

Stedham with Iping Parish Council

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. 10/Year 2/23-27

Held on: Thursday 13th February 2025 7:00pm at Stedham Memorial Hall

Present: Ruth Cooper (Chair)
Amanda Hollingshead
Rachael Wildman

In attendance: 5 members of the public.

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

1. **APOLOGIES FOR ABSENCE:** T Stevens, H Burton, K O'Kelly(WSCC)
2. **MINUTES OF PREVIOUS MEETINGS:** SIPC resolved to approve the minutes of the SIPC Ordinary meeting on 9th January 2024 for signature.
3. **DECLARATIONS OF INTERESTS:** AH advised she was taking up role as Hyde Customer Voice
4. **REPORT FROM CDC AND WSCC**
 - 4.1. WSCC Report reviewed during the meeting – copy attached. **ACTION:** Clerk to send latest information on water leak in Common View and reminder re. WSCC supporting purchase of new bus stop for a Parish Council
 - 4.2. CDC – No report
5. **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
 - 5.1. Concern was raised about use of camera drones by Estate Agents taking ariel photographs of houses for sale and the surrounding area which show clear views of surrounding properties.
ACTION: AH to raise at the next meeting with Sussex Police.
 - 5.2. SDNP/24/05071/HOUS application - Owner clarified that some reports were not uploaded to the SDNPA website which has delayed Environment Agency's final report, this report is awaited. Also, confirmed the additional dwelling space is intended for use by the family.
6. **FINANCE AND GENERAL PURPOSES COMMITTEE(AMANDA HOLLINGSHEAD)**
 - 6.1. The Budget Status and Financial Summary were reviewed. Copies are attached SIPC resolved to approve items in the following table for payment/expenditure.

6.2.

Invoices/Expenditure requiring approval					
Date	Who	What	Gross	VAT	NET
15/02/2025	Morag Birch	January Pay (Clerk) (£13.00/hour)	£ 364.00	£ -	£ 364.00
15/02/2025	Morag Birch	January Pay (RFO) (£13.00/hour)	£ 156.00	£ -	£ 156.00
15/02/2025	Morag Birch	January Expenses (Clerk)	£ 1.13	£ -	£ 1.13
15/01/2025	Zurich Insurance	Annual Premium Due 20th February	£ 968.98	£ -	£ 968.98
09/01/2025	M H Kennedy & Son Ltd	Grass Cutting Quote 2025-26 (12 x Monthly Charge £537.06(exc VAT) No change from 2024-25)	£ 7,733.64	£ 1,288.92	£ 6,444.72
09/01/2025	X2 Connect	Telephone Signs 3(4) x Defibrillator @ £20.30 = £10.00 Delivery (exc VAT)	£ 109.44	£ 18.24	£ 91.20
09/01/2025	ECO Rother Action	Contribution to water quality test kit (£160 proportional to population)	£ 160.00	£ -	£ 160.00

It was noted that if the defibrillator cannot be installed before end February then it should not be installed until the Iping Telephone Box has been refurbished. (Due April 2025). **ACTION:** Clerk to confirm with electrician.

ACTION: Clerk to confirm with ECORother Action who is responsible for collecting samples.

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- 6.3. Request from Stedham Memorial Hall to hold Annual Summer Drinks on the Recreation Ground on 5th July 2025 from 6:00 – 8:00pm. **SIPC Resolved to approve** request subject to receipt of a completed Risk Assessment.
- 6.4. It was noted that WSALC had replaced Mulberry as providers of training for Parish Councils. WSALC will now provide Training as part of the subscription service.

7. AMENITIES & ENVIRONMENT COMMITTEE (RUTH COOPER).

- 7.1. Monthly inspection of children's play areas & AED equipment - All okay, except AED needs to have light replaced
- 7.2. Parish in Bloom – **SIPC resolved** that the competition was not appropriate for Stedham with Iping and also the PC do not have sufficient resources to support this kind of project. **ACTION:** Clerk to forward email to Stedham Gardening Club(Formerly Horticultural Society)
- 7.3. Trees – between School & Iping Lanes – there is concern about the number of trees damaged and falling down, some of them near to A272. **ACTION:** Clerk to try and trace ownership
- 7.4. SDNPA Meeting – 22nd January 2025 – RC attended meeting which was about SDNPA's Management Plan and the Local Plan. It was intended to be an interactive meeting via one's mobile which was not very successful. Main item of concern was enforcement of planning permissions. Copies of presentations are attached.

8. PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

- 8.1. Last Month's Actions – reviewed, updated and outstanding items added to main Action List
- 8.2. SDNPA's 2025 - Call for CIL Funding – deadline 25th April. **ACTION:** Clerk to follow-up possibility of getting grant to replace bridge at Stedham Mill. Also, to send copies of completed & blank application forms to Stedham Memorial Hall to assist SMH to draft grant requests for improvements at the Hall. **ACTION:** Clerk to circulate email summarising suggestions for comment.
- 8.3. Newsletter - Closing date for submission of content is end of February. Send all content to HB. **ACTION:** Clerk to discuss with HB proposed size of newsletter.
- 8.4. TRO Update – An overview of the responses to the survey, which was sent out to all households in the Parish from 15th January, is attached. Respondents also made a number of suggestions/comments which are available on the Parish Council website. Next steps, for the Speed Limit Action Group, will be to review survey results and comments, collect relevant data and start to draft the application. **ACTION:** Action Group to prepare list of questions for other PC which have successfully completed a TRO. Clerk to send
- 8.5. VE / VJ Day 80 – 8th May/15th August 2025: **ACTION:** Clerk to apply for £250 grant from CDC VE/VJ Day Fund. **SIPC Resolved to replace** bench on Iping Lane near the church. **ACTION:** Clerk
- 8.6. Sussex Heart Charity – AED/CPR awareness session **ACTION:** Clerk to book session.
- 8.7. West Sussex Fire & Rescue Service has launched a public consultation to review its Emergency Response Standards. <https://yourvoice.westsussex.gov.uk/emergency-response-standards-survey-2025>.

9. PLANNING COMMITTEE(RACHAEL WILDMAN)

- 9.1. **SDNP/24/05071/HOUS / SDNP/24/05072/LIS**
Location: 5 Bridgefoot Cottage , Bridgefoot Lane, Stedham, West Sussex, GU29 0PT
Proposal: Replacement annex with associated works.
No Comment. (Ref: Comments in 5.2)
- 9.2. **SDNP/25/00456/TCA**
Location: Myrtle Cottage, The Street, Stedham, West Sussex, GU29 0NQ
Proposal: Notification of intention to fell 2 no. Silver birch trees.
No Comment. Works to be completed in line with Arboricultural Association

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10. DATE OF NEXT MEETING:

- 10.1. Bi-monthly Parishes Meeting - Sussex Police – 25th February @11:00am
- 10.2. SIPC Meeting – 13th March 2025 @ 7:00pm in Stedham Memorial Hall
- 10.3. Annual Parish Meeting – 23rd April @ 7:00pm

Conclusion 8:25pm

CHAIR: DATE:

Action#	Description	Responsible	Date Raised
1	Send latest information on water leak in Common View and reminder re. WSCC supporting purchase of new bus stop for a Parish Council to K O'Kelly	Clerk	13/02/2025
2	Raise at the next meeting with Sussex Police about use of camera drones by Estate Agents taking ariel photographs of houses for sale and the surrounding area which show clear views of surrounding properties.	AH	13/02/2025
3	If the defibrillator cannot be installed before end February then it should not be installed until the Iping Telephone Box has been refurbished. (Due April 2025).	Clerk	13/02/2025
4	Confirm with ECO Rother Action who is responsible for collecting water samples	Clerk	13/02/2025
5	Parish in Bloom – SIPC resolved that the competition was not appropriate for Stedham with Iping. Forward email to Stedham Gardening Club(Formerly Horticultural Society)	Clerk	13/02/2025
6	Trees – between School & Iping Lanes – there is concern about the number of trees damaged and falling down, some of them near to A272. try and trace ownership	Clerk	13/02/2025
7	Call for CIL Funding – deadline 25 th April. - follow-up possibility of getting grant to replace bridge at Stedham Mill. Also, to send copies of completed & blank application forms to Stedham Memorial Hall to assist SMH to draft grant requests for improvements at the Hall Circulate email summarising suggestions for comment	Clerk	13/02/2025
8	Discuss with HB proposed size of newsletter.	Clerk	13/02/2025
9	Prepare list of questions for other PC which have successfully completed a TRO. Clerk to send	TRO Action Group	13/02/2025
10	Apply for £250 grant from CDC VE/VJ Day Fund.	Clerk	13/02/2025
11	Replace bench on Iping Lane near the church	Clerk	13/02/2025
12	Book session - AED/CPR awareness session	Clerk	13/02/2025