

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 1/23-27

Held on: Thursday 11th May 2023 7:00pm at Stedham Memorial Hall

Present: Neil Read (Chair)
Terry Stevens
Ruth Cooper
Jessica Simon
Rachael Wildman
Hannah Burton(Arrived 7:15)

In attendance: 0 member of the public

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

- 1 **APOLOGIES FOR ABSENCE:** Hannah Burton, Amanda Hollingshead
- 2 **MINUTES OF PREVIOUS MEETINGS:** SIPC resolved to approve the minutes for the SIPC Meetings of 13th 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 No reports from either CDC or WSCC
- 5 **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
No-one present. A proposal had been made to introduce Suggestion boxes around the Parish. **ACTION:** JS to follow-up
- 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

Invoices/Expenditure requiring approval					
Date	Who	What	Gross	VAT	NET
15/04/2023	Morag Birch	April Pay (Clerk) (£11.09/hour)	£ 310.52	£ -	£ 310.52
15/04/2023	Morag Birch	April Pay (RFO) (£11.09/hour)	£ 133.08	£ -	£ 133.08
15/04/2023	Morag Birch	April Expenses (Clerk)	£ -	£ -	£ -
19/05/2023	Mulberry & Co	Councillor Training 8th June	£ 96.00	£ 16.00	£ 80.00
27/04/2023	Mulberry & Co	Internal Audit 2022-23	£ 252.00	£ 42.00	£ 210.00
09/05/2023	Morag Birch	SLCC Annual Membership	£ 112.00		£ 112.00
09/05/2023	Geosphere Ltd	Parish Online Annual Subscription	£ 45.00	£ 7.50	£ 37.50
30/04/2023	MH Kennedy	Grass Cut April 2023	£ 907.20	£ 151.20	£ 756.00
11/05/2023	Morag Birch	Coronation Party (Beer Cups)	£ 15.00		£ 15.00

- 6.3 Annual Governance & Accountability Return (AGAR)2022/2023 (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 3rd May. The Annual Internal Audit Report signed by Auditor on 27th April 2023 was reviewed and noted. **ACTION:** Clerk to register the Parish Council(not individual Councillors) as the Trustee for The Recreation Ground.

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6.3.2 Section 1 – Annual Governance Statement 2022/23 – 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 2022/23, previously signed by RFO on 9th May 2023, 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

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

6.5 SIPC should have 9 Councillors. There is a period of 7 weeks following the election on 4th May when new Councillors can be co-opted. **ACTION:** All to try and identify people who would be willing to become a councillor.

7 AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER).

7.1 Monthly inspection of children's play areas & AED equipment – All okay. **ACTION:** Clerk to purchase new pads for AED

8 PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

8.1 **SIPC resolved to permit** the Stedham Memorial Hall to use the Recreation Ground for a summer drinks party on Saturday 8th July from 6:00 to 8:00pm subject to receipt of a completed Risk Assessment. **ACTION:** Clerk to advise SMH and include details of what the licensing requirements would be for the sale of alcohol on the Recreation Ground. **ACTION:** HB to let Clerk know what happened re The Scarecrow Contest on 7th May

8.2 Annual Parish Meeting – 31st May 2023. **SIPC resolved that APM** would be run in the same format as in September 2022. **ACTION:** Clerk to follow-up contacts/invitees. Clerk to produce posters & TS to post. Clerk to contact Simon re provision of photos for display.

8.3 Phase 3 Playground Development – **ACTION:** Clerk to draft list of requirements for the replacement to the climbing frame together with copies of photos provided by RC for review by Councillors before sending to Playsafe with a request for a meeting to discuss options.

8.4 Newsletter – July 2023 – Cost to increase size of Newsletter from its existing 8 to 12 pages would be £91. **SIPC resolved to increase** size of Newsletter if required for content. **ACTION:** JS to issue list of proposed content, requirements and deadlines

8.5 Parish Improvements – The new Coronation bench has been installed in front of the Notice Board in Common View

8.6 Afternoon Tea Club – **SIPC resolved to try** once more to run a successful Afternoon Tea Club in June, the 28th was agreed as a provisional date. **ACTION:** HB to confirm best date for next event. It was agreed the advertising needed to be improved and run for longer.

8.7 Review Action List – **ACTION:** Clerk to close-out some items and/or transfer responsibility to a Councillor.

9 PLANNING COMMITTEE(SIMON BARNARD)

9.1 SDNP/23/01203/FUL

Location: Bridgelands Farm, The Workshop Ingrams Green Lane Ingrams Green GU29 0LJ

Proposal: Change of use of building to office/workshop for use as commercial premises for a joinery and furniture making business

Support

9.2 SDNP/23/01589/TCA

Location: Iping House Iping Lane Iping Midhurst West Sussex GU29 0PE

Proposal: Notification of intention to fell 1 no. Alder tree (quoted as T1).

No Comment

10 DATE OF NEXT MEETING:

10.1 SIPC Meeting – 8th June @ 7:00pm in Stedham Memorial Hall

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Conclusion 8:30pm

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

Action#	Description	Responsible	Date Raised
1	Proposal had been made to introduce Suggestion boxes around the Parish.	JS	11/05/2023
	Register the Parish Council(not individual Councillors) as the Trustee for The Recreation Ground.	Clerk	11/05/2023
	Clerk to prepare and send completed AGAR forms to External Auditor and publish the Notice of Public Rights as required	Clerk	11/05/2023
	Update SIPC Annual Risk Assessment	Clerk	11/05/2023
	Try and identify people who would be willing to become a councillor by co-option	All	11/05/2023
	Purchase new pads for AED	Clerk	11/05/2023
	Advise SMH and include details of what the licensing requirements would be for the sale of alcohol on the Recreation Ground	Clerk	11/05/2023
	Advise what happened re The Scarecrow Contest on 7 th May	HB	11/05/2023
	Follow-up contacts/invitees. Produce posters & post. Contact Simon re provision of photos for display.	Clerk Clerk, TS Clerk	11/05/2023
	Draft list of requirements for the replacement to the climbing frame together with copies of photos provided by RC for review by Councillors before sending to Playsafe with a request for a meeting to discuss options	Clerk	11/05/2023
	Issue list of proposed content, requirements and deadlines for July Newsletter	JS	11/05/2023
	Confirm best date for next Afternoon Tea event. It was agreed the advertising needed to be improved and run for longer.	HB	11/05/2023
	Close-out some outstanding actions and/or transfer responsibility to a Councillor.	Clerk	11/05/2023