

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. 10/Year 1/23-27

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

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

In attendance: 2 members of the public

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

The meeting was opened with a minute's silence in remembrance of John Hills, a long-time resident of Stedham who had died at the end of December.

1 APOLOGIES FOR ABSENCE: Hannah Burton

2 MINUTES OF PREVIOUS MEETINGS: SIPC resolved to approve the minutes of the SIPC meeting on 14th December 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 Report received from WSCC, KO'K emphasised the need for the public to report pot-holes via the WSCC website. Also to re-report if pot-hole opens again soon after repair. Chair emphasised issues re flooding(lack of drainage) and poor road surface at the junction of A272 and road to Elsted.

ACTION: KO'K to follow-up directly.

It was confirmed that a booking system will be brought in for Midhurst's waste disposal site. Concern was raised that it would lead to an increase in fly-tipping, but evidence from the rest of the county, does not indicate this will happen.

5 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

Applicants for Planning SDNP/23/ 05164/FUL(Ref 9.2) confirmed a maximum of 16 m² of Photovoltaic panels are included on the south west facing roof and an additional maximum of 60 m² ground mounted panels to the east of the site. The ground panels are located away from direct sight of any public right of way, being shielded to the north by the dense hedge adjacent to the copse and the site lies in a natural fold of the land that shields them from the south. The primary use of the electricity generated will be for own direct usage, the ASHP, electrical vehicle charging and a provision for future battery storage.

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	December Pay (Clerk) (£11.09/hour)	£ 310.52	£ -	£ 310.52
15/12/2023	Morag Birch	December Pay (RFO) (£11.09/hour)	£ 133.08	£ -	£ 133.08
15/12/2023	Morag Birch	December Expenses (Clerk)	£ -	£ -	£ -
03/01/2024	Morag Birch	2x 100 Laminating Pouches	£ 9.98	£ 1.66	£ 8.32

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6.3 Proposed budget for 2024/25 was reviewed (copy attached), main points as follows:

- Income: £25,350
- Expenditure Revenue: £27,688
- Expenditure Capital: £ 0
- Contingency(10% of Precept): £ 2,500
- Total Expenditure: £30,188
- Deficit: £ (4,838)
- Income includes a precept of £25,000 which is a 0% increase on the precept for 2023/24 and leads to a minimal decrease on Council Tax Band D to £58.06. **ACTION:** Clerk to confirm Precept required to CDC

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:** All to follow-up alternative contractors for hard-landscaping. RC to chase contractor who has already supplied a plan and ask for a quote and start date. Clerk to follow-up requirements for moving notice board from the Recreation Ground. It was agreed planting should be easy to maintain.
- 7.3 Replacement of (damaged)Oak tree on Recreation Ground. **ACTION:** Clerk to arrange meeting with resident who will be donating the new tree.
- 7.4 SIPC had resolved at the PC meeting on 14th December 2023 to replace the tree on the Recreation Ground with another planted Abies Koreana tree. It was further agreed to look at local nurseries for Christmas trees. **SIPC resolved to** continue purchasing a cut tree for Common View. **ACTION:** NR to follow-up procurement.
Christmas Tree disposal on 7th January raised £255 for Kent, Surrey & Sussex Air Ambulance Service

8 PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

- 8.1 SDNPA's 2023/24 call for projects – 1st January to 12th April 2024. **ACTION:** All to consider possible projects, eg building a wild-life pond/environment, consider any location (unused ground) within the parish. **ACTION:** NR to follow-up with local landowners. Clerk to re-evaluate project for circular walks and enquire whether funding for a bus shelter would be allowed.
- 8.2 Suggestion Boxes – Nothing new posted in any of the boxes over the last month.
- 8.3 Newsletter – **ACTION:** All content to be provided to JS by end of January. Consider topics for a competition. Aim is complete deliveries by 8th March
- 8.4 Parish Council Communications - use of SIPC Website, Email, WhatsApp & FaceBook. **ACTION:** Clerk to revise draft(reviewed at the meeting) of SIPC Communications Guide and circulate for comment/approval. Also, to consider instigating regular re-training, competency reminder.
ACTION: AH to takeover Administration of PC FaceBook from JS and re-configure as an "electronic Notice Board" to post relevant information/links and exclude Comments(Like/Dislike) & emojis. AH and Clerk to agree protocol.
- 8.5 Parish Events: **ACTION:**
 - 8.5.1 Open Garden – JS to confirm date(probably 19th May)and permission to hold in remembrance of John Hills
 - 8.5.2 Summer Fete – Clerk to arrange set-up meeting towards end of January. **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. NR to confirm costs for hire of marquee.
- 8.6 Afternoon Tea Club – The next event is planned for 25th March in the Sports Pavilion. **ACTION:** JS to to organise and call for help as required and suggest dates for the next 3 events.
- 8.7 START Group – **ACTION:** AH to represent the PC at the START meetings. Nothing to report.
- 8.8 Parish Improvements – Repair of Notice Boards – delayed as contractor temporarily out of action. **SIPC resolved to move** the Notice Board from the Recreation Ground to the verge adjacent to the telephone box subject to permission from WSCC Highways. **ACTION:** Clerk to follow-up

