

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. 21/Year 1/19-23

Held on: Thursday 8th October 2020 6:30pm - On-line Video Meeting

Present: Neil Read (Acting Chair)
Terry Stevens
Amanda Hollingshead
Ruth Cooper

In attendance: No members of the public

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

1. **APOLOGIES FOR ABSENCE:** Simon Barnard, Kate O'Kelly WSCC.
2. **MINUTES OF PREVIOUS MEETINGS:** **SIPC resolved** to approve the minutes for SIPC virtual meeting on 10th September 2020. 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 – Main Points as follows: (Copy of report attached)
 1. Despite Covid restrictions High Streets are continuing to hold up well. Eighteen new businesses have opened up, 10 more than period last year, but were in Chichester city centre, Midhurst had the least new businesses.
 2. The pop-up scheme is continuing to prove popular
 3. Rolls Royce has re-started production
 4. Pavement Parking – consultation is taking place; options being considered are: improving the actions that can currently be taken by local authorities; introducing legislation to allow authorities to enforce against unnecessary obstruction; legislation to prohibit pavement parking (as it is in London). Public are able to comment, deadline for input is 22nd November 2020.
 5. Covid Recovery Grants – CDC received 33 applications for a total of £70k from large businesses; and 58 applications from small businesses, 12 of whom have already received the grants.
 6. Council Tax Reduction scheme - all working age recipients have received £150 in accordance with the hardship fund for assistance due to Covid-19. Recently agreed in Cabinet that these applicants can apply for a further £100 and pensioners who are in receipt of Council Tax Reduction can claim £150. Similarly other Council Tax payees who are financially vulnerable can also claim the £150.
 7. CDC and Arun District Council are sharing a new member of staff to support those in fuel poverty to advise on managing energy bills and support applications for heating and insulation
 8. Leaflets recently distributed with advice on how to register for a scheme to participate in savings as a result of a bulk buy scheme for Solar Panels.
 9. Proposed change in Planning Regulations to speed up the Planning process for new housing. CDC have objected on the basis that if the same algorithm is used across all districts, Chichester will be disadvantaged because of the inclusion of the SDNPA and the different rules that apply within a National Parks resulting in more houses having to be located in the Chichester District outside of the park.
 10. A query was raised re. why the role of the Enforcement Officer for Fly-Tipping for CDC no longer exists, given the increase in fly-tipping and that Sussex Police have recently increased their team to 4/5 officers with regard to this issue. JF to investigate..

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4.2. Copy of report from Kate O'Kelly WSCC is attached. Report was read out by the Clerk.

5. TO RECEIVE APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND CO-OPT A CANDIDATE TO FILL AN EXISTING VACANCY.

5.1. Candidate, Madeline Pike, gave a brief summary of her background and reasons for wanting to join the Parish Council

5.2. **SIPC resolved to co-opt** Madeline Pike on to the Parish Council

5.3. A change in procedure was required to accommodate the fact that the meeting was being held via a video conferencing tool due to Covid-19 restrictions, Madeline Pike, rather than signing the forms prior to taking her place as a Councillor, declared that she had read and accepted to abide by the content of the following forms, the signed forms would be delivered to the Clerk when possible:

- Declaration of Acceptance of Office
- Declaration to abide by the Code of Conduct
- Confirmation to receive summonses by email

5.4. Madeline Pike was duly declared a member of the Council

6. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

6.1. No-one present

7. FINANCE AND GENERAL PURPOSES COMMITTEE

7.1. Copies of Financial Summary and current Budget Status are attached.

7.2. **SIPC resolved to approve** the following items for payment/expenditure:

7.2.1. Play Areas – Annual maintenance Quote received - See Item 7.3

7.2.2. Poppy Wreaths – Clerk confirmed no expenditure required

7.2.3. Refurbishment of Finger Posts – **ACTION:** TS to distribute spreadsheet comparing various costs quoted for to date. TS to contact other Parish Councils who have already done work on similar posts to check whether any grants are available.

