

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: Meeting of Stedham with Iping Parish Council - No. 5/Year 4/19-23

Held on: Thursday 8th September 2022 7:00pm at Stedham Memorial Hall

Present: Simon Barnard (Chair)
Madeline Pike
Neil Read
Hannah Burton

In attendance: 0 members of the public

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

The death of Her Majesty Queen Elizabeth II had been announced shortly before the start of the meeting. The meeting was opened with a minute's silence in honour of Her Majesty.

- 1. APOLOGIES FOR ABSENCE:** Judy Fowler CDC, Amanda Hollingshead, Ruth Cooper and Terry Stevens
- 2. MINUTES OF PREVIOUS MEETINGS:** **SIPC resolved** to approve the minutes for the SIPC Meetings on 14th July and 1st August 2022 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. Kate O'Kelly, WSCC – Copy of report attached
- 5. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
 - 5.1. Stedham Sports Association(SSA) Bonfire Night 29th October - **SIPC resolved to provide** the mulled wine and manage the stall on the night. Any profit to be given to the SSA. **ACTION:** PC Purchase ingredients
- 6. FINANCE AND GENERAL PURPOSES COMMITTEE(AMANDA HOLLINGSHEAD)**
 - 6.1. Copies of Budget Status and Financial Summary are attached.
 - 6.2. **SIPC resolved to approve** the following items for payment/expenditure.

Date	Who	What	Gross	VAT	NET
12/08/2022	Morag Birch	50 x 2nd Class stamps for Newsletter	£ 34.00	£ -	£ 34.00
31/08/2022	Morag Birch	August Pay (Clerk) (£10.98/hour)	£ 307.44	£ -	£ 307.44
31/08/2022	Morag Birch	August Pay (RFO) (£10.98/hour)	£ 131.76	£ -	£ 131.76
31/08/2022	Morag Birch	August Expenses (Clerk)	£ 10.13	£ -	£ 10.13
08/09/2022	SIPC	Cards & 50 x Card Holders for APM	£ 28.48	£ -	£ 28.48
08/09/2022	NALC	Arnold Baker 13th Edition	£ 141.00	£ -	£ 141.00

- 6.3. **SIPC resolved to approve** the changes to the Council's Standing Orders in line with NALC's update. **ACTION:** Clerk to update Standing Orders.

7. AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER)

- 7.1. Re-wilding project – **SIPC approved the expenditure** of £200 on wild daffodil bulbs. **ACTION:** RC to purchase and organise planting teams.
- 7.2. Annual Hedge trim – **ACTION:** Clerk to request contractor to schedule a trim, also to issue draft contract detailing the Council's requirements.
- 7.3. Cherry Trees for The Street – **ACTION:** Clerk to send letters to the affected homeowners requesting their permission to plant. **ACTION:** SB to organise check on location of utility pipes and cables.

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7.4. Monthly inspection of children's play areas & AED equipment – AH had confirmed, prior to the meeting, all okay.

8. PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

8.1. Annual Parish Meeting – 22nd September 2022. **SIPC resolved to organise APM as follows:**

- Format – Informal, local organisations wearing ID Badges &/or managing a “show & tell” table. Aim being to allow electors to choose who they wanted to chat to and when.
- Introduction from SB explaining new format, introducing attendees from local organisations
- Plenary session at the end of the meeting to discuss any matters arising, comments received, take any questions.

ACTION: Council members to prepare the following:

- Recruitment flyers - HB
- Feedback forms for completion by attendees to capture preferences on various topics within the Parish, eg what to do with revenue from Jubilee fete – HB
- Photos for on-screen montage – MP
- Prepare labels for “show & tell” tables – SB
- Purchase food & drink - Clerk

8.2. SDNPA had confirmed CIL grant of £9000 for Phase 3 of the Stedham Recreation Ground improvements. The request for £5000 grant for development of local circular walks had been rejected. **ACTION:** Councillors to consider what projects need funding. Clerk to query with CIL why the latter project was rejected.