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8.9 Hyde Group selling off houses on Common View – Topic has been included in the next CDC's All Parishes meeting planned for 19th February at 5:00pm. **ACTION:** AH to attend

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

9 PLANNING COMMITTEE(RACHAEL WILDMAN)

9.1 SDNP/23/ 04819/HOUS

Location: The Pheasantry Iping Lane Iping West Sussex GU29 0PE

Proposal: Convert double garage to habitable space. Replace existing conservatory with brick built structure, extend existing lower roof over proposed kitchen area, convert outbuilding to external study, replace white timber boarding with white Cedral board, changes to fenestration. Proposed air source heat pump and PV panels. Proposed dormer roof to loft space.

No Comment

9.2 SDNP/23/ 05164/FUL

Location: Land East Of Kaponga Tote Hill Stedham West Sussex GU29 0QJ

Proposal: Conversion and refurbishment of aircraft hangar to dwelling with ancillary museum space and architectural studio.

No Comment

10 DATE OF NEXT MEETING:

10.1 SIPC Meeting – 8th February @ 7:00pm in Stedham Memorial Hall (Apologies from TS and NR)

Conclusion 9:20pm

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

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Action#	Description	Responsible	Date Raised
1	Follow-up alternative contractors for hard-landscaping near telephone box Chase contractor who has already supplied a plan and ask for a quote and start date. Follow-up requirements for moving notice board from the Recreation Ground	All RC Clerk	11/01/2024
2	Arrange meeting with resident who will be donating the replacement for damaged oak tree	Clerk	11/01/2024
3	Follow-up procurement of replacement Christmas tree for Recreation Ground	NR	11/01/2024
4	Consider possible CIL projects, eg building a wild-life pond/environment, consider any location (unused ground) within the parish. NR to follow-up with local landowners. Re-evaluate project for circular walks and enquire whether funding for a bus shelter would be allowed.	All NR Clerk	11/01/2024
5	All Newsletter content to be provided to JS by end of January.	All	11/01/2024
9	Revise draft of SIPC Communications Guide and circulate for comment/approval. Also, to consider instigating regular re-training, competency reminder. Takeover Administration of PC FaceBook from JS and re-configure as an "electronic Notice Board" to post relevant information/links and exclude Comments(Like/Dislike) & emojis. AH and Clerk to agree protocol.	Clerk AH	11/01/2024
7	Summer Fete – arrange set-up meeting towards end of January. Contact Horticultural Society to confirm whether they would be happy to use their annual Flower Show as the date/basis for a Summer fete. Confirm costs for hire of marquee.	Clerk RC NR	11/01/2024
8	Afternoon Tea - next event 25 th March in the Sports Pavilion. Organise and call for help as required and suggest dates for the next 3 events.	JS	11/01/2024
9	Move the Notice Board from the Recreation Ground to the verge adjacent to the telephone box subject to permission from WSCC Highways.	Clerk	11/01/2024
10	Represent the PC at the START meetings.	AH	11/01/2024
11	Move the Notice Board from the Recreation Ground to the verge adjacent to the telephone box subject to permission from WSCC Highways.	Clerk	11/01/2024
12	Hyde Group selling off houses on Common View – Topic has been included in the next CDC's All Parishes meeting planned for 19 th February at 5:00pm.	AH	11/01/2024