

Stedham with Iping Parish Council **DRAFT**

Chair: Ruth Cooper
Clerk: Morag Birch
email: clerk@stedhamwithiping-pc.gov.uk
website: <http://www.stedhamwithiping-pc.gov.uk>

Minutes: Meeting of Stedham with Iping Parish Council - No. 1/Year 3/23-27

Held on: Thursday 8th May 7:00pm at Stedham Memorial Hall

Present: Ruth Cooper (Chair)
Terry Stevens
Rachael Wildman

In attendance: 2 members of the public.

(**Note:** Unless otherwise stated voting on decisions/resolutions is unanimous)

A one-minute silence was held to commemorate the 80th anniversary of VE Day

1 APOLOGIES FOR ABSENCE: A Hollingshead, H Burton

2 MINUTES OF PREVIOUS MEETINGS: SIPC resolved to approve the minutes of the SIPC Ordinary meeting on 10th April 2025 for signature.

3 DECLARATIONS OF INTERESTS: None

4 REPORT FROM CDC:

- 4.1 WSCC: Yvonne Gravely elected to West Sussex County Council to represent the Midhurst Division on 1st May 2025
- 4.2 CDC: Dominic Merritt elected in the Chichester District Council by-election, on 1st May 2025 to fill a councillor vacancy in the Midhurst Ward.

5 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

- 5.1 Owners of the property neighbouring subject of Planning Application SDNP/25/01350 raised concern that planning permission be subject to the new foul drainage system, being constructed as part of the development, be adopted by Southern Water in accordance with Section 104 of the Water Industry Act 1991 to ensure future maintenance of the drainage system serving adjoining properties. Also, that the developer should ensure there is no interruption to the foul water drainage from the adjoining properties during construction.

6 FINANCE AND GENERAL PURPOSES COMMITTEE(AMANDA HOLLINGSHEAD)

- 6.1 The Budget Status and Financial Summary were reviewed. Copies are attached.
- 6.2 SIPC resolved to approve items in the following table for payment/expenditure. RC signed copy of SIPC's Bank Statement dated 1st May 2025 in confirmation that bank transactions as included in Financial Reports reconcile to said Statement.

Date	Who	What	Gross	VAT	NET
15/05/2025	Morag Birch	April Pay Pay (Clerk) (£13.13/hour)	£ 367.64	£ -	£ 367.64
15/05/2025	Morag Birch	April Pay Pay (RFO) (£13.13/hour)	£ 157.56	£ -	£ 157.56
15/05/2025	Morag Birch	April Expenses (Clerk)	£ 2.25	£ -	£ 2.25
23/04/2025	Morag Birch	APM 230425 - Food_Wine	£ 73.85	£ 9.50	£ 64.35
30/04/2025	M H Kennedy	Grass Cutting 9th & 29th April	£ 1,118.50	£ 186.42	£ 932.08

Stedham with Iping Parish Council **DRAFT**

Chair: Ruth Cooper

Clerk: Morag Birch

email: clerk@stedhamwithiping-pc.gov.uk

website: <http://www.stedhamwithiping-pc.gov.uk>

- 6.3 **SIPC resolved to add** Terry Stevens to list of Bank Signatories. **ACTION:** Clerk to arrange.
ACTION: RW to follow-up access to SIPC bank via her mobile.

6.4 Review/Approve Annual Governance & Accountability Return (AGAR)2024-25

6.4.1 The detailed report from the Internal Auditor had been received and circulated for review on 2nd May. The Annual Internal Audit Report signed by Auditor on 25th April 2025 was reviewed.

6.4.2 **Section 1** – Annual Governance Statement 2024/25 – each item was reviewed and completed. **SIPC resolved that** the Chair and Clerk should sign the form as required

6.4.3 **Section 2** – Accounting Statements 2024/25, previously signed by RFO on 5^h May 2025, were reviewed. **SIPC resolved that** the Chair should sign form as required

ACTION: Clerk to prepare and send completed AGAR forms to External Auditor and publish the Notice of Public Rights as required.

7 AMENITIES & ENVIRONMENT COMMITTEE (RUTH COOPER).

7.1 Monthly inspection of children's play areas & AED equipment – AH confirmed all okay

7.2 Stedham Graveyard maintenance – **ACTION:** RC to meet mowing contractors at the Graveyard to agree new requirements for mowing with a view to improving the overall appearance of the graveyard. Concern was raised about a large amount of grass cuttings, from an unknown source, which has been dumped in the top corner of the graveyard. These will be removed and action taken to determine source, if possible, and prevent further dumping.

ACTION: RC organise repair/adjustment to gates as required.

7.3 Beelines Application – RC and Clerk met with SDNPA's recommended adviser on 24th April re re-wilding a strip around part of the boundary of Common View playing field. A management Report was provided with recommendations re preparation, sowing and ongoing maintenance together with a Project Plan template to be completed by SIPC and submitted to SDNPA by 13th June. **ACTION:** RC and Clerk to draft project plan for circulation and review.

