

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. 18/Year 1/19-23

Held on: Thursday 9th July 2020 6:30pm - On-line Video Meeting

Present: Simon Barnard (Chair)
Neil Read (Vice-Chair)
Terry Stevens
Ruth Cooper
Amanda Hollingshead

In attendance: 2 members of the public

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

1. ELECT CHAIR & VICE_CHAIR

SIPC resolved to elect Simon Barnard and Neil Read as Chair and Vice-Chair respectively. (Note: This took place after Neil Read was elected as temporary Chair for Items 2 to 6)

2. **APOLOGIES FOR ABSENCE:** David Edmondson, Judy Fowler CDC as she was attending another Council meeting

3. **MINUTES OF PREVIOUS MEETINGS:** **SIPC resolved** to approve the minutes for SIPC virtual meeting on 11th June 2020. Minutes to be signed at the next actual meeting. **ACTION:** Clerk

4. **DECLARATIONS OF INTEREST:** Members of the Council each confirmed there had been no change in their Register of Interests.

5. REPORT FROM CDC AND WSCC

- 5.1. Clerk read out reports provided by Judy Fowler, CDC and Kate O'Kelly, WSCC Councillors. Copies attached
- 5.2. A query was raised as to whether the request to extend the 30mph limit to the Woolbeding turn would align with efforts to reduce speed of motorcycles on A272. It was thought that any synergy would be unlikely. A second parishioner suggested action should be taken to encourage cyclists from Stedham to use the cycle path rather than the road.
- 5.3. The local action group, formed to flag the continuing issue with regard to speeding motorcyclists in West Sussex, has highlighted to the police the need for a new strategy to manage speeding and anti-social noise on the roads. Parishes can request a change in speed limit on the highway, but it is not a straight forward process. Queries can be put to area Highways Manager with regard to the possibility of a Traffic Regulation Order. **ACTION:** Clerk

6. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

- 6.1. A parishioner requested that the statement and associated documents relating to the Employment Tribunal should be included in a set of Parish Council minutes. It was also noted that SIPC had been advised by its legal representative that there are potential grounds for appeal. **SIPC resolved to include** an item on the Agenda for the next meeting so that formal decisions could be taken on the preceding items.

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

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Invoices/Expenditure requiring approval					
Date	Who	What	Gross	VAT	NET
30/06/2020	Morag Birch	June Pay (Clerk)	£298.20	£0.00	£298.20
30/06/2020	Morag Birch	June Pay (RFO)	£85.20	£0.00	£85.20
30/06/2020	Morag Birch	June Expenses (Clerk)	£30.58	£2.40	£28.18
30/06/2020	M H Kennedy & Son Ltd	Grasscutting June 2020	£414.00	£69.00	£345.00

- 7.3. **SIPC resolved to** take up special offer from supplier of Video Conferencing application for 30% discount on an annual subscription (normally £119.90/year), reducing cost/month from £11.99 to £6.99/month for the first year. **ACTION:** Clerk to buy annual subscription.
- 7.4. It was confirmed that Neil Read & Amanda Hollingshead now had access to SIPC's bank account, so 3 active signatories were again in place.
- 7.5. **SIPC resolved to accept** recommendations presented by Clerk for changes to the Financial Regulations. **SIPC resolved** to set up a communal, on-line drive to which the whole Council would have access to obviate the current requirement for access to the Clerk's personal computer. **ACTION:** Clerk to investigate alternative mechanisms and make recommendations.
- 7.6. NALC are updating the Code of Conduct. **ACTION:** Clerk to monitor changes and update Council members as required.

8. PLANNING COMMITTEE

8.1.SDNP/20/02074/DCOND

Location: 1 Frys Farm Cottage School Lane Stedham GU29 0NY

Proposal: Removal of existing natural gas fire and flue liner from ground floor lounge and installation of wood burning stoves to ground floor lounge fireplace and first floor bedroom fireplace.

Replacement of 1.no damaged chimney pot and installation of stainless steel flexible flue liner to both chimneys

No submission to SDNPA

8.2.SDNP/20/02242/HOUS

Location: 11 The Street Stedham GU29 0NQ

Proposal: Single storey rear extension

No Comment.

8.3.SDNP/20/02249/TCA

Location: Mill Pond House Iping Lane Iping GU29 0PE

Proposal: Notification of intention to pollard to height of 3.5 m on 1 no. Poplar tree (T1). Crown reduce by 30% on 1 no. Willow tree (T2). Coppice 1 no. Goat Willow Tree (T3). Fell 1 no. Ash tree (T4)

No Objection: But with caveat that any works are carried out in line with current guidance from the Arboricultural Association with particular reference to the ongoing nesting season.

8.4.SDNP/20/02188/HOUS

Location: The Old Rectory The Street Stedham GU29 0NQ

Proposal: Extension to an existing outbuilding to provide a home office

No Comment.

8.5.SDNP/20/02323/TPO

Location: Bridgefoot Bridgefoot Lane Stedham GU29 0PT

Proposal: Crown reduce by 30% (all round) on 1 no. London Plane tree (T1) subject to SJ/01/00958/TPO

No Comment.

- 8.6.**Wispers Barn** –Following complaints from parishioners, SB visited the site to view current development and to discuss ongoing issues with the applicant. **ACTION:** SB to arrange

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meeting/discussion with the CDC Enforcement Officer to better understand the legislation being applied in this case and find out the most appropriate way forward.

