

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. 20/Year 1/19-23

Held on: Thursday 10th September 2020 6:30pm - On-line Video Meeting

Present: Simon Barnard (Chair)
Terry Stevens
Amanda Hollingshead

In attendance: 1 member of the public

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

1. **APOLOGIES FOR ABSENCE:** Ruth Cooper, Neil Read. Judy Fowler CDC Councillor.
2. **MINUTES OF PREVIOUS MEETINGS:** **SIPC resolved** to approve the minutes for SIPC virtual meeting on 13th August 2020. Minutes to be signed at the next actual meeting. **ACTION:** Clerk
3. **DECLARATIONS OF INTEREST:** Members of the Council each confirmed there had been no change in their Register of Interests.
4. **REPORT FROM CDC AND WSCC**
 - 4.1. Copies of reports from Kate O’Kelly WSCC and Judy Fowler are attached. Both reports were read out by the Chair.
 - 4.2. Kate O’Kelly confirmed, in response to a query from a Parishioner, that the Rother Valley Way is included in the SDNPA’s Local Plan as a cycle route from Petersfield to Pulborough. Officer time has been allocated and they are currently working on the Petersfield to Nyewood section. Development is still at an early stage; planning permission will need to be applied for. The initial build will be a contractor led project. It was noted that the Council should have a member able to represent cycling interests.
5. **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
 - 5.1. No questions
6. **FINANCE AND GENERAL PURPOSES COMMITTEE**
 - 6.1. It was agreed that the Finance & General Purposes Committee does require a Chair to ensure proper oversight of the Council’s finances. Amanda Hollingshead was voted in as Chair of Finance & General Purposes Committee
 - 6.2. Copies of Financial Summary and current Budget Status are attached.
 - 6.3. **SIPC resolved to approve** the following items for payment:

Invoices/Expenditure requiring approval					
Date	Who	What	Gross	Tax (HMRC)	NET
28/08/2020	Amanda Hollingshead	Laminate pouches	£ 8.99	£ -	£ 8.99
31/08/2020	MH Kennedy	Grasscutting August 2020	£ 414.00	£ 69.00	£ 345.00
02/09/2020	Playsafe Playgrounds Ltd	Annual Inspection	£ 222.00	£ 37.00	£ 185.00
05/09/2020	SDNPA	Planning Application Common View	£ 142.00	£ 4.17	£ 137.83
05/09/2020	SDNPA	Planning Application Recreation Ground	£ 58.50	£ -	£ 58.50
08/09/2020	WSCC	Common View Allotments/Playground Rent	£ 325.00	£ -	£ 325.00
31/08/2020	Morag Birch	August Pay (Clerk)	£ 298.20	£ -	£ 298.20
31/08/2020	Morag Birch	August Pay (RFO)	£ 85.20	£ -	£ 85.20
31/08/2020	Morag Birch	August Expenses (Clerk)	£ 7.65	£ -	£ 7.65

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- 6.4. **SIPC resolved** that an application should be made to Beelines, a project being run by SDNPA, offering grants for the improvement of habitat for pollinators to sites within the SDNPA boundary.
ACTION: Clerk, RC
- 6.5. **SIPC resolved that quotes and planning permission** should be obtained to cut the hedges which are the responsibility of the Council and to remove a small holly tree in the Stedham Graveyard.
ACTION: RC, Clerk
- 6.6. Amendment of Approvals process. **ACTION:** Clerk to complete changes which now need to include use of DropBox

7. AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER)

- 7.1. NHB & CIL Grants 2020 – NHB decision will be available on 16th September. CIL application has been submitted, SDNPA(CIL) can only give the money once they are fully satisfied with the supplier and the costings, so SIPC need to provide an accurate breakdown of actual costs and details of the chosen supplier. This requirement will be satisfied by the recent request for quotes for Phase 1 only.
- 7.2. Monthly inspection of the children's play areas had identified failure of the Suspension Bridge, Playsafe included recommendation for repair in their annual safety inspection report. **SIPC resolved to request** quote from Playsafe for the recommended maintenance works excluding those items which will be replaced as part of the purchase of new equipment. **ACTION:** Clerk
- 7.3. Tree Survey – a further inspection of the tree, as a result of the recent branch failure, will be arranged to ensure the tree does not require immediate action from a safety point of view. Local WI to be kept informed of status/plans. **ACTION:** TS, Clerk

8. PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

- 8.1. Proposed regular newsletter – **ACTION:** RC, Clerk
- 8.2. Repair or replacement of Parish Notice Boards – TS confirmed that although the boards look very dilapidated they are fundamentally sound as they are all constructed from oak. The boards were installed in 2002 for about £2,700, current costs would be over £3000. **SIPC resolved to investigate** cost of repairs including utilising local expertise if possible. **ACTION:** TS, SB
- 8.3. Facility to allow Allotment owners to sell spare produce – waiting response from landowner.
ACTION: Clerk
- 8.4. A member of the public present expressed interest in joining the Parish Council. **ACTION:** Clerk to send out relevant information
- 8.5. Litter & fly-tipping in the Parish – the following actions were agreed:
 - Organise an Autumn litter picking event. **ACTION:** Clerk to check access to equipment with CDC
 - Put up some additional anti-litter signage. **ACTION:** AH
 - Include article about fly-tipping to explain what constitutes fly-tipping. **ACTION:** NR
- 8.6. Review Action List – updated copy attached. **ACTION:** Clerk to add actions required for any Working Groups, eg Infrastructure Group

9. PLANNING COMMITTEE

9.1. SDNP/20/02634/HOUS

Location: 22 Southview The Alley Stedham GU29 0NN

Proposal: Demolish existing conservatory and build new single storey glazed extension

No Objection: But with request that SDNPA confirm the skylight complies with SDNPA Dark Skies policy

9.2. SDNP/20/03302/LIS

Location: The Old Rectory , The Street, Stedham, GU29 0NQ

Proposal: Extension to existing outbuilding to provide home office

No Comment.

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9.3. SDNP/20/ /03621/TCA

Location: Field House The Alley Stedham GU29 0NR

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

No Objection: With caveat that proposed works should be done in line with current Arboricultural Association guidelines with particular reference to the nesting season. Also, the Council would like to request that a suitable, replacement tree be planted nearby.

10. DATE OF NEXT MEETING:

10.1.SIPC Ordinary 8th October. Currently this will be a video conference starting at 6:30pm

Conclusion 8:30pm

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

Action#	Description	Responsible	Date Raised
1	Application to Beelines, a project being run by SDNPA, offering grants for the improvement of habitat for pollinators to sites within the SDNPA boundary	RC, Clerk	10/09/2020
2	Obtain quotes and planning permission to cut the hedges which are the responsibility of the Council and to remove a small holly tree in the Stedham Graveyard.	RC, Clerk	10/09/2020
3	Request quote from Playsafe for the recommended maintenance works excluding those items which will be replaced as part of the purchase of new equipment.	Clerk	10/09/2020
4	Arrange further inspection of the tree, as a result of the recent branch failure. Local WI to be kept informed of status/plans	TS Clerk	10/09/2020
5	Create draft of proposed regular newsletter	RC, Clerk	10/09/2020
6	Investigate cost of repairs to Parish Notice Boards, utilising local expertise if possible.	TS, SB	10/09/2020
7	Facility to allow Allotment owners to sell spare produce – waiting response from landowner.	Clerk	10/09/2020
8	Send out relevant information to a member of the public interested in joining the Parish Council	Clerk	10/09/2020
9	Litter & fly-tipping in the Parish – following actions were agreed: <ul style="list-style-type: none"> Organise an Autumn litter picking event & check access to equipment with CDC Put up some additional anti-litter signage. Article to explain what constitutes fly-tipping for newsletter 	Clerk AH NR	10/09/2020
10	Add actions required for any Working Groups, eg Infrastructure Group, to Action List	Clerk	10/09/2020