

Stedham with Iping Parish Council

Chair: Neil Read

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. 3/Year 2/23-27

Held on: Thursday 11th July 7:00pm at Stedham Memorial Hall

Present: Amanda Hollingshead (Acting Chair)
Ruth Cooper (Chair)
Rachael Wildman
Hannah Burton
Terry Stevens

In attendance: 0 member of the public.

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

1. APOLOGIES FOR ABSENCE: None

2. MINUTES OF PREVIOUS MEETINGS: SIPC resolved (with 2 abstentions as members were not present at the meeting) to approve the minutes of SIPC Ordinary meeting on 13th June 2024 for signature.

3. DECLARATIONS OF INTERESTS: Members of the Council each confirmed there had been no change in their Register of Interests.

4. ELECTION OF CHAIR:

Election of new Chair was required as result of resignation of previous Chair. Clerk summarised required process.

SIPC resolved RW should become temporary Chair to manage election process as AH (Vice Chair and acting Chair) was a Nominee for the post of new Chair

Three members were nominated and seconded: Amanda Hollingshead, Hannah Burton and Ruth Cooper
The vote was completed by paper ballot. Ruth Cooper was duly selected as the new Chair.

5. REPORT FROM CDC AND WSCC

No reports.

6. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

None

7. FINANCE AND GENERAL PURPOSES COMMITTEE(AMANDA HOLLINGSHEAD)

7.1. The Budget Status and Financial Summary were reviewed. Copies are attached.

7.2. SIPC resolved to approve the following items for payment/expenditure.

Invoices/ Expenditure requiring approval					
Date	Who	What	Gross	VAT	NET
15/07/2024	Morag Birch	June Pay (Clerk) (£13.00/hour)	£ 364.00	£ -	£ 364.00
15/07/2024	Morag Birch	June Pay (RFO) (£13.00/hour)	£ 156.00	£ -	£ 156.00
15/07/2024	Morag Birch	June Expenses (Clerk)	£ 2.25	£ -	£ 2.25
30/06/2024	M H Kennedy	Grasscut x 2 June 2024	£ 991.49	£ 165.25	£ 826.24
10/05/2024	Jessica Simon	Open Garden Maps	£ 90.00		£ 90.00
30/05/2024	Jessica Simon	Open Garden Maps(Amend)	£ 70.00		£ 70.00
20/06/2024	Playsafe Playgrounds	Stedham Signpost Lettering	£ 771.60	£ 128.60	£ 643.00

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- 7.3. SIPC resolved to add 2 x non-Councillors to Parish Online to facilitate mapping graves in Stedham cemeteries, producing a map and also adding information into Parish Online: **ACTION:** Clerk to advise non-Councillors and add to Parish Online.

8. RECRUITMENT OF COUNCILLORS

8.1. Recruitment campaign (SIPC should have 9 Councillors)

- Information already posted on SIPC's website and Facebook
- **ACTION:** RW to forward email of possible new recruit to Clerk so relevant information can be forwarded
- **ACTION:** All Councillors to approach 1-2 people to ask whether they would consider becoming a Councillor
- **ACTION:** HB to produce draft flyer advising/advertising need for 4 new Councillors and circulate to Council for comment. Councillors to forward any suggestions of content to HB as soon as possible.

8.2. Review of current tasks, workload and priorities – copy of attached, main points/**ACTIONS** as follows:

- Land-scaping around Stedham Telephone Box – Clerk to follow quote from second contractor
- AH to arrange date to tidy-up Iping Telephone Box in preparation for installation of AED. RW to contact neighbour re use of power and water.
- Clerk to get quotes for AED and cabinet and obtain Defibrillator signs
- Traffic Regulation Order(TRO) – drop down priority list until additional Councillors recruited. Clerk to follow-up permissions required for placement of temporary speed warning signs on verges in Iping and Stedham and 20mph stickers for bins.
- Litter Picking – include general housekeeping tasks, eg clearing paths. Next date 17th November 2024. Include in October agenda to identify any tasks.
- Afternoon Tea Club – Event planned for September cancelled. TS to plan Christmas event for December including suggestions for an alternative menu.
- Newsletter – HB to draft next Newsletter for issue in October and circulate for comment. All to send suggested contact to HB as soon as possible. AH/HB to contact school for a possible article. RC to contact owners of old houses/cottages for a brief history. RW to contact graves project for possible article.
- Include as agenda item in September to plan for bulk planting.
- SIPC Website – Clerk to arrange training in September. Consider updating/modernising website.
- Named contacts for 3rd party organisation, eg MAC, SMH etc to ask for a stand-in if not available to attend a scheduled meeting
- Clerk to confirm status of START

9. AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER).

- 9.1. Monthly inspection of children's play areas & AED equipment – AH confirmed all okay. Contact on The Circuit (National Defibrillator Network) website has been updated from Clerk to AH. Clerk retains access to the website as backup. **ACTION:** Clerk to ascertain whether advice re. use of AED can be cc'd to Clerk.

ACTION: Clerk to write letter re damaged fencing in CV play area

10. PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

- 10.1. Update from Sussex Police Bi-monthly All Parishes Meeting 19th June. **ACTION:** AH to provide brief summary of meeting
- 10.2. Action List – **ACTION:** Clerk organise informal meeting Wednesday, 4th September at 7:00pm to review/update Action List

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11. PLANNING COMMITTEE(RACHAEL WILDMAN)

11.1. SDNP/24/02176/HOUS

Location: Owl Cottage , 15A The Street, Stedham, West Sussex, GU29 0NQ

Proposal: Replacement of 6 no. windows to front elevation and 4 no. windows to rear elevation
Support.

11.2. SDNP/24/01763/FUL

Location: The Willows , The Street, Stedham, West Sussex, GU29 0NG

Proposal: Replacement of 6 no. windows to front elevation and 4 no. windows to rear elevation.
No Comment

11.3. SDNP/24/02154/FUL

Location: Wispers, Titty Hill, Milland, West Sussex, GU29 0PL

Proposal: 1 no. agricultural and general-purpose barn (retrospective) and landscaping.
No Comment

12. DATE OF NEXT MEETING:

12.1. No meeting in August unless a Planning Meeting is required.

12.2. SIPC Meeting – 12th September @ 7:00pm in Stedham Memorial Hall

Conclusion 9:00pm

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

Action#	Description	Responsible	Date Raised
1	Recruitment of councillors <ul style="list-style-type: none">RW to forward email of possible new recruit to Clerk so relevant information can be forwardedApproach 1-2 people to ask whether they would consider becoming a CouncillorProduce draft flyer advising/advertising need for 4 new Councillors and circulate to Council for comment. Councillors to forward any suggestions of content to HB as soon as possible	RW All HB, All	11/07/2024
2	Ascertain whether advice re. use of AED can be cc'd to Clerk.	Clerk	11/07/2024
3	Write letter re damaged fencing in CV play area	Clerk	11/07/2024
4	Organise informal meeting Wednesday, 4 th September at 7:00pm to review/update Action List	Clerk	11/07/2024