

# 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>

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

**Held on:** Thursday 13<sup>th</sup> June 7:00pm at Stedham Memorial Hall

**Present:** Neil Read (Chair)  
Amanda Hollingshead  
Ruth Cooper  
Jessica Simon

**In attendance:** 1 member of the public.

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

1. **APOLOGIES FOR ABSENCE:** K O'Kelly WSCC, H Burton CDC & SIPC, R Wildman, T Stevens
2. **MINUTES OF PREVIOUS MEETINGS:** SIPC resolved to approve the minutes of SIPC Annual and Ordinary meetings on 9<sup>th</sup> May 2024 for signature.
3. **DECLARATIONS OF INTERESTS:** Members of the Council each confirmed there had been no change in their Register of Interests. Neil Read declared an interest in Planning application SDNP/24/01684/LDP as owner of a neighbouring property.
4. **REPORT FROM CDC AND WSCC**  
No reports during period running up to election on 4<sup>th</sup> July.
5. **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
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 the following items for payment/expenditure.

Invoices/Expenditure requiring approval					
Date	Who	What	Gross	VAT	NET
15/06/2024	Morag Birch	May Pay (Clerk) (£13.00/hour)	£ 364.00	£ -	£ 364.00
15/06/2024	Morag Birch	May Pay (RFO) (£13.00/hour)	£ 156.00	£ -	£ 156.00
15/06/2024	Morag Birch	May Expenses (Clerk)	£ 3.38	£ -	£ 3.38
31/05/2024	M H Kennedy & Son Ltd	May Grasscut	£ 991.49	£ 165.25	£ 826.24

- 6.3. Register of Interests Forms – new forms were issued for completion by Councillors and return to Clerk.:

7. **AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER).**
  - 7.1. Monthly inspection of children's play areas & AED equipment – AH confirmed all okay
  - 7.2. Additional requirements/cost for Roundabout in Common View. **ACTION:** Clerk to confirm acceptance of the latest quote with Option 2 for the pedestrian gate and ask for quote to be updated to include cost of laying SafaMulch inside old dome.
  - 7.3. Stedham Telephone Box Landscaping – **ACTION:** AH to obtain further quotes from alternative suppliers  
Iping Telephone Box – Contractor unable to complete renovation this year. **ACTION:** Clerk to follow-up cost of new AED and possibility of installation being completed prior to refurbishment.

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- 7.4. Repair of Stedham Sign - **ACTION:** Council agreed that plastic lettering was not suitable. Clerk to follow up correction/replacement of lettering on sign. (Note: The old sign did have arrows on the boards)

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

- 8.1. Newsletter – **ACTION:** All Councillors to submit suggestions and content as soon as possible.
- 8.2. Suggestion Boxes – Still unable to access locks. **ACTION:** JS to investigate
- 8.3. Parish Events - Afternoon Tea Club – due September 2024. **ACTION:** JS to ask whether TS can take over management of Tea Club
- 8.4. Traffic Regulation Order – **ACTION:** All to comment on proposed leaflet as sent 17<sup>th</sup> May
- 8.5. RBL Poppy Wreaths – John Hills used to pay for 2 wreaths for the Glider Regiment and Commander Holbrook and laid them in the churchyard as part of Stedham's remembrance commemorations. RBL asked whether Stedham want to continue with this. Cost would be £55.00 for two wreaths. **SIPC resolved that it would not be appropriate** to continue to cover the cost for a personal dedication. **ACTION:** Clerk to ask Stedham Memorial Hall whether it would want to continue the tradition.
- 8.6. **ACTION:** Clerk to update and circulate Action List

## 9. PLANNING COMMITTEE(RACHAEL WILDMAN)

### 9.1. SDNP/24/01684/LDP

**Location:** Brook Farm, Ingrams Green Lane, Ingrams Green, Iping, West Sussex, GU29 0LJ

**Proposal:** Use of land to station a twin unit caravan for ancillary use of the dwelling.

Owner of the property was present and clarified the reason for the application.

**No Comment**

RC queried what 'temporary' meant in terms length of time structure could remain in place.

### 9.2. SDNP/24/ 00931/HOUS

**Location:** Hall Cottage , The Street, Stedham, West Sussex, GU29 0NL

**Proposal:** Single storey rear extension and front porch.

**No Comment**

## 10. DATE OF NEXT MEETING:

- 10.1. SIPC Meeting – 11<sup>th</sup> July @ 7:00pm in Stedham Memorial Hall
- 10.2. No meeting in August unless a Planning Meeting is required.

**Conclusion 8:30pm**

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

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Action#	Description	Responsible	Date Raised
1	Confirm acceptance of the latest quote with Option 2 for the pedestrian gate and ask for quote to be updated to include cost of laying SafaMulch inside old dome.	Clerk	13/06/2024
2	Stedham Telephone Box Landscaping –_obtain further quotes from alternative suppliers	AH	13/06/2024
3	Follow-up cost of new AED and possibility of installation being completed prior to refurbishment.	Clerk	13/06/2024
4	Repair of Stedham Sign - Council agreed that plastic lettering was not suitable. Clerk to follow up correction/replacement of lettering on sign. (Note: The old sign did have arrows on the boards)	Clerk	13/06/2024
5	Newsletter –submit suggestions and content as soon as possible	All	13/06/2024
6	Suggestion Boxes – Still unable to access locks.	JS	13/06/2024
7	Afternoon Tea Club – due September 2024. - JS to ask whether TS can take over management of Tea Club	JS	13/06/2024
8	Traffic Regulation Order –comment on proposed leaflet as sent 17 <sup>th</sup> May	All	13/06/2024
9	<b><u>SIPC resolved that it would not be appropriate</u></b> to continue to cover the cost for a personal dedication. Advise RBL contact  Ask Stedham Memorial Hall whether it would want to continue the tradition.	Clerk	13/06/2024
10	Update and circulate Action List	Clerk	13/06/2024