

Stedham with Iping Parish Council

Chair: Simon Barnard

Clerk: Morag Birch

email: clerk@stedhamwithiping-pc.gov.uk

website: <http://www.stedhamwithiping-pc.gov.uk>

MINUTES: SIPC Meeting of Stedham with Iping Parish Council - No. 28/Year 1/19-23

Held on: Thursday 8th April 2021 6:30pm - On-line Video Meeting

Present: Simon Barnard
Neil Read
Terry Stevens
Ruth Cooper
Madeline Pike
Amanda Hollingshead
Luca Perricone

In attendance: One member of the public

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

1. **APOLOGIES FOR ABSENCE.** Judy Fowler CDC
2. **MINUTES OF PREVIOUS MEETINGS:** **SIPC resolved** to approve the minutes for SIPC virtual meeting on 11th March 2021. Minutes to be signed at the next actual meeting. **ACTION:** Clerk
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. Judy Fowler, CDC – Copy of report attached. SB read out the report. **ACTION:** Clerk send relevant information to local businesses. AH to forward relevant links to MAC.
 - 4.2. Kate O’Kelly, WSCC – Copy of report attached
5. **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
 - 5.1. None.
6. **FINANCE AND GENERAL PURPOSES COMMITTEE(AMANDA HOLLINGSHEAD)**
 - 6.1. Copies of Financial Summary and current Budget Status are attached.
 - 6.2. **SIPC resolved to approve** the following items for payment/expenditure:

31/03/2021	Morag Birch	March Pay (Clerk) (£10.76/hour)	£ 301.28	£ -	£ 301.28
31/03/2021	Morag Birch	March Pay (RFO) (£10.76/hour)	£ 129.12	£ -	£ 129.12
31/03/2021	Morag Birch	March Expenses (Clerk)	£ 1.13	£ -	£ 1.13
17/02/2021	Morag Birch	February Expenses (Clerk) (2 x Writing Pads) CORRECTION	£ 1.06	£ -	£ 1.06
29/03/2021	Neil Read	Wood for Phone Box cupboards	£ 80.40	£ -	£ 80.40

- 6.3. Year-end process – **ACTION:** Clerk to forward blank copy of Parish Risk Assessment form. AH & RC to complete review over next two weeks.
- 6.4. Social media policies – Main points as follows:
 - 6.4.1. MP, LP and Clerk met as Working Group on 23rd March
 - 6.4.2. Notes on meeting were circulated, key item identified was the need to set-out purpose/limitations of each type of media
 - 6.4.3. Initial proposal is to complete a survey to find out what the community wants/expects from its Parish Council and how it wants the Council to communicate.
 - 6.4.4. Careful consideration to be given how to facilitate access to the survey for all members of the community

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6.4.5. Draft survey and means of communication to be prepared for next meeting on 6th May

ACTION: MP, LP, Clerk

7. AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER)

7.1. **ACTION:** Clerk add report, on issues related to lowering of River Rother at the Stepping Stones, prepared by SB and summary from Environment Agency to website

7.2. Parish Improvement Project

7.2.1. **SIPC resolved to accept** proposed plans for installation of cupboards/shelves in the Stedham & Iping phone boxes. **ACTION:** Clerk to order materials for cleaning, repainting and refurbishing boxes before installation of the new cupboards.

7.2.2. **ACTION:** MP to finalise proposal to involve school in creating walks. Clerk to contact school

7.2.3. **SIPC resolved to include** additional items on the Monitor List. **ACTION:** Clerk, AM to confirm responsibility with regard to railings on turning into Quag's Corner. **ACTION:** TS to get estimate for board similar to that at Iping.