7.2.4. **SIPC resolved to issue** an application form so local organisations can apply for grant monies for projects intended to benefit the parish/parishioners. **ACTION:** Clerk to finalise form and send one to START.

| Date | Who | What | Gross | Tax (HMRC) | NET |
|------------|----------------------------|---|----------|------------|----------|
| 20/09/2020 | S K Electrical Systems Ltd | Inspection of Telephone Boxes (Invoice) | £ 60.00 | £ 10.00 | £ 50.00 |
| 20/09/2020 | S K Electrical Systems Ltd | Installation of Lights in Phone Boxes(Estimate) | £ 384.00 | £ 64.00 | £ 320.00 |
| 25/09/2020 | SSALC | Training Online - Budget Planning Workshop | £ 36.00 | £ 6.00 | £ 30.00 |
| 30/09/2020 | MH Kennedy | September Grass Cutting | £ 414.00 | £ 69.00 | £ 345.00 |
| 30/09/2020 | Morag Birch | September Pay (Clerk) | £ 298.20 | £ - | £ 298.20 |
| 30/09/2020 | Morag Birch | September Pay (RFO) | £ 85.20 | £ - | £ 85.20 |
| 30/09/2020 | Morag Birch | September Expenses (Clerk) | £ 1.13 | £ - | £ 1.13 |

ACTION: Clerk to confirm with S K Electrical whether semi-cylindrical covers in phone boxes need to be retained.

7.3. **SIPC resolved that a Working Group** should be set up to consider the 2 quotes received for Phase 1 of the refurbishment/replacement of children's play equipment together with the maintenance quote. **ACTION:** Clerk to arrange Working Group to agree recommendations followed by an Extraordinary meeting to endorse the recommendations.

7.4. Amendment of Approvals process – Clerk reported no progress

7.5. Communal on-line drive – DropBox - Clerk reported no progress

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8. AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER)

- 8.1. NHB & CIL Grants 2020 – Clerk confirmed grant of £1144 had been approved by CDC. **SIPC resolved to instruct** Clerk to sign NHB agreements detailing Terms & Conditions of acceptance on behalf of the Council and return to CDC as required. **ACTION:** Clerk to sign and return forms to CDC. Clerk to update CIL once the decision has been made re. which quote to accept for the new play equipment.
- 8.2. Hedge cutting & removal of tree from Stedham Graveyard. **ACTION:** Clerk to complete Planning Application. RC to obtain quotes.
- 8.3. Monthly inspection of children's play areas & AED equipment – AH confirmed all okay
- 8.4. **ACTION:** Clerk to follow-up plans re trees on north border of Common View play area/Allotments
- 8.5. Christmas events including Christmas Tree on Recreation Ground – **SIPC resolved to grant** permission for the committee of the Stedham Memorial Hall to erect a Christmas Tree and hold a Christmas Party on the Recreation Ground, latter would be subject to the a Risk Assessment including Covid-19 restrictions. **ACTION:** Clerk to confirm permission to the committee and to confirm that the Council would be keen to support the plans for a Christmas celebration. Clerk to update Risk Assessment to take account of Covid-19 rules.
- 8.6. Maple Tree – Planning Permission has been granted for works required on tree on the Recreation ground. **ACTION:** TS confirmed plans in place to start work on 3rd November prune and complete the bracing on 13th November

9. PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

- 9.1. Proposed regular newsletter – **ACTION:** Clerk to arrange Working Group to finalise content and format. Aim is to publish first week of November.
- 9.2. Repair or replacement of Parish Notice Boards – general consensus was it would be better to contract out rather than trying DIY. **ACTION:** TS to investigate relative costs of replacement vs repair and to confirm whether local woodworking companies would be prepared to help/sponsor new boards.
- 9.3. Facility to allow Allotment owners to sell spare produce. **ACTION:** Clerk to update Agreement between SIPC and Allotment Holder and follow-up with holders.
- 9.4. Litter picking event – **SIPC resolved to hold** event on 21st November. **ACTION:** Clerk to make appropriate arrangements.
- 9.5. Attract volunteers to join the Parish Council – **ACTION:** Include advert in newsletter or perhaps an informal session just to ask questions
- 9.6. Parish Website:
 - 9.6.1 The website is compliant with the new regulations, Website & Mobile Applications(No. 2) Accessibility Regulations 2018 which came into force on 23rd September 2020, in so far that the statement on the website states where the website is not currently compliant. **ACTION:** Clerk to define programme of work with website provider to bring site upto full compliance, including what can be done by the website provider with associated costs vs what can be done by the Clerk/Council with associated costs/time commitment. **SIPC resolved that initial** discussions could be booked to overtime by the Clerk to separate out from ongoing Council work. **ACTION:** Clerk to arrange discussions with website provider.
 - 9.6.2 **SIPC resolved to include** link to NHS Covid-19 App on website
 - 9.6.3 **SIPC resolved to include** information on School Application 2021 deadline on website
- 9.7. Decision of WSALC to undertake a “Value-for-Money” Review of how Member Councils’ subscriptions to WSALC are spent on the member services and other options, if any, which are available to deliver better value than that currently provided to Members by SSALC. **SIPC resolved that this was not** a priority at the moment but to continue to monitor the situation. **ACTION:** Clerk
- 9.8. Unauthorised encampments – documentation provided by CSC. **SIPC resolved that** it should be made available on the website. **ACTION:** Clerk

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9.9. Review Action List – **ACTION:** Clerk to update copy and circulate for comment.

