

# Stedham with Iping Parish Council

Chair: Simon Barnard

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. 12/Year 4/19-23**

**Held on:** Thursday 9<sup>th</sup> March 2023 7:00pm at Stedham Memorial Hall

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

**In attendance:** 0 member of the public

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

1. **APOLOGIES FOR ABSENCE:** Hannah Burton, Kate O'Kelly
2. **MINUTES OF PREVIOUS MEETINGS:** SIPC resolved to approve the minutes for the SIPC Meeting on 9<sup>th</sup> February 2023 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. Judy Fowler, CDC – Copy of report attached. JF confirmed CDC Planning is asking for feedback on how they can improve the quality of their communications. It was agreed CDC is more responsive than SDNPA particularly on Enforcement. But, as a customer, the service from CDC could be improved. It is difficult to get an effective and timely response as it seems officers are generally not readily available. JF confirmed she would not be standing at the elections in May this year. The Council thanked her and wished her well
  - 4.2. Kate O'Kelly, WSCC – Query was raised about Hyde's decision to increase rent for garages from £10 to £27 without any improvement in facilities provided, eg locks/doors, similarly with the service charge from 79p/wk to £5/wk. It was noted that neither of these charges was covered in the Tenancy Agreement so cannot be capped. In addition, the service charge includes communal lighting and there are no street lights in Common View. Councillors asked whether the Director of Housing has power to reduce the planned increases. **ACTION:** Clerk advise KO'K
5. **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**

No-one present
6. **FINANCE AND GENERAL PURPOSES COMMITTEE(AMANDA HOLLINGSHEAD)**
  - 6.1. Copies of Budget Status and Financial Summary are attached.
  - 6.2. SIPC resolved to approve the following items for payment/expenditure

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Invoices/Expenditure requiring approval					
Date	Who	What	Gross	VAT	NET
15/03/2023	Morag Birch	February Pay (Clerk) (£10.98/hour)	£ 307.44	£ -	£ 307.44
15/03/2023	Morag Birch	February Pay (RFO) (£10.98/hour)	£ 131.76	£ -	£ 131.76
15/03/2023	Morag Birch	February Expenses (Clerk)	£ 2.25	£ -	£ 2.25
24/02/2023	Mulberry & Co	1 x Councillor Training	£ 60.00	£ 10.00	£ 50.00
28/02/2023	Morag Birch	Wondershare PDF Annual Subscription	£ 55.04	£ 9.17	£ 45.87
06/03/2023	Morag Birch	Ordnance Survey Map for Telephone Box	£ 19.99	£ -	£ 19.99
28/02/2023	M H Kennedy	Grasscut February 2023	£ 435.08	£ 72.52	£ 362.56
09/03/2023	Blackdown Fernhurst Ltd	Printing Newsletter March 2023	£ 196.00	£ -	£ 196.00
09/06/2023	SLCC	Annual Membership (Due 1st May)	£ 112.00		£ 112.00

Request from Air Ambulance(Kent, Surrey & Sussex) for a grant of £300 was rejected as SIPC considers it is up to individual Parishioners to donate to charities as they choose. The Council is however happy to support the organisation, eg £230 was recently donated as a result of this year's Christmas Tree collection/shredding offer and this event will continue.

**SIPC resolved to purchase** a new bench to replace existing bench at the Notice Board in Common View and to have it marked in commemoration of the coronation of Charles III. **ACTION:** AH  
Apply for Coronation Grant from CDC. **ACTION:** Clerk

- 6.3. **Parish Council elections** – time-table, including key dates for return of Nomination Forms, is attached. It was agreed the promotional video, provided by CDC for prospective Councillors, should be posted to the Website and Council Facebook. **ACTION:** AH, Clerk to circulate background information to Councillors. **ACTION:** All – deadline for return of Nomination Forms for current Councillors is Friday 31<sup>st</sup> March.
- 6.4. Annual Audit and Return – time-table is attached. **ACTION:** Clerk/RFO
- 6.5. **SIPC resolved that** Parish images, used in the newsletter, on the website etc should be stored in an online photo management application, possibly existing web service provider, to free up space in DropBox. **ACTION:** Clerk

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

- 7.1. Common View Play Area – Cherry Trees ready for collection 6<sup>th</sup> April, still waiting permission from WSCC **ACTION:** RC, NR, Clerk.
- 7.2. Monthly inspection of children's play areas & AED equipment – All okay. **ACTION:** AH to recycle old battery if possible.

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

- 8.1. ANZAC Day(25<sup>th</sup> April 2023)/ Holbrook Memorial Activity. AH has confirmed school would like to be involved in both contact with Holbrook and Coronation events. **ACTION:** SB to find out contact details for local government officials.
- 8.2. Phase 3 Playground Development – Meeting with Playsafe Playgrounds on 24<sup>th</sup> February. Playsafe will send details/costings for provision of a wooden, modular climbing frame that can be extended as funds are available. Also, for future installation, the cost of a fully accessible roundabout with appropriate pathway. Clerk has submitted a request for funding for the roundabout from SDNPA(CIL)
- 8.3. KC3 Coronation Celebration: SB emailed summary of Plans & Actions on 1<sup>st</sup> March
- 8.3.1. Timing of Dog Show to be amended
- 8.3.2. WI confirmed receipt of email
- 8.3.3. Waiting confirmation of availability of gazebos
- 8.3.4. Horticultural Society confirmed it will be doing a Scarecrow competition. **ACTION:** SB to confirm whether HS will organise the Open Garden Trail. JS volunteered to run trail instead of HS if required.

