

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. 2/Year 4/19-23

Held on: Thursday 9th June 2022 7:00pm at Stedham Memorial Hall

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

In attendance: 0 members of the public

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

1. **APOLOGIES FOR ABSENCE:** Judy Fowler CDC, Ruth Cooper, Amanda Hollingshead and Terry Stevens
2. **MINUTES OF PREVIOUS MEETINGS: SIPC resolved** to approve the minutes for the SIPC Annual and Ordinary Meetings on 12th May 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. Judy Fowler, CDC – Copy of report attached, read by Chair. **ACTION: Clerk** to query priorities re Enforcement with regard to current pursuance of the SSA compared to apparently little activity on more serious breaches in the local area.
 - 4.2. Kate O'Kelly, WSCC – Copy of report attached, read by Chair. KO'K arrived subsequent to report being read. **ACTION: HB** to contact Rother Valley Together to find out if there is any potential for cooperation. KO'K confirmed plan for reduction of speed limit on A272 is to extend the 40mph limit beyond the Woolbeding junction as a buffer zone prior to the 30mph limit on entering Midhurst.
5. **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
 - 5.1. None
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. It was noted that the purchase of the RCD and batteries for the Megaphone would not be allocated to Jubilee costs.

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Invoices/Expenditure requiring approval					
Date	Who	What	Gross	VAT	NET
31/05/2022	Morag Birch	May Pay (Clerk) (£10.98/hour)	£ 307.44	£ -	£ 307.44
31/05/2022	Morag Birch	May Pay (RFO) (£10.98/hour)	£ 131.76	£ -	£ 131.76
31/05/2022	Morag Birch	May Expenses (Clerk)	£ 1.13	£ -	£ 1.13
07/06/2022	JR TreeCare	Stedham Graveyard Gate Posts & Gate	£ 552.00	£ 92.00	£ 460.00
01/06/2022	H Burton	Jubilee Tin Pan Alley Game	£ 14.99	£ 2.50	£ 12.49
31/05/2022	H Burton	Jubilee Bean Bag Toss Game	£ 20.99	£ 3.50	£ 17.49
03/06/2022	H Burton	Jubilee RCD Plug	£ 7.59	£ 1.27	£ 6.32
31/05/2022	H Burton	Jubilee Lucky Dip prizes	£ 34.45		£ 34.45
05/06/2022	H Burton	Floats for Games Stalls	£ 40.00		£ 40.00
25/05/2022	M Birch	Jubilee Hook a Duck - Ducks	£ 21.89		£ 21.89
29/05/2022	M Birch	Jubilee Hook a Duck - Rod & Hooks	£ 21.00		£ 21.00
04/06/2022	M Birch	Jubilee Float for SIPC Stall	£ 35.00		£ 35.00
04/06/2022	M Birch	Jubilee Megaphone Batteries	£ 8.00		£ 8.00
30/05/2022	S Barnard	Jubilee Tombola Prizes	£ 72.42	£ 12.07	£ 60.35
14/05/2022	Caroline Douglas	Jubilee Sweets in a Jar	£ 18.08	£ 0.51	£ 17.57
09/06/2022	L Hubbard	Jubilee Ice Cream	£ 18.97	£ -	£ 18.97
02/06/2022	N L Taylor	Jubilee Sway Band at Beacon Ceremony	£ 80.00		£ 80.00
06/06/2022	Mulberry & Co	Internal Audit	£ 198.00	£ 33.00	£ 165.00
09/06/2022	Playsafe Playgrounds Ltd	Installation of Zip-wire & Springie at Common	£ 14,720.00	£ 2,453.00	£ 12,267.00
09/06/2022	Playsafe Playgrounds Ltd	Installation of Basket Swing & Springie on the Recreation Ground	£ 6,030.00	£ 1,005.00	£ 5,025.00
09/06/2022	Midhurst Community Bus	Request for funds	£ 150.00		£ 150.00

6.3. Annual Governance & Accountability Return (AGAR)2021/2022 (Copies of all documents are attached). The AGAR forms together with the source of the financial data were reviewed by the Council:

6.3.1. The detailed report from the Internal Auditor had been received and circulated for review on 7th June. The Annual Internal Audit Report signed by Auditor on 1st June 2022 was reviewed and noted.

