

# Stedham with Iping Parish Council

Chair: Neil Read

Clerk: Morag Birch

email: [clerk@stedhamwithiping-pc.gov.uk](mailto:clerk@stedhamwithiping-pc.gov.uk)

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

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## **MINUTES: Meeting of Stedham with Iping Parish Council - No. 6/Year 2/23-27**

**Held on: Thursday 10<sup>th</sup> October 7:00pm at Stedham Memorial Hall**

**Present:** Ruth Cooper (Chair)  
Terry Stevens  
Hannah Burton

**In attendance:** 5 members of the public.

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

- 1. APOLOGIES FOR ABSENCE:** Terry Stevens, Rachael Wildman, Kate O'Kelly(WSCC)
- 2. MINUTES OF PREVIOUS MEETINGS:** SIPC resolved to approve the minutes of the SIPC Ordinary meeting on 12<sup>th</sup> September 2024 for signature.
- 3. DECLARATIONS OF INTERESTS:** Members of the Council each confirmed there had been no change in their Register of Interests.
- 4. REPORT FROM CDC AND WSCC**
  - 4.1. WSCC Report was reviewed – no questions
  - 4.2. CDC – HB summed up key points
    - Pensioners to check eligibility for Pension Credit (Include in Newsletter)
    - Details of planned regeneration of Chichester bus station
    - No update re The Angel in Midhurst
- 5. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
  - 5.1. Concern was raised that Stedham Memorial Hall was not planning to hold a Remembrance Service on Remembrance Sunday (10<sup>th</sup> November). It was considered the Memorial Hall, as its name suggests, should be the place for a secular remembrance service on Remembrance Sunday (2nd Sunday in November) This would provide people who work, so are not available during the week, and/or who do not want to attend a religious service to still participate in the Act of Remembrance. It was noted that Remembrance services would be organised for Remembrance Sunday in Stedham Church and that the Memorial Hall was organising a service in conjunction with Stedham School on Monday 11<sup>th</sup> November. **ACTION:** HB to liaise to arrange a service at the Hall on Sunday 10<sup>th</sup> November to complete before the church services are due to start.
  - 5.2. **ACTION:** Clerk to include Minsted Sandpit as an agenda item at the November PC meeting to allow Council to discuss ongoing issues about the current condition of the site and the concerns raised by the Minsted Residents' group
  - 5.3. Concerns were raised with regard to what would happen to 16/17 The Street now that both planning applications, SDNP/24/02454 & 02632, had been withdrawn as of 1<sup>st</sup> October. **ACTION:** Clerk to clarify situation with SDNPA and the applicant.
  - 5.4. **ACTION:** Clerk to confirm, in response to email from Woolbeding & Redford PC, SIPC's interest in finding out more about the possibility of setting up a system that uses GPS data to track vehicle speeds.
  - 5.5. **ACTION:** RC to replace "Re-wilding" notice in Stedham Graveyard including that it is a SIPC project.
- 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

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Invoices/Expenditure requiring approval					
Date	Who	What	Gross	VAT	NET
15/10/2024	Morag Birch	September Pay (Clerk) (£13.00/hour)	£ 364.00		£ 364.00
15/10/2024	Morag Birch	September Pay (RFO) (£13.00/hour)	£ 156.00		£ 156.00
15/10/2024	Morag Birch	September Expenses (Clerk)	£ 1.13		£ 1.13
10/10/2024	Morag Birch	Land Registry Searches	£ 12.00		£ 12.00
10/10/2024	tbc	Battery Charger for Christmas tree lights	£ 90.00		£ 90.00

6.3. SDNPA CIL Funding was reviewed – schedule of current status attached

6.4. **ACTION:** Clerk to arrange meeting to draft the Budget for 2025-26 on November 21<sup>st</sup> starting at 7:00pm

## 7. AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER).

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

7.2. **SIPC resolved to purchase** 3 bags of Daffodil bulbs. **ACTION:** HB to draft poster to advertise "bulbs available to collect for planting in designated areas". Also purchase ground paint to mark areas.

7.3. **ACTION:** All councillors to review requirements for SDNPA "Beeline" funding and send comments to Clerk for circulation and subsequent submission – closing date 31<sup>st</sup> January 2025

7.4. **SIPC resolved to establish** a list of "helpers" willing to take on regular tasks within the parish on a regular basis. **ACTION:** Councillors to identify candidates & tasks.

7.5. Local issues re. hedges/trees – **ACTION:** Clerk to continue investigations into ownership of hedges (via Land Registry). **ACTION:** Clerk to follow-up hedging adjacent to car parking near the school. Also, possible issue with oak tree on western end of School Lane.