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8.3.5. Church confirmed songs of praise service will start at 5:30pm followed by bell-ringing – timing to be confirmed so music volume can be reduced

8.3.6. Supply of chairs has been confirmed

8.3.7. No additional volunteers have come forward as yet.

8.4. Parish improvement:

8.4.1. Meeting with WSCC Highways planned for 22<sup>nd</sup> March **ACTION:** SB, TS, AH

8.4.2. Replacement of bench on CV(at Notice Board) – see 6.3

8.4.3. Stedham Telephone Box – new cupboard nearly complete & new OS map on order. Also include “Information” notice in one of the windows. **ACTION:** NR, JS, Clerk.

**SIPC resolved to refurbish** Iping Telephone Box and fit with an AED. **ACTION:** Clerk

8.5. Afternoon Tea Club – planned for 14<sup>th</sup> March 3:30 to 6:00pm in the Sports Pavilion.

8.6. Action List – Main points already addressed. **ACTION** All to review and update.

**ACTION:** Clerk to restart plan to obtain Milestones from Petworth and install in the Parish

**ACTION:** Clerk to register footpath accesses between Hamilton Arms and Common View and School Lane to Common View as Public Rights of Way.

## 9. PLANNING COMMITTEE(SIMON BARNARD)

9.1. Update on Wispers/St Cuthmans – No update, no application submitted

### 9.2. SDNP/23/00584/TCA

**Location:** Field House The Alley Stedham West Sussex GU29 0NR

**Proposal:** Notification of intention to height reduce upto 6m & reduce all sectors by upto 3m on 1no.

Eucalyptus tree (T1), fell 2no. Conifer trees (T2&T3) & height reduce by up to 1m on 2no. Conifer hedge (T4&T5).

**Vote 6 to 1 to Support** with caveat that proposed works should be done in line with current Arboricultural Association guidelines

### 9.3. SDNP/23/00186/DCOND

**Location:** 2 Mill Lane Cottages Mill Lane Stedham Midhurst West Sussex GU29 0PR

**Proposal:** Discharge of condition 7 from planning permission SDNP/21/04896/HOUS

**It was noted no detail on the SDNPA website to allow comment**

9.4. Fence between Hamilton Arms and Common View – Concern had been expressed about the height of the fence. The fence height is outside of what is normally allowed within Permitted Development.

**ACTION:** SB to contact SDNPA Planning to raise concerns.

## 10. DATE OF NEXT MEETING:

10.1. Litter Pick – 18<sup>th</sup> March starting 9:30am

10.2. SIPC Planning Meeting – 5<sup>th</sup> April @ 7:00pm in Stedham Memorial Hall

10.3. SIPC Meeting – 13<sup>th</sup> April 2023 @ 7:00pm in Stedham Memorial Hall

**Conclusion 9:35pm**

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

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Action#	Description	Responsible	Date Raised
1	Increase of Hyde-Martlett charges not covered in the Tenancy Agreement so cannot be capped. Councillors asked whether the Director of Housing has power to reduce the planned increases. Advise KO'K	Clerk	09/03/2023
2	Replace existing bench at the Notice Board in Common View and marked in commemoration of the coronation of Charles III. Apply for Coronation Grant from CDC.	AH Clerk	09/03/2023
3	Post the promotional video, provided by CDC for prospective Councillors, to the Website and Council Facebook. <b>ACTION:</b> AH, Circulate background information re Election to Councillors. Deadline for return of Nomination Forms for current Councillors is Friday 31 <sup>st</sup> March.	AH, Clerk Clerk All	09/03/2023
4	Photos to be stored in an online photo management application, possibly existing web service provider	Clerk	09/03/2023
5	Common View Play Area – Cherry Trees ready for collection 6 <sup>th</sup> April, still waiting permission from WSCC <b>ACTION:</b> RC, NR, Clerk		09/03/2023
6	<b>R</b> ecycle old AED battery if possible.	AH	09/03/2023
7	Holbrook - find out contact details for local government officials.	SB	09/03/2023
8	Confirm whether Hort Soc will organise the Open Garden Trail. JS volunteered to run trail instead of HS if required.	SB, JS	09/03/2023
9	Meeting with WSCC Highways planned for 22 <sup>nd</sup> March	SB, TS, AH	09/03/2023
10	Stedham Telephone Box – new cupboard nearly complete & new OS map on order. Also include “Information” notice in one of the windows.  Iping Telephone Box – refurbish and fit with an AED.	NR, JS, Clerk.  Clerk	09/03/2023
11	Restart plan to obtain Milestones from Petworth and install in the Parish	Clerk	09/03/2023
12	Register footpath accesses between Hamilton Arms and Common View and School Lane to Common View as Public Rights of Way.	Clerk	09/03/2023
13	Fence height is outside of what is normally allowed within Permitted Development - contact SDNPA Planning to raise concerns.	SB	09/03/2023