

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. 8/Year 4/19-23

Held on: Thursday 10th November 2022 7:00pm at Stedham Memorial Hall

Present: Simon Barnard (Chair)
Ruth Cooper
Terry Stevens
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:** Amanda Hollingshead, Neil Read
- 2. MINUTES OF PREVIOUS MEETINGS:** SIPC resolved to approve the minutes for the SIPC Meetings on 13th October 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:
 - 4.2. Kate O’Kelly, WSCC – Copy of report attached.
- 5. TO RECEIVE APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND CO-OPT A CANDIDATE TO FILL AN EXISTING VACANCY –** This item was cancelled as candidate was unable to attend
- 6. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
 - 6.1. None
- 7. FINANCE AND GENERAL PURPOSES COMMITTEE(AMANDA HOLLINGSHEAD)**
 - 7.1. Copies of Budget Status and Financial Summary are attached.
 - 7.2. SIPC resolved to approve the following items for payment/expenditure.

Invoices/Expenditure requiring approval					
Date	Who	What	Gross	VAT	NET
15/11/2022	Morag Birch	October Pay (Clerk) (£10.98/hour)	£ 307.44	£ -	£ 307.44
15/11/2022	Morag Birch	October Pay (RFO) (£10.98/hour)	£ 131.76	£ -	£ 131.76
15/11/2022	Morag Birch	October Expenses (Clerk)	£ 1.13	£ -	£ 1.13
26/10/2022	Morag Birch	Reimbursement of Allotment over-payment	£ 52.50	£ -	£ 52.50
26/10/2022	Morag Birch	Postage for S&I Remembered Book	£ 4.45	£ -	£ 4.45
10/10/2022	Morag Birch	DropBox Annual Subscription Nov2022-23	£ 95.88	£ 15.98	£ 79.90
30/09/2022	JR TreeCare	Hedge & Tree maintenance	£ 1,560.00	£ 260.00	£ 1,300.00

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- 7.3. 2023-2024 Budget Planning - The precept request will have to be submitted to CDC probably by 13th January. This requires the Council to agree the budget for 2023-24 and then review and approve in the Council Meeting due on 12th January 2023. **ACTION:** Clerk to distribute previous and current Budget data for review during the December meeting. Clerk to arrange handover meeting with SB.

8. AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER)

- 8.1. Re-wilding project – Daffodil bulbs have been delivered; they need to be planted in wooded/shady areas
ACTION: RC to schedule planting groups. RC to extend planting area on triangle at School Ln/The Street and plant seeds. **Clerk** to inform Iping church about plans for tree work and bulb planting.
- 8.2. Cherry Trees for The Street – Waiting response from BT. **ACTION:** SB to follow-up.
- 8.3. Purchase & siting of cut Christmas Tree – Cut tree on order. It was agreed tree for Common View would be located in same place as last year. **ACTION:** Clerk to follow-up
- 8.4. Monthly inspection of children's play areas & AED equipment – AH had confirmed, prior to the meeting, all okay. **ACTION:** Clerk/AH to confirm procedure for reporting that AED unit has been used.

9. PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

- 9.1. November Newsletter content – **ACTION:** All to complete any articles and forward to MP as soon as possible. MP, RC and Clerk to agree final content and send to printer w/c 14th November.
- 9.2. SDNPA Meeting Feedback(AH & HB) – In summary, meeting was more to do with SDNPA finding out what was happening in the Parishes so this could be included in SDNPA's Local Plan. Their current budget is approximately £11million/year.
- 9.3. SDNPA CIL Grant – **SIPC resolved to re-submit** request for funds for the Circular Walks Project submitted last year. **ACTION:** Clerk to circulate for comment before submitting.
- 9.4. Phase 3 Playground Development Plan – **ACTION:** All to investigate possible replacement for the Dome and feedback to Clerk. (Fund will be available for 3 years).
SIPC resolved to approve quote for maintenance work identified during annual inspection of existing equipment. **ACTION:** Clerk to follow-up.
- 9.5. Winter Action Plan & Resources – Existing plan is out of date. **ACTION:** Clerk to remove information from website and insert statement saying that plan is being revised followed by: "In an Emergency call 999 / If it is Highways related contact WSCC etc / If it is a local infrastructure issue - advise the Parish Council". Include all contact details.
- 9.6. Rother River WG Update – the automatic sluice gate failed 3 times recently over a weekend. The silt study is now redundant as the most of the silt has gone because of the sluice failures. A decision is required with regard to the future of the automatic sluice gate and its ongoing maintenance.
- 9.7. Parish Improvement – **ACTION:** Clerk to circulate quotes received for bench near A272 for comment. **ACTION:** All to consider possible replacement, including ones made from recycled materials, for bench in Common View and forward suggestions to Clerk.
ACTION: SB to follow-up repair of paving at the Common View post box
- 9.8. Lunch Club – **ACTION:** HB to confirm arrangements and date for first event.
- 9.9. Action List – **ACTION:** SB to update spreadsheet with priority rating.

10. PLANNING COMMITTEE(SIMON BARNARD)

10.1. SDNP /22/04978/TCA

Location: 26 Lavender Row Stedham West Sussex GU29 0NS

Proposal: Notification of intention to reduce height by up to 2m and all sectors by 0.5m on 1 no. Conifer tree (quoted as T1).

No Comment:

11. DATE OF NEXT MEETING:

11.1. Litter Pick 19th November starting at 9:30am

11.2. SIPC – 8th December 2022 @ 7:00pm in Stedham Memorial Hall

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Conclusion 9:15pm

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

Action#	Description	Responsible	Date Raised
1	Distribute previous and current Budget data for review during the December meeting. Arrange handover meeting with SB	Clerk Clerk	10/11/2022
2	Schedule planting groups. Extend planting area on triangle at School Ln/The Street and plant seeds. Inform Iping church about plans for tree work and bulb planting	RC RC Clerk	10/11/2022
3	Cherry Trees for The Street – Waiting response from BT.	SB	10/11/2022
4	Cut Christmas tree on order. It was agreed tree for Common View would be located in same place as last year.	Clerk	10/11/2022
5	Confirm procedure for reporting that AED unit has been used.	Clerk, AH	10/11/2022
6	Complete any articles and forward to MP as soon as possible. Agree final content and send to printer w/c 14 th January.	Clerk, MP, RC	10/11/2022
7	Re-submit request for CIL funds for the Circular Walks Project submitted last year. Circulate for comment before submitting.	Clerk	10/11/2022
8	Investigate possible replacement for the Dome and feedback to Clerk. (Fund will be available for 3 years).	Clerk	10/11/2022
9	Accept quote for maintenance work identified during annual inspection of existing equipment.	Clerk	10/11/2022
10	Remove out of date information re Winter Action Plan from website and insert statement saying that plan is being revised followed by: "In an Emergency call 999 / If it is Highways related contact WSCC etc / If it is a local infrastructure issue - advise the Parish Council". Include all contact details.	Clerk	10/11/2022
11	Circulate quotes received for bench near A272 for comment. Consider possible replacement, including ones made from recycled materials, for bench in Common View and forward suggestions to Clerk.	Clerk All	10/11/2022
12	Lunch Club - confirm arrangements and date for first event.	HB	10/11/2022
13	Action List - update spreadsheet with priority rating.	SB	10/11/2022