9. AMENITIES & ENVIRONMENT COMMITTEE

9.1. NHB & CIL Grants 2020

- **SIPC resolved to accept** recommendations provided by Working Group meeting of 18th June with regard to proposals for purchase of new play equipment for both Common View and the Recreation Ground play areas. Three companies have been asked to submit quotes for equipment and installation before 24th July. **ACTION:** Clerk & RC to follow-up and prepare draft submissions to CDC and SDNPA.
- Further work is required to develop proposal for enhancing use/condition of the Telephone Box which will require suitable refurbishment and ongoing provision of routes/maps. **ACTION:** SB to investigate provision of QR codes and/or URLs which will allow users to download maps onto their phones. **ACTION:** Clerk & AH to arrange Working Group meeting to engage volunteers and develop request for funding.
- It was noted that installation of a Zip Wire(already quoted), is not included in the current proposals but the plan is to continue to seek funding so it can be done at a later date.
- **SIPC resolved to record** a special vote of thanks to Sue Payne for her efforts over the years to maintain the Telephone Box and keep it stocked with maps etc.

9.2. **SIPC resolved to complete** Risk Assessment so that the play areas could be reopened before the weekend. **ACTION:** SB to review/update draft Risk Assessment and circulate for review/approval. AH to prepare new notices, place in play areas and remove any remaining closure tape.

9.3. Inspections of playgrounds has been completed by AH on a more frequent basis than the normal monthly session over the last few weeks. No issues to report.

9.4. Tree Survey – **SIPC resolved to accept** recommendations included in recent Tree Survey for reduction and bracing of the large maple tree on the Recreation Ground. **ACTION:** TS to obtain quotes for work required, which needs to be done before the end of the year. **ACTION:** Clerk/TS to issue notice about planned work & why and to confirm input required for Planning permission.

9.5. “What if” emergency equipment – CDC confirmed that the Resilience & Emergency Team are currently working remotely. The items which make up the Community Resilience Kits are stored at various locations in the county, so CDC contact will need to be able to visit each of these to collect and make up the kits for the various parishes who attended the training sessions earlier this year. As soon as these kits are ‘made-up’ – CDC will be in touch to arrange either distribution or collection.

10. PARISH ACTION PLANS AND CORRESPONDENCE

10.1. **SIPC resolved** to use £250, previously granted for VE75 celebrations planned for 8th May 2020, for a VE75+1 celebration to be held on Saturday 8th May 2021. **ACTION:** Clerk to organise Working Group to plan/implement celebration.

10.2. **ACTION:** All Councillors to seek out volunteers to become Councillors. **ACTION:** Clerk/AH to re-post notices on boards. **ACTION:** SB to put notice on community Facebook.

10.3. Government voucher scheme for improved broadband in rural areas. **ACTION:** Clerk to identify criteria that award is based on. Link for more detail on the Gigabit Broadband Voucher Scheme:- <https://gigabitvoucher.culture.gov.uk>

10.4. Anti-social motorcyclists – the current laws are sufficient and need to be enforced. The Parish Council need to support ongoing cross-parish efforts.

10.5. **SIPC resolved that each** Councillor would suggest a topic at the next Council meeting (13th August) for inclusion in a proposed newsletter. RC volunteered to collate content. **ACTION:** Clerk to contact local organisations to canvass interest in participating.

10.6. Review Action List – **ACTION:** All Councillors to review their outstanding actions and report back at the next meeting with regard to current status and future plans.

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11. DATE OF NEXT MEETING:

11.1.SIPC Ordinary 13th August. Currently this will be a video conference starting at 6:30pm

Conclusion 8:45pm

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

Action#	Description	Responsible	Date Raised
1	Queries can be put to area Highways Manager with regard to the possibility of a Traffic Regulation Order for change in speed limit on A272.	Clerk	09/07/2020
2	Buy annual subscription for Video Conference application	Clerk	09/07/2020
3	Set up a communal, on-line drive to which the whole Council would have access to obviate the current requirement for access to the Clerk's personal computer. Investigate alternative mechanisms and make recommendations.	Clerk	09/07/2020
4	NALC changes to Code of Conduct.- monitor changes and update Council members as required	Clerk	09/07/2020
5	Prepare draft submissions to CDC and SDNPA for grant monies.	Clerk & RC	09/07/2020
6	Phone Box Project - Arrange Working Group meeting to engage volunteers and develop request for funding.	Clerk & AH	09/07/2020
7	Review/update draft Risk Assessment and circulate for review/approval & prepare new notices, place in play areas and remove any remaining closure tape.	SB & AH	09/07/2020
8	Obtain quotes for work required to tree on Recreation Ground which needs to be done before the end of the year. Issue notice about planned work & why and to confirm input required for Planning permission.	Clerk & TS	09/07/2020
9	VE75+1 Saturday 8 th May 2021.Organise Working Group to plan/implement celebration	Clerk	09/07/2020
10	Getting volunteers to become Councillors. Clerk/AH to re-post notices on boards. SB to put notice on community Facebook	Clerk, AH & SB	09/07/2020
11	Improved broadband in rural areas. - identify criteria that award is based on.	Clerk	09/07/2020
12	Newsletter - Councillors to suggest a topic at the next Council meeting (13 th August) for inclusion in a proposed newsletter. RC volunteered to collate content. Clerk to contact local organisations to canvass interest in participating	Clerk	09/07/2020
13	All Councillors to review their outstanding actions and report back at the next meeting with regard to current status and future plans	All	09/07/2020