10. PLANNING COMMITTEE

10.1. SDNP/20/03294/CND

Location: Stedham Sports Ground The Street Stedham GU29 0NQ

Proposal: Construction of a new sports pavilion for the Stedham sports association to replace the existing prefabricated building and cricket pavilion. (Variation of condition 2 of permission SDNP/12/02805/FUL - retention of access track and car parking).

Objection - to the retention of the scalping track and parking shown as-is, on the grounds that it is visually intrusive and its current use causes a disturbance, as noted by the owners of the neighbouring properties, in terms of noise particularly late at night and dust during the drier months. The Parish Council fully supports the sports club and what it offers the community but note that its use has increased significantly since the opening of the new Pavilion as this has included the pavilion being hired out for daytime and evening social gatherings as well as sports events. It is requested that the applicant be asked to consider less disruptive forms of road substrate such as those originally approved, but one that would provide a permanent solution.

10.2. SDNP/03827/8/HOUS/LIS

Location: Badgers Minsted Lane Minsted Stedham GU29 0JH

Proposal: Demolition of side extension and summerhouse. Erection of single storey side/rear extension

No Objection - but with the caveat that SDNPA confirm the extension complies with the rule that any extension is less than 30% of the net internal area of the original building

10.3. SDNP/20/03826/TCA

Location: Stedham Hall Mill Lane Stedham GU29 0PS

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

Support - the Council would like to request that a suitable replacement tree be planted nearby

10.4. SDNP/20/03961/LDP

Location: Common View Play Area Common View Stedham West Sussex GU29 0NX

Proposal: Removal of some children's play equipment to be replaced with new items of play equipment, plus new items to be installed

Support

10.5. SDNP/20/03962/LDP

Location: The Recreation Ground The Alley Stedham West Sussex GU29 0NW

Proposal: Refurbish and/or replace existing children's play equipment and add some new items

Support

11. DATE OF NEXT MEETING:

11.1. SIPC Ordinary 12th November. Currently this will be a video conference starting at 6:30pm

Conclusion 9:25pm

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

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| Action# | Description | Responsible | Date Raised |
|---------|--|-------------|-------------|
| 1 | Distribute spreadsheet comparing various costs quoted for refurbishment of Finger Posts. Contact other Parish Councils who have already done work on similar posts to check whether any grants are available | TS | 08/10/2020 |
| 2 | Issue an application form so local organisations can apply for grant monies for projects intended to benefit the parish/parishioners. Send finalised form to START | Clerk | 08/10/2020 |
| 3 | Confirm with S K Electrical whether semi-cylindrical covers in phone boxes need to be retained. | Clerk | 08/10/2020 |
| 4 | Arrange Working Group to consider the 2 quotes received for Phase 1 of the refurbishment/replacement of children's play equipment together with the maintenance quote, followed by an SIPC Extraordinary meeting to endorse the recommendations. | Clerk | 08/10/2020 |
| 5 | Sign and return NHB forms to CDC & update SDNPA/CIL once the decision has been made re. which quote to accept for the new play equipment. | Clerk | 08/10/2020 |
| 6 | Hedge cutting & removal of tree from Stedham Graveyard. Clerk to complete Planning Application. RC to obtain quotes. | Clerk, RC | 08/10/2020 |
| 7 | Follow-up plans of landowner re trees on north border of Common View play area/Allotments | Clerk | 08/10/2020 |
| 8 | Confirm permission to the Stedham Hall Committee to erect Christmas Tree on the Recreation Ground and to confirm that the Council would be keen to support the plans for a Christmas celebration & update Risk Assessment to take account of Covid-19 rules. | Clerk | 08/10/2020 |
| 9 | Arrange Working Group to finalise content and format of proposed News Letter. | Clerk | 08/10/2020 |
| 10 | Investigate relative costs of replacement vs repair of Notice Boards and to confirm whether local woodworking companies would be prepared to help/sponsor new boards. | TS | 08/10/2020 |
| 11 | Facility to allow Allotment owners to sell spare produce. Clerk to update Agreement between SIPC and Allotment Holder and follow-up with holders. | Clerk | 08/10/2020 |