

# Stedham with Iping Parish Council

Chair: Simon Barnard

Clerk: Morag Birch

email: [clerk@stedhamwithiping-pc.gov.uk](mailto:clerk@stedhamwithiping-pc.gov.uk)

website: <http://www.stedhamwithiping-pc.gov.uk>

## MINUTES: SIPC Meeting of Stedham with Iping Parish Council - No. 24/Year 1/19-23

**Held on:** Thursday 10<sup>th</sup> December 2020 6:30pm - On-line Video Meeting

**Present:** Simon Barnard  
Neil Read  
Terry Stevens  
Amanda Hollingshead  
Ruth Cooper  
Madeline Pike

**In attendance:** No members of the public

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

### 1. APOLOGIES FOR ABSENCE.

2. **MINUTES OF PREVIOUS MEETINGS:** SIPC resolved to approve the minutes for SIPC virtual meetings on 12<sup>th</sup> November 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 – Copy of report attached

4.2. Kate O’Kelly, WSCC – Copy of report attached

### 5. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

5.1. None present

### 6. FINANCE AND GENERAL PURPOSES COMMITTEE(AMANDA HOLLINGSHEAD)

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

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

Date	Who	What	Gross	Tax VAT	Tax HMRC	NET
30/09/2020	Morag Birch	November Pay (Clerk)	£ 298.20	£ -	£ 59.58	£ 238.62
30/09/2020	Morag Birch	November Pay (RFO)	£ 85.20	£ -	£ 17.02	£ 68.18
30/09/2020	Morag Birch	November Expenses (Clerk)	£ 62.77	£ 9.60		£ 53.17
30/10/2020	START Community Trust	Request for grant from SIPC Community Fund	£ 170.00	£ -		£ 170.00
30/11/2020	Datacenta/e-Mango	LC-905 Annual Service Charge	£ 576.00	£ 96.00		£ 480.00
01/12/2020	Business Stream	CV Allotment water	£ 48.29	£ -		£ 48.29
27/11/2020	Moore East Midlands	External Audit	£ 240.00	£ 40.00		£ 200.00
07/12/2020	Morag Birch	Festive Craft Kit Modelling Clay 1	£ 61.92	£ 10.32		£ 51.60
07/12/2020	Morag Birch	Festive Craft Kit Modelling Clay 2	£ 27.06	£ 4.62		£ 22.44
07/12/2020	Morag Birch	Festive Craft Kit Envelopes	£ 11.99	£ 2.00		£ 9.99
07/12/2020	SSALC Training	3 on-line courses @£30 each (For MP)	£ 108.00	£ 18.00		£ 90.00
		Totals	£1,689.43	£180.54	£76.60	£1,432.29

It was noted that the application form for SIPC’s Community fund needed to be amended to accommodate requests from organisations such as START where, by definition, the majority of their

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costs are running costs. The exclusion of 'running costs' was intended to prevent grants being given for ongoing day-to-day operating costs. **ACTION:** Clerk

- 6.3. It was agreed to set up a Working Group session on 17<sup>th</sup> December to review and finalise budget for 2021-2022. **ACTION:** Clerk
- 6.4. Amendment of Approvals process – Clerk reported little progress
- 6.5. Communal on-line drive – DropBox Plus has been purchased. **ACTION:** Clerk to set-up

## 7. AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER)

- 7.1. Work started in the two playgrounds on Monday 7<sup>th</sup> December. It is hoped, subject to the weather, that the work will be completed before Christmas. AH volunteered to monitor progress.
- 7.2. CIL grants 2021-22 – three separate "Expressions of interest" will be submitted; the second phase of the playground improvement, one for each play area, and one for the Parish improvement/heritage plans, including the Finger Posts, telephone boxes etc. **ACTION:** Clerk
- 7.3. Hedge cutting – RC/SB reviewed the hedges/trees in Stedham Graveyard and concluded, given the size of parts of the hedge, that planning permission will be required. **ACTION:** SB to prepare the schedule of works to be attached to the planning application. **ACTION:** RC to contact contractor to revise the quote to include the new works and to include ongoing maintenance of Stedham Graveyard and the hedging round the Recreation Ground. **Note:** work will need to be completed before end of February to avoid the bird nesting season
- 7.4. Monthly inspection of children's play areas & AED equipment – AH confirmed all okay