7.3. Purchase & location of Christmas trees - **SIPC resolved to purchase** trees for planting in October, subject to permission to plant in Common View. **ACTION:** Clerk to follow-up permission for Common View. **RC** to obtain prices for review by Council. Note: Investigate power supply for lights

7.4. CDC Tree Planting scheme – Owner of Rectory Field is considering and will let the Council know.

7.5. Monthly inspection of children's play areas - AH confirmed all okay. **ACTION:** AH to mark pads as "Out of Date – for training use only". **ACTION:** Include information of Training Sessions in next Newsletter

8. PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

8.1. Deadline for July Newsletter is end of May. **ACTION:** Councillors to update spreadsheet on DropBox

8.2. FTTP/Telecoms – SB has confirmed to Openreach that SIPC will act as legal entity. Scheme needs to be signed off by Department of Media

8.3. Roads, reporting & policing – **ACTION:** SB to draft information sheet on roads and highways and reporting of issues, circulate for review at next meeting. **ACTION:** AM to summarise actions taken by MAC.

Iping Bridge – **ACTION:** Clerk to include traffic calming near Stedham and Iping bridges as agenda item in next meeting

8.4. VE75+1 - **SIPC resolved** to postpone to 2022

8.5. Main point from Action List – preparation for the Neighbourhood Plan referendum. **SIPC resolved to publish** notices and documentation on the website and Facebook and organise viewing (by appointment only) in Stedham Memorial Hall from 22nd April. **ACTION:** Clerk

9. PLANNING COMMITTEE.

9.1. SDNP/21/01648/HOUS / SDNP/21/01649/HOUS

Location: Badgers Minsted Lane Minsted Stedham GU29 0JH

Proposal: Demolition of side extension and summerhouse, erection of single storey side/rear extension and minor internal works - amendments to SDNP/20/03827/HOUS and SDNP/20/03828/LIS.

No Objection – but with caveat that SDNPA assure this is not a means to circumvent by stealth the advisory limit that an extension should be less than 30% of the net internal area of the original building

10. DATE OF NEXT MEETING:

10.1. Annual Parish Council Meeting – 6th May 2021. Currently this will be a video conference starting at 6:30pm. **ACTION:** Clerk/AM ensure end of year reporting is clear, comprehensive and easily understood

10.2. SIPC Ordinary – 6th May 2021

10.3. Annual Parish Meeting – **SIPC resolved to organise** Parish Meeting once social distancing requirements have been removed, **ACTION:** Clerk to invite START to this meeting

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Conclusion 9:00pm

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

Action#	Description	Responsible	Date Raised
1	Send relevant information on CDC support schemes to local businesses. AH to forward relevant links to MAC.	Clerk, AH	08/04/2021
2	Forward blank copy of Parish Risk Assessment form. AH & RC to complete review over next two weeks.	Clerk, AH, RC	08/04/2021
3	Social media - draft survey and means of communication to be prepared for next meeting on 6 th May	MP, LP	08/04/2021
4	Add report, on issues related to lowering of River Rother at the Stepping Stones, prepared by SB and summary from Environment Agency to website	Clerk	08/04/2021
5	Order materials for cleaning, repainting and refurbishing boxes before installation of the new cupboards	Clerk	08/04/2021
6	Finalise proposal to involve school in creating walks	MP	08/04/2021
7	Confirm responsibility with regard to railings on turning into Quag's Corner	Clerk, AH	08/04/2021
8	Get estimate for board similar to that at Iping for possible installation at Minsted	TS	08/04/2021
9	Follow-up permission to plan Christmas Tree at Common View. (NB: Investigate power supply for lights)	Clerk	08/04/2021
10	Obtain prices of Christmas Trees or review by Council.	RC	08/04/2021
11	Mark pads as "Out of Date – for training use only	AH	08/04/2021
12	Include information of Training Sessions in next Newsletter	MP	08/04/2021
13	Update spreadsheet re Newsletter on DropBox	All	08/04/2021
14	Draft information sheet on roads and highways and reporting of issues, circulate for review at next meeting. Summarise actions taken by MAC.	SB AH	08/04/2021
15	Include traffic calming near Stedham and Iping bridges as agenda item in next meeting	Clerk	08/04/2021
16	Ensure end of year reporting is clear, comprehensive and easily understood	Clerk, AH	08/04/2021
17	Organise Parish Meeting once social distancing requirements have been removed, Invite START to this meeting	Clerk	08/04/2021