

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. 8/Year 1/23-27

Held on: Thursday 9th November 2023 7:00pm at Stedham Memorial Hall

Present: Neil Read(Chair)
Rachael Wildman
Ruth Cooper
Jessica Simon
Hannah Burton

In attendance: 0 members of the public

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

- 1 **APOLOGIES FOR ABSENCE:** Terry Stevens, Amanda Hollingshead, Kate O'Kelly WSCC
- 2 **MINUTES OF PREVIOUS MEETINGS:** SIPC resolved to approve the minutes of the SIPC meeting on 12th October 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 Reports received from WSCC and CDC were reviewed. Copies of both reports are attached. It was noted NR emailed WSCC Highways advising them of bad state of road at the Elsted Rd/A272 junction.
- 5 **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
 - 5.1 Concern had been raised by a Parishioner, and was echoed by the Parish Council, with regard to Hyde Housing selling properties in Common View on the open market rather than making them available to local residents for rental. Two SIPC councillors together with councillors from other local parishes would be attending a meeting with the Hyde Group in the near future. **ACTION:** Councillors to follow-up outcome from meeting and escalate issue as appropriate.
- 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
15/11/2023	Morag Birch	October Pay (Clerk) (£11.09/hour)	£ 310.52	£ -	£ 310.52
15/11/2023	Morag Birch	October Pay (RFO) (£11.09/hour)	£ 133.08	£ -	£ 133.08
15/11/2023	Morag Birch	October Expenses (Clerk)	£ 1.13	£ -	£ 1.13
28/10/2023	Morag Birch	Stationery 3 x Envelope Packs for Newsletters	£ 7.50	£ -	£ 7.50
26/10/2023	Morag Birch	1 x Book of Raffle Tickets	£ 4.00	£ -	£ 4.00
06/11/2023	Morag Birch	Storage Box for SIPC	£ 16.89	£ 2.82	£ 14.07
02/11/2023	WSALC	Annual Subscription WSALC & NALC for 2023-2024 - Due April 2024 (Previous year £302.92)	£ 306.89	£ -	£ 306.89
07/11/2023	Rotherhill Nurseries	Christmas Tree for Common View (Due to be delivered w/c 20th November)	£ 150.00	£ 25.00	£ 125.00
14/11/2023	CDC	Uncontested Election May 2023	£ 364.50		£ 364.50

- 6.3 Afternoon Teas – current expenditure was reviewed. SIPC resolved that the next Tea (due 11th December) should be provided free of charge but attendees would be asked whether they would be

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prepared to pay for a Tea and, if so, how much. This would allow SIPC to consider an appropriate budget for the future. **ACTION:** JS to organise event, including Christmas items, and include mechanism to canvass attendees about cost/payment.

6.4 Cover for Clerk – **ACTION:** as follows

- NR, RC to write and publish Agenda no later than Saturday 9th December
- AH to update website
- Clerk to divert all Planning emails to RW
- First Aid kit handed over to JS
- Clerk to deliver A-Board to JS

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

7.1 Monthly inspection of children's play areas & AED equipment – To be completed as soon as possible

7.2 Stedham Telephone Box – landscaping. **SIPC resolved to purchase** a black membrane to cover grass and Yellow Rattle plugs at estimated cost of £100. **ACTION:** RC to follow-up quote for landscaping work, advise owner of neighbouring house of planned work and purchase membrane and Yellow Rattle.

8 **PARISH ACTION PLANS & CORRESPONDENCE(CLERK)**

8.1 Phase 3 Common View Playground Development – New equipment installed and bench, waste-bin & old climbing frame moved as required. **SIPC resolved to purchase** Willow Cuttings at estimated cost of £100 to plant and grow round the old climbing frame. **ACTION:** RC to arrange purchase and planting.

8.2 Newsletter – Next issue due in March 2024. **ACTION:** Clerk, JS to consider increase in number of pages for the next issue.

8.3 Suggestion Boxes – Nothing posted in the Iping Box to date. **ACTION:** JS to acknowledge any signed suggestions and record types/numbers of requests.