## 8. PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

8.1. Last Month's Actions – not reviewed

8.2. Councillor Recruitment – flyer to be included in next Newsletter

8.3. Newsletter – draft ready for review. **ACTION:** HB, Clerk to agree final content & to obtain quotes from 2 printers.

8.4. Suggestion Boxes – **ACTION:** RC to arrange for boxes to be re-opened

8.5. Stedham Sports Association – Fireworks - 26<sup>th</sup> October. **ACTION:** TS to purchase wine, cups and tablecloths. Clerk to purchase fruit/spices. TS to organise set-up on the day, including tables.

8.6. Pre-Christmas Tea Club – 4<sup>th</sup> December. **ACTION:** It was agreed to cater for 30 people, including a gluten free offering. RC and TS to agree requirements, including possible raffle.

8.7. WI Christmas Fair – 7<sup>th</sup> December. **SIPC resolved to** provide same items/activity as last year.

8.8. Litter Pick – 17<sup>th</sup> November 2024. **ACTION:** Clerk to draft poster including a suggested "task of the day". RC to purchase coffee, tea & biscuits.

8.9. Resilience Planning – **ACTION:** Clerk to circulate Emergency & Resilience Plans drafted (with thanks) by Simon Barnard for comment and update

8.10. Summer Fete 2025 – **ACTION:** HB, Clerk to agree contact list

8.11. Police Meeting – Clerk attended online bi-monthly parishes meeting on 1<sup>st</sup> October. Statistics of anti-social behaviour by parish were shared. It was confirmed police identify and follow-up any groups of incidents. RC attended presentation by Midhurst District Policing Forum. It was confirmed that current issues are theft from parked cars, drug abuse in Midhurst and possibility of ingress of groups of travellers to local areas.

## 9. PLANNING COMMITTEE(RACHAEL WILDMAN) – No Planning Applications

## 10. DATE OF NEXT MEETING:

10.1. SIPC Meeting – 14<sup>th</sup> November @ 7:00pm in Stedham Memorial Hall

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**Conclusion 9:30pm**

**CHAIR:** ..... **DATE:** .....

Action#	Description	Responsible	Date Raised
1	Liaise with SB to arrange a service at the Hall on Sunday 10 <sup>th</sup> November to complete before the church services are due to start	HB	10/10/2024
2	Include Minsted Sandpit as an agenda item at the November PC meeting to allow Council to discuss ongoing issues about the current condition of the site and the concerns raised by the Minsted Residents' group	Clerk	10/10/2024
3	Both planning applications, SDNP/24/02454 & 02632 (16/17 The Street) have been withdrawn as of 1 <sup>st</sup> October. Clarify situation with SDNPA and the applicant.	Clerk	10/10/2024
4	Confirm, in response to email from Woolbeding & Redford PC, SIPC's interest in finding out more about the possibility of setting up a system that uses GPS data to track vehicle speeds.	Clerk	10/10/2024
5	Replace "Re-wilding" notice in Stedham Graveyard including SIPC project	RC	10/10/2024
6	Arrange meeting to draft the Budget for 2025-26 on November 21 <sup>st</sup> starting at 7:00pm	Clerk	10/10/2024
7	Draft poster to advertise "bulbs available to collect for planting in designated areas". Also purchase ground paint to mark areas.	HB	10/10/2024
8	Review requirements for SDNPA "Beeline" funding and send comments to Clerk for circulation and subsequent submission – closing date 31 <sup>st</sup> January 2025	All councillors	10/10/2024
9	Continue investigations into ownership of hedges (via Land Registry). Follow-up hedging adjacent to car parking near the school. Also, possible issue with oak tree on western end of School Lane	Clerk	10/10/2024
10	Agree final content & to obtain quotes from 2 printers.	HB, Clerk	10/10/2024
11	Arrange for Suggestion boxes to be re-opened	RC	10/10/2024
12	Purchase wine, cups and tablecloths & organise set-up on the day, including tables. Purchase fruit/spices. TS to	TS Clerk	10/10/2024
13	Litter Pick – 17 <sup>th</sup> November 2024. Draft poster including a suggested "task of the day". Purchase coffee, tea & biscuits.	Clerk RC	10/10/2024
14	Resilience Planning – Circulate Emergency & Resilience Plans drafted by Simon Barnard for comment and update	Clerk	10/10/2024
15	Summer Fete 2025 – to agree contact list	HB, Clerk	10/10/2024