

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. 9/Year 1/23-27

Held on: Thursday 14th December 2023 7:00pm at Stedham Memorial Hall

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

In attendance: 3 members of the public

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

1 APOLOGIES FOR ABSENCE: Rachael Wildman

2 MINUTES OF PREVIOUS MEETINGS: SIPC resolved to approve the minutes of the SIPC meeting on 9th November 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 had not been received from either WSCC or CDC at the time of the meeting. WSCC had not been advised of the meeting. CDC report was received subsequently on 18th December

5 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

5.1 No questions or comments

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
15/12/2023	Morag Birch	November Pay (Clerk) (£11.09/hour)	£ 310.52	£ -	£ 310.52
15/12/2023	Morag Birch	November Pay (RFO) (£11.09/hour)	£ 133.08	£ -	£ 133.08
15/12/2023	Morag Birch	November Expenses (Clerk) (Estimated)	£ 1.13	£ -	£ 1.13
30/11/2023	e-mango	LC-905 Annual Service Charge (Hosting, Support, Backup)	£ 576.00	£ 96.00	£ 480.00

7 AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER).

7.1 Monthly inspection of children's play areas & AED equipment – AH confirmed all okay

7.2 Stedham Telephone Box - **ACTION:** RC, TS to follow-up quotes for hard landscaping work. RC to ask Tom? to provide plan for planting for consideration by Council.

7.3 Vandalism to oak tree on Recreation Ground - It was agreed the tree is not salvageable and even if it was re-shaped it would not grow properly and therefore should be replaced. The Council discussed cost of replacing the tree, eg replacing with a young tree (low cost) or a tree of a similar age (high cost). **ACTION:** Clerk to respond to email from resident (who donated the tree about 15years ago) SIPC resolved to confirm no objection to resident posting a note drawing attention to the damage done and to thank the resident for the offer of a replacement tree. **ACTION:** TS to arrange article with photographs for the next Newsletter to publicise the damage. JS, HB to provide costs for replacement trees of different ages/sizes.

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- 7.4 Planted Christmas Tree on the Recreation Ground – it has been confirmed the tree does have a die-back disease. **SIPC resolved (with one objector) to replace** the tree with another planted Abies Koreana tree. **ACTION:** NR to follow-up procurement.

Christmas Tree disposal – scheduled for 7th January. **ACTION:** NR to forward updated poster to Clerk to forward pdf version to TS.

8 PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

- 8.1 Phase 3 Common View Playground Development **ACTION:** TS to prepare signs to explain purpose of planting willow round the old dome.
- 8.2 Suggestion Boxes – Nothing new posted in any of the boxes over the last month. **ACTION:** Clerk to confirm whether there has been any response to the flyers posted in Iping asking for volunteers for the Parish Council.
- 8.3 Use of SIPC email and WhatsApp – Chair highlighted that as Councillors there is a responsibility to ensure the proper use of Council emails and the SIPC WhatsApp group. SIPC email addresses should only be used for Council business and in general any email should be cc'd to the Clerk. The SIPC WhatsApp group should not be used to discuss Council business. **ACTION:** Clerk to confirm whether the existing WhatsApp content should/could be deleted. There was a general feeling that WhatsApp is a convenient tool but is only worth using if all Councillors are included. It was recognised that not all Councillors have easy access to emails. **ACTION:** Clerk to include item in next month's Agenda to discuss future use of WhatsApp.
- 8.4 Parish Events
- 8.4.1 Summer Fete – **ACTION:** RC to contact Horticultural Society to confirm whether they would be happy to use their annual Flower Show as the date/basis for a Summer fete
- 8.5 Parish Improvements
- 8.5.1 **SIPC approved quote** for repair of support post for Notice Board on the Recreation Ground. **ACTION:** Clerk to confirm go-ahead to contractor and to ask whether door hinges can be recessed to improve weather seal. Also, to request quote for repair of "Stedham" sign located on the grass triangle at the junction of School Lane and The Street.
- 8.6 Afternoon Tea Club – The Christmas Tea Club held on 11th December was attended by 37 participants and was very well received. A poll of attendees indicated an acceptable charge for future tea clubs would be £5.00. Voluntary donations received on the day were £74.22. **ACTION:** TS deliver monies to Clerk for banking. Clerk to include a Tea Club budget for 2024/25. Next Tea Club scheduled for 25th March. JS plans to issue the next Newsletter in early March to allow inclusion of advertising for the next Tea Club and any planned events for Easter. **SIPC resolved to charge** £5.00 per person going forward. **ACTION:** JS to include notices re content of food, eg nuts, gluten etc
- Takings from the Stedham Christmas Fair (2nd December) came to £48.00. **ACTION:** HB deliver monies to Clerk for banking. JS used leftovers from the fair to run a Lucky Dip at the Stedham School Fair which generated about £37.00 which was donated to the school. It should be noted that cost of the Lucky Dip was kindly donated by JS.
- 8.7 Review Action List: **ACTION:** ALL – review and update status of activities.
- 8.8 START Group – **ACTION:** AH to represent the PC at the START meetings. Clerk to include item on next month's Agenda.
- 8.9 Meeting with Hyde on 20th November to discuss selling houses on Common View. Hyde confirmed that, in general, it is uneconomic to refurbish existing houses to the current required standards. Hyde is due to have a further meeting on 14th January to reconsider their position with regard to sale vs refurbish. Hyde has agreed to meet with the local Councils every 3 months
- HB, as the CDC Councillor, confirmed the majority of Hyde properties fall within the Chichester district so CDC does have some leverage to ask for further information with regard to Hyde's current policy re sale of rural housing. **ACTION:** HB to follow-up as the CDC Councillor.