- Requests for “go slow” signs/mechanisms in and around Stedham and reduction in the speed limit through the village from 30mph to 20mph.
- Query regarding availability of fibre broadband in the Parish. **ACTION:** Clerk to follow-up current status re. introduction of fibre broadband into the parish

8.4 Parish Events

8.4.1 PC Christmas Events – **ACTION:** NR to arrange/organise collection of tree for Common View and installation. Also, lighting for CV and Recreation trees.

8.4.2 Stedham Christmas Fair 2nd December @ 10:00am. **SIPC resolved** to purchase items for a Lucky Dip upto an estimate of £75 and that any profit made from the Fair would be paid into the PC's events fund. **ACTION:** HB to provide activity decorating Gingerbread men. JS to provide Lucky Dip items. RC to organise Raffle. **All** to give any possible Raffle prizes to RC.

8.4.3 Litter Pick 19th November – **ACTION:** RW to collect & return equipment. RC to organise teas/coffees in the Memorial Hall

8.5 Parish Improvements

8.5.1 **ACTION:** Clerk to investigate cost/delivery of various signs including anti-litter and traffic control signs for review by council

8.5.2 **ACTION:** Clerk waiting for quote for replacement of post supporting the Notice Board on the Recreation Ground.

8.6 Afternoon Tea Club – See Item 6.3

8.7 Review Action List: **ACTION:** ALL – review and update status of activities.

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9 PLANNING COMMITTEE(RACHAEL WILDMAN)

9.1 SDNP/23/03644/HOUS

Location: Crispins School Lane Stedham Midhurst West Sussex GU29 0NZ

Proposal: Conversion of existing garage to create habitable accommodation including replacement of garage door with 1 no. window to front elevation and 1 no. additional window to side elevation

No Comment

10 DATE OF NEXT MEETING:

10.1 SIPC Meeting – 14th December @ 7:00pm in Stedham Memorial Hall

Conclusion 8.45pm

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

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Action#	Description	Responsible	Date Raised
1	Councillors to follow-up outcome from meeting with Hyde Housing Group and escalate issue as appropriate	TS, RC	09/11/2023
2	Organise Afternoon Tea Club on 11 th December, including Christmas items, and include mechanism to canvass attendees about cost/payment.	JS	09/11/2023
3	Cover for Clerk – as follows <ul style="list-style-type: none"> NR, RC to write and publish Agenda no later than Saturday 9th December AH to update website Clerk to divert all Planning emails to RW First Aid kit handed over to JS Clerk to deliver A-Board to JS 	NR, RC AH RW JS Clerk	09/11/2023
4	Follow-up quote for landscaping work at Stedham telephone box, advise owner of neighbouring house of planned work and purchase membrane and Yellow Rattle.	RC	09/11/2023
5	Arrange purchase and planting of willow whips around old dome in CV play area	RC	09/11/2023
6	Consider increase in number of pages for the next issue due March 2024	JS, Clerk	09/11/2023
7	Acknowledge any signed suggestions received and record types/numbers of requests	JS	09/11/2023
8	Follow-up current status re. introduction of fibre broadband into the parish	Clerk	09/11/2023
9	Arrange/organise collection of tree for Common View and installation. Also, lighting for CV and Recreation trees	NR	09/11/2023
10	Stedham Christmas Fair – 2 nd December <ul style="list-style-type: none"> Provide activity decorating Gingerbread men Provide Lucky Dip items. Organise Raffle. Give any possible Raffle prizes to RC 	HB JS RC All	09/11/2023
11	Collect & return Litter Pick equipment. Organise teas/coffees in the Memorial Hall	RW RC	09/11/2023
12	Investigate cost/delivery of various signs including anti-litter and traffic control signs for review by council	Clerk	09/11/2023
13	Waiting for quote for replacement of post supporting the Notice Board on the Recreation Ground	Clerk	09/11/2023
14	Review and update status of activities.	All	09/11/2023