

Approved 19.11.26

- Members considered the draft shortlist of projects and applications compiled on 15 October 2026. **Resolved:** The draft shortlist was approved.
  - £2,000 was ringfenced in support of a forthcoming FONFA grant application.
  - A grant of £1,800 was awarded to Sopley Parish Hall.
  - A grant of £600 was awarded to Bransgore Scouts towards a storage cabinet.
  - **The above resolutions were agreed unanimously.**

12. SHIRLEY COMMON

- Members considered matters relating to the oak tree located off Burnt House Lane and noted the current position. The Council also considered a quotation for the biennial tree inspection programme. **Resolved: The quotation for the biennial tree inspection was approved.**

13. HEATHERSTONE GRANGE ALLOTMENTS - No update was required.

14. BURIAL BOARD REPORT - No matters were reported.

15. PARISH HALL COMMITTEE REPORT

- Members received the Parish Hall Committee report and noted the upcoming Halloween, Remembrance and Christmas events.

Signed_____ Dated_____

16. TRI-PARISH UPDATE

- Members considered arrangements for refreshments and hosting associated with the Tri-Parish meeting scheduled for 4 November 2026.
- The Council also reviewed arrangements for agenda preparation.
- Members noted that matters relating to Upper Clockhouse Farm remained under consideration by the Cluster Group. Apologies were recorded from Cllr Nigel Linford and Cllr Amanda Linford.

17. PARISH FOOTPATHS AND RIGHTS OF WAY

- Members were advised that a tree-related issue at Heatherstone Grange had been reported to the relevant authority and that a further update was being pursued.

18. HIGHWAYS AND TRAFFIC MANAGEMENT ISSUES

- Members discussed highway and traffic management matters affecting the parish.
- It was reported that a moped rider had struck the bridge in Derritt Lane whilst reportedly taking avoiding action in relation to other road users. No further information was available.
- The Council noted the report.

19. COUNTY COUNCILLOR REPORT

- Cllr Eyre provided an update on current Hampshire County Council matters.
- Members were advised that the Local Government Reorganisation process remained under review. An update was also provided on work being undertaken regarding applications for 20mph speed limits.
- It was reported that a working group had been established to review the procedures for reducing speed limits, with meetings scheduled monthly until March 2027.
- Members noted the report.

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20. DISTRICT COUNCILLOR REPORT

- Cllr Linford provided an update on New Forest District Council matters.
- Members were advised that Local Government Reorganisation proposals remained on hold. Reference was made to the financial costs incurred by the District Council to date and staffing pressures arising from organisational uncertainty.
- It was further reported that waste collection issues raised by a parishioner had been resolved.
- Members noted the report.

Date of Next Meeting

- **Precept and Budget Meeting:** Thursday 19 November 2026 at 7.00 pm.
- **Next Full Council Meeting:** Thursday 19 November 2026 at 7.30 pm.

The Clerk noted apologies in advance from District Cllr Sutherland.

Signed_____ Dated_____

Sopley Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 08/10/2026			
	Cash in Hand 01/04/2026			75,995.12
	ADD			
	Receipts 01/04/2026 - 08/10/2026			46,770.44
				122,765.56
	SUBTRACT			
	Payments 01/04/2026 - 08/10/2026			28,618.90
A	**Cash in Hand 08/10/2026** (per Cash Book)			**94,146.66**
	Cash in hand per Bank Statements			
	Petty Cash	08/10/2026	0.00	
	Lloyds Current Account - 00186861	08/10/2026	40,901.91	
	Shirley Allotments Account - 30333	08/10/2026	5,442.96	
	Lloyds Parish Hall Account - 22819	08/10/2026	898.44	
	Deposit Account - 07111921	08/10/2026	46,903.35	
				94,146.66
	Less unpresented payments			
				94,146.66
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**94,146.66**
	A = B Checks out OK			

Created by Scribe

Sopley Parish Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
128	General Admin Costs	28/09/2026	24.09.26	Lloyds Current Accou	128	Audit Fees	BDO LLP	S	420.00	84.00	504.00
125	General Admin Costs	28/09/2026	22.10.26	Lloyds Current Accou	125	Stationery	Amazon debit card purchas	S	194.30	38.86	233.16
126	Subscriptions	28/09/2026	22.10.26	Lloyds Current Accou	126	Subscriptions	New Forest District Council	E	132.61		132.61
127	Subscriptions	28/09/2026	24.09.26	Lloyds Current Accou	127	Computer Software	Starboard Systems Ltd	S	386.40	77.28	463.68
129	Bank charges	28/09/2026	22.10.26	Lloyds Current Accou	129	Bank service charge	Lloyds Bank	Z	4.25		4.25
131	VAT reclaim expense	29/09/2026	22.10.26	Lloyds Current Accou	131	Parish Hall invoices	Instantprint	S	98.10	19.62	117.72
132	Parish Maintenance	02/10/2026	22.10.26	Lloyds Current Accou	132	Parish Maintenance	Evan 'Elp Us!	Z	75.00		75.00
130	Staff Costs	02/10/2026	22.10.26	Lloyds Current Accou	130	Salary	Katie Hughes	Z	1,091.13		1,091.13
124	Burial Ground Maintenance	03/10/2026	22.10.26	Lloyds Current Accou	124	Burial Ground Maintenance	Evan 'Elp Us!	Z	400.00		400.00
133	Parish Maintenance	07/10/2026	22.10.26	Lloyds Current Accou	133	Parish Maintenance	Evan 'Elp Us!	Z	175.00		175.00
135	VAT reclaim expense	07/10/2026	22.10.26	Lloyds Current Accou	135	Parish Hall invoices	Instantprint	S	123.82	24.77	148.59
134	Hall expenses	07/10/2026	22.10.26	Lloyds Current Accou	134	Parish Hall invoices	Amazon debit card purchas	S	30.82	6.16	36.98
136	Burial Ground Maintenance Fee	08/10/2026	22.10.26	Lloyds Current Accou	136	Water - Burial Ground	Pennon Water Services	Z	7.97		7.97
								Total	**3,139.40**	**250.69**	**3,390.09**