

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. 1/Year 2/23-27

Held on: Thursday 9th May 7:15pm at Stedham Memorial Hall

Present: Neil Read (Chair)
Amanda Hollingshead
Ruth Cooper
Terry Stevens
Jessica Simon
Rachael Wildman
Hannah Burton

In attendance: 1 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 to approve the minutes of the SIPC meeting on 11th April 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. Report received from WSCC – Copy attached. KO'K to follow-up possible funding from WSCC for a new bus-shelter.

4.2. Report from CDC – not available. HB(CDC Councillor) confirmed future reports would be provide at the end of each month after meeting of full CDC Council

5. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

Member of the public raised concerns about the ongoing development at The Sorrells in School Lane and whether works being carried out complied with Planning Permissions as received. See Item 9.1

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
15/05/2024	Morag Birch	April Pay (Clerk) (£13.00/hour)	£ 364.00	£ -	£ 364.00
15/05/2024	Morag Birch	April Pay (RFO) (£13.00/hour)	£ 156.00	£ -	£ 156.00
15/05/2024	Morag Birch	April Expenses (Clerk)	£ 1.13	£ -	£ 1.13
22/04/2024	Morag Birch	A-Board A1	£ 75.99	£ 12.67	£ 63.32
22/04/2024	Morag Birch	A-Board Sealant Strip	£ 7.99	£ 1.33	£ 6.66
22/04/2024	Morag Birch	A-Board Bungee Supports	£ 4.49	£ 0.75	£ 3.74
07/05/2024	Mulberry Local Authority Svcs Ltd	Internal Audit	£ 292.50	£ 48.75	£ 243.75
09/05/2024	Geosphere Ltd	Parish Online Annual Fee	£ 45.00	£ 7.50	£ 37.50

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6.3. Annual Governance & Accountability Return (AGAR)2023/2024 (Copies of all documents are attached). The AGAR forms together with the source of the financial data were reviewed by the Council:

6.3.1. The detailed report from the Internal Auditor had been received and circulated for review on 7th May. The Annual Internal Audit Report signed by Auditor on 3rd May 2024 was reviewed and comments/**ACTIONS** noted as follows;

- All councillors are required to complete a new Register of Members' Interest Form after each election, whether or not they were previously a councillor. Clerk to circulate forms for completion before next PC meeting
- Post any supporting documentation on the website with the Agenda as well as with minutes
- Clerk to draft process to ensure bank reconciliations produced by the Clerk/RFO are completed and verified on a regular basis, at least once in each quarter, and at each financial year end, by a Councillor other than the Chair of the Finance and HR Committee.

6.3.2. **Section 1** – Annual Governance Statement 2023/24 – each item was reviewed and completed. **SIPC resolved that** the Chair and Clerk should sign the form as required

6.3.3. **Section 2** – Accounting Statements 2023/24, previously signed by RFO on 6th May 2024, 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

6.3.4. It was noted the External Auditor is required to select a random sample of 5% of "Basic" Review Authorities for an "Intermediate" review each year. SIPC has been selected as part of the intermediate sample for year ending 31st March 2024. **ACTION:** Clerk to provide additional input as required.

6.4. SIPC Annual Risk Assessment was reviewed. **ACTION:** Clerk to update

6.5. Repair of Allotment and section of Common View playground boundary fence. **ACTION:** Allotment holders had agreed to repair fencing and submit invoice to Clerk for re-imbursement.

ACTION: Clerk to draft letter to owner of adjacent property with regard to repair of broken fence subject to establishing ownership of said fence.

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 obtain further quotes from existing and alternative suppliers

7.3. Stedham Telephone Box – **ACTION:** Clerk to obtain further quotes from existing and alternative suppliers

7.4. Repair of Stedham Sign - **ACTION:** Clerk to follow up scheduled start date

8. PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

8.1. Newsletter – **ACTION:** JS to prepare next edition for publication in early August. All to provide JS with suggested content as soon as possible.

8.2. Suggestion Boxes – unable to access locks. **ACTION:** JS to investigate

8.3. Parish Events

8.3.1. Open Garden planned for 9th June. **ACTION:** JS to provide posters to TS and AH for posting, including 4 x A1 posters

8.3.2. Afternoon Tea Club – due September 2024

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8.3.3. D-Day 80th Anniversary 6th June – No action by PC

8.4. Traffic Regulation Order – next meeting 15th May 2024 starting at 6:30pm

8.5. **ACTION:** Clerk to follow-up contact with Transport for South-East

8.6. **ACTION:** Clerk to update and circulate Action List

9. **PLANNING COMMITTEE(RACHAEL WILDMAN)**

9.1. The Sorrels Planning Applications – current development. **ACTION:** HB (as CDC Councillor) to follow-up concerns raised with regard to ongoing development and possible environmental health issues.

10. **DATE OF NEXT MEETING:**

10.1. Annual Parish Meeting – 29th May @ 7:00pm in Stedham Memorial Hall. **ACTION:** Clerk to advise local organisations and provide posters/notices

10.2. SIPC Meeting – 13th June @ 7:00pm in Stedham Memorial Hall

Conclusion 9:30pm

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

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Action#	Description	Responsible	Date Raised
1	<p>Actions identified in Internal Audit report:</p> <ul style="list-style-type: none"> All councillors are required to complete a new Register of Members' Interest Form after each election, whether or not they were previously a councillor. Clerk to circulate forms for completion before next PC meeting Post any supporting documentation on the website with the Agenda as well as with minutes Clerk to draft process to ensure bank reconciliations produced by the Clerk/RFO are completed and verified on a regular basis, at least once in each quarter, and at each financial year end, by a Councillor other than the Chair of the Finance and HR Committee. 	Clerk	09/05/2024
2	Prepare and send completed AGAR forms to External Auditor and publish the Notice of Public Rights as required	Clerk	09/05/2024
3	Update SIPC Annual Risk Assessment	Clerk	09/05/2024
4	Allotment holders had agreed to repair fencing and submit invoice to Clerk for re-imbursement.	Clerk	09/05/2024
5	Draft letter to owner of adjacent property with regard to repair of broken fence subject to establishing ownership of said fence	Clerk	09/05/2024
6	Obtain further quotes from existing and alternative suppliers for DDA Roundabout path/gate	Clerk	09/05/2024
7	Obtain further quotes from existing and alternative suppliers for renovation of area around Telephone Box	Clerk	09/05/2024
8	Prepare next edition of Newsletter for publication in early August. All to provide JS with suggested content as soon as possible	JS All	09/05/2024
9	Unable to open Suggestion Boxes	JS	09/05/2024
10	Open Garden Scheme - Provide posters to TS and AH for posting, including 4 x A1 posters	JS	09/05/2024
11	Follow-up contact with Transport for South-East	Clerk	09/05/2024
12	Update and circulate Action List	Clerk	09/05/2024
13	Follow-up concerns raised with regard to ongoing development and possible environmental health issues at The Sorrels	HB	09/05/2024