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9 PLANNING COMMITTEE(RACHAEL WILDMAN)

9.1 SDNP/23/04453/HOUS

Location: Tote Hill Cottage, Tote Lane, Stedham, West Sussex GU29 0PY

Proposal: New annex with wheelchair access and accommodation for carer following demolition of storage building

Support

9.2 SDNP/23/04224/HOUS

Location: School House, School Lane, Stedham, West Sussex GU29 0NY

Proposal: Single storey side extension and relocation of existing driveway with associated hard and soft landscaping works.

No Comment

10 DATE OF NEXT MEETING:

10.1 SIPC Meeting – 11th January @ 7:00pm in Stedham Memorial Hall

Conclusion 8.35pm

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

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Action#	Description	Responsible	Date Raised
1	Stedham Tel Box surround - follow-up quotes for hard landscaping work. Ask Tom? to provide plan for planting for consideration by Council	RC, TS RC	14/12/2023
2	Respond to email from resident (who donated the oak tree, which has been damaged, about 15years ago)	Clerk	14/12/2023
3	Arrange article about damaged oak tree with photographs for the next Newsletter Provide costs for replacement trees of different ages/sizes. Follow-up procurement of replacement tree	TS JS, HB NR	14/12/2023
4	Christmas Tree disposal –7 th January. Forward updated poster to Clerk to forward pdf version to TS	NR	14/12/2023
5	Prepare signs to explain purpose of planting willow round the old dome.	TS	14/12/2023
6	Confirm whether there has been any response to the flyers posted in Iping asking for volunteers for the Parish Council.	Clerk	14/12/2023
7	Confirm whether the existing WhatsApp content should/could be deleted. Include item in next month's Agenda to discuss future use of WhatsApp	Clerk	14/12/2023
8	Confirm go-ahead to contractor to replace post on Notice Board & ask whether door hinges can be recessed to improve weather seal. Request quote for repair of "Stedham" sign located on the grass triangle at the junction of School Lane and The Street	Clerk Clerk	14/12/2023
9	Deliver Tea Club monies to Clerk for banking. Include a Tea Club budget for 2024/25. Include notices re content of food, eg nuts, gluten etc for next Tea Club	TS Clerk JS	14/12/2023
10	Deliver WI Christmas Fair monies to Clerk for banking.	HB	14/12/2023
11	Review and update status of activities.	All	14/12/2023
12	Represent the PC at the START meetings. Include item on next month's Agenda.	AH Clerk	14/12/2023
13	Follow-up Hyde sale of houses in Common View as the CDC Councillor.	HB	14/12/2023