6.3.2. Section 1 – Annual Governance Statement 2021/22 – each item was reviewed and completed. **SIPC resolved that** the Chair and Clerk should sign the form as required

6.3.3. Section 2 – Accounting Statements 2021/22, previously signed by RFO on 8th June 2022, were reviewed. **SIPC resolved that** the Chair should sign form as required

ACTION: Clerk to prepare and send completed AGAR forms to External Auditor and publish the Notice of Public Rights as required

6.4. Annual Risk Assessment completed by AH was reviewed. **ACTION:** Clerk to update with comments.

7. AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER)

7.1. 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. Parish Events: Jubilee Fete 5th June – the income from the event was banked, in the Parish Council's account, on 8th June as follows:

Total Cash Banked = £1,281.76

Donation from Hamilton Arms = £175.00

Costs of running the fete = £274.68 (Received to date. Exc VAT)

Net Cost of running Bouncy Obstacle Course to be covered by Rotherhill Nurseries

Net Income = £1,182.08 (Includes latest corrections)

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ACTION: Clerk to email details of income/costs to HB & Jane Crawford (Chair & Secretary of the Working Group) with the Council's suggestion that the final record of income /costs be published, the Council retain the funds(for the moment) and the use/distribution of the funds be discussed/agreed at the next Parish Meeting planned for 22nd September this year. HB to circulate to the Working Group and let the Parish Council know what the general view is with regard to this suggestion

8.2. River Rother WG – no meeting since last PC meeting. **ACTION: Clerk** to confirm email is sent to EA requesting information on their plans.

8.3. Parish Improvements – Gates for Stedham Graveyard have been installed and the best type of fastening will be a drop-over latch. Anti-theft devices were included during fitting. **ACTION: NR** to purchase and fit. **ACTION: Clerk** to arrange session to tidy up PC's emergency store.

8.4. Review Action List – **ACTION:** Clerk to arrange review session for Action List & DropBox in August

9. PLANNING COMMITTEE(SIMON BARNARD)

9.1. SDNP/22/01748/HOU / SDNP/22/01749/LIS

Location: Bridgefoot, Bridgefoot Lane Stedham West Sussex GU29 0PT

Proposal: Conversion of outbuilding to annex; internal alterations to office in outbuilding; internal alterations to main house on ground and first floor.

No Comment: with caveat that proposed scheme is assessed by someone who can confirm that it doesn't fall outside the restrictions of the property's listing and that the scheme is appropriate in terms of the proposed amendments and materials selection. It was noted that the new skylight is to be fitted with a heritage grade unit with blackout blinds. The Council noted there was no mention of the existing skylights, and given the use is changing from office to bedroom would request that the SDNPA ensure similar blackout blinds are fitted in line with their Dark Skies policy.

10. DATE OF NEXT MEETING:

10.1. SIPC Meeting 14th July 2022 @ 7:00pm in Stedham Memorial Hall

10.2. Parish Meeting – Proposed Date – 22nd September. **ACTION:** Clerk to advise participants and confirm format/content

Conclusion 8:45pm

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

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Action#	Description	Responsible	Date Raised
1	Query priorities re Enforcement with regard to current pursuance of the SSA compared to apparently little activity on more serious breaches in the local area.	Clerk	09/06/2022
2	Contact Rother Valley Together to find out if there is any potential for cooperation.	HB	09/06/2022
3	Prepare and send completed AGAR forms to External Auditor and publish the Notice of Public Rights as required	Clerk	09/06/2022
4	Risk Assessment completed by AH - update with comments	Clerk	09/06/2022
5	Clerk to email details of Jubilee Fete income/costs to HB & Jane Crawford (Chair & Secretary of the Working Group) and the use/distribution of the funds be discussed/agreed at the next Parish Meeting planned for 22 nd September this year. Circulate to the Working Group and let the Parish Council know what the general view is with regard to this suggestion	Clerk HB	09/06/2022
6	Confirm email is sent to EA requesting information on their plans.	Clerk	09/06/2022
7	Stedham Graveyard Gates - purchase and fit suitable fastening	NR	09/06/2022
8	Arrange session to tidy up PC's emergency store	Clerk	09/06/2022
9	Arrange review session for Action List & DropBox in August	Clerk	09/06/2022
10	Advise participants and confirm format/content of Annual Parish Meeting due 22 nd September 2022	Clerk	09/06/2022