

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. 13/Year 1/23-27

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

Present: Neil Read (Chair)
Amanda Hollingshead
Ruth Cooper
Jessica Simon
Rachael Wildman

In attendance: 2 members of the public.

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

1 APOLOGIES FOR ABSENCE: Terry Stevens

2 MINUTES OF PREVIOUS MEETINGS: SIPC resolved to approve the minutes of the SIPC meeting on 14th March 2024 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 – Clerk did not send notice of meeting.

5 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

No queries

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. **ACTION:** Clerk to enquire about setting up an interest bearing account for SIPC funds. Also, the PC would like to thank the committee of Stedham Memorial Hall for waiving hire fees for the two Litter Picking sessions.

Invoices/ <u>Expenditure requiring approval</u>						
Date	Who	What	Gross	VAT	NET	
15/03/2024	Morag Birch	March Pay (Clerk) (£11.09/hour)	£ 310.52	£ -	£ 310.52	
15/03/2024	Morag Birch	March Pay (RFO) (£11.09/hour)	£ 133.08	£ -	£ 133.08	
15/03/2024	Morag Birch	March Expenses (Clerk)	£ 27.45	£ -	£ 27.45	
17/03/2024	Morag Birch	Litter Pick Tea_ Biscuits	£ 15.50	£ -	£ 15.50	
31/03/2024	Stedham Memorial Hall	Hall Hire August to end March 2024	£ 300.00	£ -	£ 300.00	
01/04/2024	WSALC	WSALC & NALC Subscription 2024-25	£ 306.89	£ -	£ 306.89	2024/25
04/04/2024	JR TreeCare	Removal of fallen Tree Branch	£ 96.00	£ 16.00	£ 80.00	2024/25
31/03/2024	M H Kennedy	Grasscut March 2024	£ 453.60	£ 75.60	£ 378.00	2024/25

6.3 Schedule for Annual Return 2023-24 was reviewed. **ACTION:** AH to review/update Annual Risk Assessment

7 AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER).

7.1 Monthly inspection of children's play areas & AED equipment – AH confirmed all okay including recently planted willow whips. **ACTION:** NR to ask JRTreeCare to provide some bark chippings for floor area in "old" dome.

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- 7.2 Stedham Telephone Box – Clerk met with local contractor 3rd April to agree requirements. Contractor to provide quote. **ACTION:** Clerk to follow-up re provision of Public Liability prior to start of work.
- 7.3 Repair of Stedham Sign – supply of replacement post has been delayed. **ACTION:** Clerk to query whether new lettering can be routed in(as now) rather than either metal or plastic lettering.

8 PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

- 8.1 SIPC – use of SIPC Facebook protocol review – **ACTION:** Clerk to update documentation to include amendments/recommendations and make available on SIPC website. Protocol will be reviewed again in 6months.
- 8.2 CIL funding – **ACTION:** Clerk to submit Expressions of Interest for:
- Circular Walks(as submitted previously)
 - Improvements to local infrastructure: Stedham entrance signs, repairs to Iping Bus stop, New bus stop for Common View and renovation of shelter on the Recreation Ground
 - Improvements to path in front of Stedham Telephone Box(Information Centre)
 - Repairs & Upgrade to Sandy Lane
- 8.3 No suggestions in boxes.
- 8.4 Parish Events:
- Open Gardens – scheduled for 9th June. Only 9 participants signed up so far. **ACTION:** JS to contact Allotment holders and produce posters. AH to add to FaceBook, Clerk to add to website. **ACTION:** Clerk to purchase second A-Board to advertise Open Gardens and other SIPC activities.
 - Afternoon Tea Club – Actions agreed as follows:
 - Keep £5.00 entrance fee
 - Consider having 1(or 2) lucky ticket numbers, ie winner gets Tea for free
 - Improve advertising
 - Deliver Newsletter to coincide with Tea, if possible
- 8.5 Traffic Regulation Order – Clerk summarised meeting on 8th April as follows:
- TS will lead project
 - Apply for 20mph for The Street & School Lane, Stedham
 - Apply for 30mph for Iping Lane, Iping
 - Draft submission to be ready for July Newsletter to fulfil public consultation requirement
 - Need to confirm and document what the current status/conditions of the proposed routes are
- ACTION:** Clerk to provide summary of meeting and arrange follow-up meeting to agree tasks
- 8.6 Sussex Police - Free Online Safety Presentations to Parish Councils and local residents. **ACTION:** Clerk to contact other interested PCs and arrange session
- 8.7 Website Training – **ACTION:** Clerk to arrange training session for Clerk and AH
- 8.8 Review of Action Plan – **ACTION:** Clerk review, update and issue.

9 PLANNING COMMITTEE(RACHAEL WILDMAN)

9.1 SDNP/24/01206/TCA

Location: Iping Mill, Iping Lane, Iping, West Sussex, GU29 0PE

Proposal: Notification of intention to fell 1 no. Ash Tree.

Support & recommend that a replacement tree be planted

10 DATE OF NEXT MEETING:

10.1 Annual SIPC Meeting – 9th May @ 6:30pm in Stedham Memorial Hall

10.2 SIPC Meeting – 9th May @ 7:00pm in Stedham Memorial Hall

Conclusion 9:00pm

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

Action#	Description	Responsible	Date Raised
1	Enquire about setting up an interest bearing account for SIPC funds.	Clerk	11/04/2024
2	Review/update Annual Risk Assessment	AH	11/04/2024
3	Ask JRTreeCare to provide some bark chippings for floor area in "old" dome.	NR	11/04/2024
4	Follow-up re provision of Public Liability prior to start of work. On landscaping at Stedham Tel Box	Clerk	11/04/2024
5	Query whether new lettering can be routed in(as now) rather than either metal or plastic lettering.	Clerk	11/04/2024
6	Facebook protocol review – update documentation to include amendments/recommendations and make available on SIPC website. Protocol will be reviewed again in 6months.	Clerk	11/04/2024
7	Submit Expressions of Interest to CIL funding: Circular Walks; Improvements to local infrastructure; Improvements to path in front of Stedham Telephone Box; Repairs & Upgrade to Sandy Lane	Clerk	11/04/2024
8	Contact Allotment holders and produce posters for Open Garden scheme. Add to FaceBook & Website.	JS AH, Clerk	11/04/2024
9	Purchase second A-Board to advertise Open Gardens and other SIPC activities.	Clerk	11/04/2024
10	Provide summary of TRO meeting and arrange follow-up meeting to agree tasks	Clerk	11/04/2024
11	Free Online Safety Presentations to Parish Councils and local residents. Contact other interested PCs and arrange session	Clerk	11/04/2024