

Stedham with Iping Parish Council

Chair: Simon Barnard
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. 13/Year 4/19-23

Held on: Thursday 13th April 2023 7:00pm at Stedham Memorial Hall

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

In attendance: 0 member of the public

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

- 1. APOLOGIES FOR ABSENCE:** Judy Fowler
- 2. MINUTES OF PREVIOUS MEETINGS:** SIPC resolved to approve the minutes for the SIPC Meetings of 9th March and 5th April 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 – No update from CDC
 - 4.2. Kate O’Kelly, WSCC – Report attached
- 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. Latest estimate for Stedham Memorial Hall was confirmed as £692

Date	Who	What	Gross	VAT	NET
15/04/2023	Morag Birch	March Pay (Clerk) (£10.98/hour)	£ 307.44	£ -	£ 307.44
15/04/2023	Morag Birch	March Pay (RFO) (£10.98/hour)	£ 131.76	£ -	£ 131.76
15/04/2023	Morag Birch	March Expenses (Clerk)	£ 1.13	£ -	£ 1.13
13/04/2023	Hillier Nurseries	5 x Cherry Trees £120 each (Final Invoice not yet received)	£ 600.00	£ -	£ 600.00
13/04/2023	Stedham Memorial Hall	Hall Rental 2022/23 (Amount tbc. (Final Invoice not yet received))	£ 650.00	£ -	£ 650.00

SIPC resolved to purchase a First Aid Kit which can be used for local events and loaned out to local groups **ACTION:** SB, Clerk. It was suggested to add another cost code to include new kit and other emergency equipment/services. **ACTION:** Clerk

6.3. Parish Council elections – As there were fewer nominations than places available on the Council, CDC confirmed all nominees will be elected uncontested. Clerk reminded Councillors that all have to

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return a completed Expense Form. **ACTION:** Councillors to deliver completed form to Clerk before end April. **ACTION:** Councillors

6.4. Annual Audit and Return – Clerk meeting Internal Auditor on 27th April. **ACTION:** Clerk to circulate latest copy of SIPC Annual Risk review and Councillors to review/comment. Volunteers required to inspect current condition of assets and identify any new risks/concerns.

6.5. WhatsApp & GDPRP – Clerk clarified that the PC's WhatsApp Group is subject to GDPRP so Councillors should not use the application for comments or queries which relate to Council business. **ACTION:** All Councillors

7. AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER).

7.1. **SIPC Resolved to include** landscaping of ground near Stedham Telephone Box in Parish Improvements. **ACTION:** RC to investigate requirements. Clerk to get permission from WSCC Highways.

7.2. Common View Play Area – Cherry trees to be delivered 14th April. **ACTION:** NR to organise planting and purchase of tree stakes and compost as required. RC to mark location of each tree. **ACTION:** AH to identify suitable picnic tables/benches for CV playground.

7.3. Monthly inspection of children's play areas & AED equipment – All okay.

8. PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

8.1. Annual Parish Meeting – Agreed date 18th May 2023. **ACTION:** RC to forward details of new contact for SWT. Clerk to invite local organisations and relevant others to the meeting.

8.2. ANZAC Day(25th April 2023.) **ACTION:** SB to mark the day by sending email to Holbrook local council with a few pictures.

8.3. Phase 3 Playground Development. **ACTION:** Councillors to study/compare what's been installed in other local play areas, what's available from Playsafe and what they have installed recently and suggest other possible/preferred designs.

8.4. KC3 Coronation Garden Party – Next meeting 17th February starting at 7:30pm.

- Ice cream van booked from 2:30 to 5:00pm **ACTION:** HB

- WI to provide savoury snacks and cakes

- Memorial Hall had confirmed they will be providing "Pimms & Gins"

- Single village trail to include Arts, Gardens and Scarecrows. **ACTION:** SB to provide poster explaining procedure. **ACTION:** JS to co-ordinate with PB-G re Arts and HortSoc re Scarecrows

8.5. Parish Improvements – **ACTION:** Clerk to order Coronation Bench to replace one at Common View Notice Board.

8.6. Afternoon Tea Club – March event was not well attended. **ACTION:** HB to organise third session and plan for better/more advertising. Date to be confirmed at next SIPC meeting

8.7. Review Action List – List was reviewed and a priority assigned, 1 – High: to be completed within current Financial Year, 2 – Medium: to be completed within Council term, 3 – Low: when possible. Action List was updated.

9. PLANNING COMMITTEE(SIMON BARNARD)

9.1. Issues arising from developments not conforming to Planning permission - SB summarised what a Parish Council can do with regard to commenting on Planning Applications. Enforcement is the responsibility of SDNPA, sub-contracted to CDC. A PC is not responsible for Enforcement but can alert SDNPA/CDC of a possible breach. The following links can be used to report possible breaches. **ACTION:** SB to circulate URLs

10. DATE OF NEXT MEETING:

10.1. Coronation Garden Party on The Green – 7th May 2023 from 2:30 to 8:30

10.2. SIPC Annual & Ordinary Meetings – 11th May 2023 @ 6:30pm in Stedham Memorial Hall

10.3. Annual Parish Meeting – 18th May. Later changed to 31st May at 7:00pm in Stedham Memorial Hall

Conclusion 9:55pm

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

Action#	Description	Responsible	Date Raised
1	Buy First Aid Kit which can be used for local events and loaned out to local groups Add another cost code(for 2023-24) to include new kit and other emergency equipment/services.	SB Clerk	13/04/2023
2	Completed Election Expense Form and deliver completed form to Clerk before end April.	All Councillors	13/04/2023
3	Review latest copy of SIPC Annual Risk review.	All Councillors	13/04/2023
4	Clerk clarified that the PC's WhatsApp Group is subject to GDPR so Councillors should not use the application for comments or queries which relate to Council business.	All Councillors	13/04/2023
5	Investigate requirements re landscaping of ground near Stedham Telephone Box Get permission from WSCC Highways.	RC Clerk	13/04/2023
6	Identify suitable picnic tables/benches for CV playground	AH	13/04/2023
7	Annual Parish Meeting: - Forward details of new contact for SWT. - Invite local organisations and relevant others to the meeting.	RC Clerk	13/04/2023
8	ANZAC Day(25 th April 2023) mark the day by sending email to Holbrook local council with a few pictures	SB	13/04/2023
9	Phase 3 Playground Development - study/compare what's been installed in other local play areas, what's available from Playsafe and what they have installed recently and suggest other possible/preferred designs.	All Councillors	13/04/2023
10	KC3 Coronation Garden Party: <ul style="list-style-type: none"> • Ice cream van booked from 2:30 to 5:00pm - HB • WI to provide savoury snacks and cakes • Memorial Hall had confirmed they will be providing "Pimms & Gins" • Single village trail to include Arts, Gardens and Scarecrows. SB to provide poster explaining procedure. JS to co-ordinate with PB-G re Arts and HortSoc re Scarecrows • Clerk to order Coronation Bench to replace one at Common View Notice Board. 		13/04/2023
11	Afternoon Tea Club – March event was not well attended. <u>O</u> rganise third session and plan for better/more advertising. Date to be confirmed at next SIPC meeting	HB	13/04/2023
12	Enforcement is the responsibility of SDNPA, sub-contracted to CDC. A PC is not responsible for Enforcement but can alert SDNPA/CDC of a possible breach. The following links can be used to report possible breaches - circulate URLs	SB	13/04/2023