8.3. SDNPA call for sites – it was agreed there were no sites within the Parish that fitted within the criteria.

8.4. **SIPC resolved to include** 3rd party articles in the PC Newsletter providing said articles were apolitical. Clerk to confirm to Eco Rother Action Group that an appropriate article could be included.

8.5. River Rother WG - Last meeting agreed to produce an Opinion Survey to be distributed at the APM and made available online. The document would include an explanation of the issues and constraints and ask for the opinion of the community. **ACTION:** SB to produce document.

8.6. Parish Improvements – **ACTION:** Clerk to obtain quotes for improving paving at the Post Box in Common View and further quotes for repair/replacement on the bench on the A272. **NR** to enquire whether a local woodworking company would donate the machined wood.

8.7. Fibre Broadband - Fibre has been installed as far as the telegraph poles. Next step is to install to each participating household. **ACTION:** SB to follow up what BT's plans are for the rest of the area.

8.8. Councillor Training – **ACTION:** Councillors to follow-up with the Clerk to ensure requested training courses are booked.

8.9. Lunch Club – Suggestion is to provide afternoon tea in Stedham Memorial Hall. The Hall committee have agreed. Need to confirm cost requirements and sources of funding. **ACTION:** HB

8.10. Review Action List – to be reviewed outside the meeting

9. PLANNING COMMITTEE(SIMON BARNARD)

9.1. **SDNP/22/03429/HOUS**

Location: Bailey Cottage 15 The Street Stedham West Sussex GU29 0NQ

Proposal: Demolition of existing single storey rear extension and detached garage to be replaced with a new single storey rear extension and a summer

No Objection: The PC noted and concurred with inclusion of low transmission glass for the skylights and automated blackout blinds. The PC also noted the materials to be used are in keeping with the existing scheme and overall size of the scheme falls within 30% uplift of the original area. We would request SDNPA satisfy themselves that the summerhouse is of appropriate proportions given its proximity to the

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neighbouring property and that it is not permanent accommodation which could impact on parking in the area.

10. DATE OF NEXT MEETING:

10.1. Annual Parish Meeting – 22nd September 2022 @ 7:00pm in Stedham Memorial Hall

10.2. SIPC – 13th October 2022 @ 7:00pm in Stedham Memorial Hall

Conclusion 8:27pm

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

Action#	Description	Responsible	Date Raised
1	Update Standing Orders with latest NALC changes	Clerk	08/09/2022
2	Wild daffodils - purchase and organisation of planting teams.	RC	08/09/2022
3	Request contractor to schedule a hedge trim, also to issue draft contract detailing the Council's requirements.	Clerk	08/09/2022
4	Send letters to the homeowners affected by plans to plant cherry trees requesting their permission to plant. Organise check on location of utility pipes and cables	Clerk SB	08/09/2022
5	Preparation for APM: <ul style="list-style-type: none"> • Recruitment flyers • Feedback forms for completion by attendees to capture preferences on various topics within the Parish, eg what to do with revenue from Jubilee fete • Photos for on-screen montage • Prepare labels for "show & tell" tables • Purchase food & drink 	<ul style="list-style-type: none"> • HB • HB • MP • SB • Clerk 	08/09/2022
6	Consider what projects need funding. Query with CIL why the Circular Walks project was rejected	All Councillors Clerk	08/09/2022
7	Produce an Opinion Survey, to canvas opinion on preferences for River Rother, to be distributed at the APM and made available online.	SB	08/09/2022
8	Obtain quotes for improving paving at the Post Box in Common View and further quotes for repair/replacement of the bench on the A272. Enquire whether a local woodworking company would donate the machined wood.	Clerk NR	08/09/2022
9	Follow-up what BT's plans are for the rest of the area for Fibre Broadband	SB	08/09/2022
10	Follow-up with the Clerk to ensure requested training courses are booked.	Councillors	08/09/2022
11	Confirm cost requirements and sources of funding for provision of a regular Afternoon Tea for pensioners.	HB	08/09/2022