## 8. PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

- 8.1. The next edition of the Newsletter is planned for first week of March. The deadline for content is end of January. **ACTION:** MP/Clerk to establish Newsletter file in DropBox including the Newsletter Brand guidelines and the outline plan for the March edition
- 8.2. Council needs to decide what level of refurbishment is required, with regard to doors, backing and appearance. **ACTION:** TS to follow-up quote.
- 8.3. It was agreed to plant two Christmas trees, one on the Green where the existing tree is and one in Common View, subject to agreement by residents on Common View and available budget. It was agreed that the Festive Kits would be given out from the green on Saturday and Sunday. **ACTION:** Clerk, RC, AM & MP. SB to put notice on FaceBook.
- 8.4. Action List was reviewed and updated. **ACTION:** Clerk to arrange working group meetings for VE75 and Parish Improvement/Heritage projects. Clerk to forward note from AM to parishioner who raised issue about Bridlepath from Iping Rd to the Hamilton Arms.

## 9. PLANNING COMMITTEE.

### 9.1. SDNP/20/04762/CND

**Location:** Cedar Cottage , School Lane, Stedham, GU29 0NZ

**Proposal:** Replacement of existing conservatory with timber structure. Extension to rear (north) and east elevations. Addition of open porch. Changes to fenestration. Variation of conditions 2 and 3 of planning permission SDNP/20/01757/HOUS to replace all roof tiles and change type from Sandtoft Tempest 44 to Sandtoft 20-20 clay tiles.

**No Comment**

### 9.2. SDNP/20/05128/FUL

**Location:** The Old Dairy , Mill Lane, Stedham, GU29 0PR

**Proposal:** New agricultural barn.

**Support**

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## 9.3. SDNP/20/03679/HOUS

**Location:** ping Mill Iping Lane Iping GU29 0PE

**Proposal:** Proposed enlargement of existing balcony with new handrails, proposed bifold doors to ground floor sun room, proposed window to principle elevation, proposed external lift at ground floor and 3 new conservation rooflights to studio apartment.

**No Objection:** But with request that SDNPA confirm the skylights comply with SDNPA Dark Skies policy

## 9.4. Clerk to add SDNP/20/02074/DCOND to meeting planned for 17<sup>th</sup> December for discussion

## 10. DATE OF NEXT MEETING:

10.1.SIPC Ordinary 7<sup>th</sup> January. Currently this will be a video conference starting at 6:30pm

**Conclusion 8:35pm**

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

Action#	Description	Responsible	Date Raised
1	Amend application form for SIPC's Community to accommodate requests from organisations such as START where, by definition, the majority of their costs are running costs.	Clerk	10/12/2020
2	CIL grants 2021-22 – three separate "Expressions of interest" will be submitted; the second phase of the playground improvement, one for each play area, and one for the Parish improvement/heritage plans, including the Finger Posts, telephone boxes etc.	Clerk	10/12/2020
3	Hedge cutting; SB to prepare the schedule of works to be attached to the planning application. RC to contact contractor to revise the quote to include the new works and to include ongoing maintenance of Stedham Graveyard and the hedging round the Recreation Ground. Clerk to complete Planning Application	SB, RC, Clerk	10/12/2020
4	Establish Newsletter file in DropBox including the Newsletter Brand guidelines and the outline plan for the March edition	MP/Clerk	10/12/2020
5	Council needs to decide what level of refurbishment is required, with regard to doors, backing and appearance of Notice Boards. TS to follow-up quote	TS	10/12/2020
6	Arrange working group meetings for VE75 and Parish Improvement/Heritage projects.	Clerk	10/12/2020
7	Forward note from AM to parishioner who raised issue about Bridlepath from Iping Rd to the Hamilton Arms.	Clerk	10/12/2020