8 PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

8.1 Last Month's Actions – reviewed, updated and outstanding items added to main Action List

8.2 Suggestion boxes were checked but no suggestions.

8.3 SDNPA's 2025 – Clerk submitted an application on behalf of Sussex Wildlife Trust in support of their plan to improve multi-user access infrastructure at Iping and Stedham Commons

8.4 Parish Improvements:

8.4.1 Iping Phone Box – **ACTION:** Clerk to confirm when work will start/finish

8.4.2 Iping Bus Shelter – **ACTION:** RC to purchase paint required and request help as required

8.4.3 **ACTION:** TS to investigate replacements for existing notice boards in Stedham.

8.5 Tea Club – **ACTION:** TS to organise

8.6 TRO Application: Awaiting approval from the new County Councillor and letters of support from the School and Parish Council. **ACTION:** HB, Clerk

8.7 SIPC Document Archive – **ACTION:** Clerk to confirm detailed requirements from West Sussex Records Office and then distribute material to be sorted prior to archiving

8.8 SIPC Website – SIPC's provider is now partnered with WordPress, a major website design company that offers a modular and user-friendly system for updating and modernising

Stedham with Iping Parish Council **DRAFT**

Chair: Ruth Cooper

Clerk: Morag Birch

email: clerk@stedhamwithiping-pc.gov.uk

website: <http://www.stedhamwithiping-pc.gov.uk>

websites. Clerk agreed to upgrade current website to this new format which will allow, for example, inclusion of the mapping tool developed for the Stedham graveyards. **ACTION:** Clerk to follow-up progress.

9 PLANNING COMMITTEE(RACHAEL WILDMAN)

9.1 SDNP/25/25/01702/TCA

Location: North End House, 19 The Street, Stedham, West Sussex, GU29 0NQ

Proposal: Notification of intention to fell 1 no. Cypresses fir Tree

No Comment:

9.2 SDNP/25/01350/FUL

Location: Mayfield, Mill Lane, Stedham, West Sussex, GU29 0PS

Proposal: Demolition of existing dwelling, garage and outbuildings. Erection of a detached dwelling, garaging and associated works

The Parish Council has no objection to this development, but Planning Approval must be conditional on an adoption agreement, between the developer and the sewerage undertaker, Southern Water, being in place prior to construction of the new sewer in accordance with Section 104 of the Water Industry Act 1991. Further, the developer must ensure there is no interruption to the foul water drainage from the adjoining properties during construction.

PC recommended that the several skylights included in the plans should address requirements as per SDNPA's Dark Skies policy.

9.3 **ACTION:** RW to follow-up outcomes of various planning applications. Clerk to forward SIPC Planning Spreadsheet.

10 DATE OF NEXT MEETING:

10.1 AED/CPR Awareness Session – 31st May 2025 @ 1:00pm in Stedham Memorial Hall

ACTION: Clerk to forward poster provided.

10.2 SIPC Ordinary Meeting – 12th June 2025 at 7:00pm in Stedham Memorial Hall (TS confirmed he will not be available)

Conclusion 8:45pm

CHAIR: **DATE:**

Stedham with Iping Parish Council **DRAFT**

Chair: Ruth Cooper

Clerk: Morag Birch

email: clerk@stedhamwithiping-pc.gov.uk

website: <http://www.stedhamwithiping-pc.gov.uk>

Action#	Description	Responsible	Date Raised
1	Add Terry Stevens to list of Bank Signatories Follow-up access to SIPC bank via mobile	Clerk RW	08/05/2025
2	Prepare and send completed AGAR forms to External Auditor and publish the Notice of Public Rights as required.	Clerk	08/05/2025
3	Meet mowing contractors at the Graveyard to agree new requirements for mowing with a view to improving the overall appearance of the graveyard. Organise repair/adjustment to gates as	RC RC	08/05/2025
4	Beelines - Draft project plan for circulation and review; to be submitted to SDNPA by 13 th June.	Clerk, RC	08/05/2025
5	Iping Phone Box – confirm when work will start/finish Iping Bus Shelter – purchase paint needed and request help as required Notice Boards - investigate replacements for existing notice boards in Stedham.	Clerk RC TS	08/05/2025
6	TRO Application: Draft letters of support from the School and Parish Council.	HB, Clerk	08/05/2025
7	SIPC Document Archive –confirm detailed requirements from West Sussex Records Office and then distribute material to be sorted prior to archiving	Clerk	08/05/2025
8	Website update/Improvement - follow-up progress	Clerk	08/05/2025
9	Follow-up outcomes of planning applications. Forward SIPC Planning Spreadsheet.	RW Clerk	08/05/2025
10	AED Awareness Session - forward publicity poster provided.	Clerk	08/05/2025