

# 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. 26/Year 1/19-23

Held on: Thursday 11<sup>th</sup> February 2021 6:30pm - On-line Video Meeting

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

In attendance: One member of the public

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

- APOLOGIES FOR ABSENCE.** None
- MINUTES OF PREVIOUS MEETINGS:** SIPC resolved to approve the minutes for SIPC virtual meeting on 7<sup>th</sup> January 2021. Minutes to be signed at the next actual meeting. **ACTION:** Clerk
- DECLARATIONS OF INTERESTS:** Members of the Council each confirmed there had been no change in their Register of Interests.
- REPORT FROM CDC AND WSCC**
  - Judy Fowler, CDC – Copy of report attached. It was noted that Westgate Leisure Centre had been agreed as the venue for Chichester's Vaccination Centre.
  - Kate O'Kelly, WSCC – Copy of report attached
- QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
  - TS presented request on behalf of a Parishioner that a Bus Shelter be built at the junction of Common View & School Lane. It was agreed that the request should be added to the Parish Improvement Project list and to include as an agenda item at the next Parish meeting. **ACTION:** Clerk It was noted that Rogate PC had recently installed a new shelter, Midhurst had also renewed shelters and that a voluntary group, run out of Chichester, may be able assist. **ACTION:** Clerk to follow-up.
- FINANCE AND GENERAL PURPOSES COMMITTEE(AMANDA HOLLINGSHEAD)**
  - Copies of Financial Summary and current Budget Status are attached.
  - SIPC resolved to approve the following items for payment/expenditure:

Invoices approved					
Date	Who	What	Gross	Tax VAT	Net
31/01/2021	Morag Birch	January Pay (Clerk) (£10.76/hour)	£ 301.28	£ -	£ 301.28
31/01/2021	Morag Birch	January Pay (RFO) (£10.76/hour)	£ 129.12	£ -	£ 129.12
31/01/2021	Morag Birch	January Expenses (Clerk)	£ 1.13	£ -	£ 1.13
04/02/2021	Morag Birch	Wondershare PDF Element Annual Subscription	£ 73.12	£ 12.19	£ 60.93
Expenditure approved					
11/02/2021	KerryType	Produce, pack & seal Newsletter - February 2021	£ 396.64	£ 17.27	£ 379.37
11/02/2021	KerryType	Produce & Insert flyer to Newsletter (A5)	£ 41.35	£ 3.60	£ 37.75
11/02/2021	Morag Birch	Purchase postage stamps for Newsletter 430 x 2nd Class	£ 283.80	£ -	£ 283.80
28/02/2021	tbc	Renew pads for AED	Approved £60-£70 for 2 x Sets		

# 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>

---

**ACTION:** AH to obtain quotes for AED pads and forward to Clerk for purchase. **ACTION:** Clerk to investigate cost effective way to provide access to the Newsletter on SIPC's website.

- 6.3. Insurance Cover – **SIPC resolved to renew cover** with existing provider if they would match price from alternative supplier. **ACTION:** Clerk
- 6.4. Renewal of grass-cutting contract – **SIPC resolved to approve** quote received from existing supplier for the annual contract with a start date of 1<sup>st</sup> April 2021. **ACTION:** Clerk
- 6.5. **SIPC resolved to change** RFO contract to increase hours from 8hours to 12hours/month
- 6.6. It was noted the Section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2021-22 is **£8.41** per elector, which is approximately £6,800 for Stedham with Iping. **ACTION:** Clerk to include value of Section 137 on Budget status sheet.
- 6.7. Communal on-line drive – DropBox Plus. **ACTION:** Clerk to continue transferring all SIPC files to DropBox. All to include DropBox link when advising of update to be viewed.
- 6.8. It was agreed that all Councillors should review the new model Code of Contract issued by the Local Government Association(LGA) and endorsed by CDC Standards Committee ready to formally adopt the new Code at next month's Council meeting. **ACTION:** Clerk to distribute LGA recommendations for social media and digital communications.

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

- 7.1. Completion of the installation of new equipment is still waiting the Rope Swing which hasn't yet arrived in the UK. Painting will be completed once the weather improves. **ACTION:** Clerk to follow up availability of Table Tennis Table
- 7.2. Parish Improvement Project – Working Group meetings have re-started and will be scheduled every month. A list of items to be monitored & maintained has been drafted and distributed for review. A meeting is to be arranged with representative of the Environment Agency to discuss issues and possible solutions at the site of the Mill Stepping Stones. **ACTION:** Clerk  
MP reported on a recent meeting with the Communication & Engagement Officer from Heathlands Reunited with regard to mutually beneficial cooperation in future. **ACTION:** MP to follow-up
- 7.3. Repair of Parish Notice Boards – **ACTION:** TS & Clerk to confirm schedule and ensure temporary boards are available to enable statutory notices to be posted.
- 7.4. Councillors met with the owner of Viola House on 11<sup>th</sup> January to look at the trees that had fallen from the Estate onto the Common View allotments and playing field. His plan for the future is to manage and regenerate the woodland by removing the mature conifers and replanting with substantial native trees. The fallen trees were removed and he undertook to assess/identify others that may need to be felled. He acknowledged that the boundary is the Council Fence along the back of the Allotments. It was noted that Allotment holders are depositing waste material into the gap between the two fence lines which needs to be cleared. **ACTION:** Clerk to follow-up provision of a general-purpose skip to allow Holders to clear the rubbish.
- 7.5. Purchase and location of Christmas Trees – recommendations had been received with regard to suitable trees. **ACTION:** RC to research if there are any alternatives which may be more cost effective. It was noted that if a tree is to be planted before Christmas 2021 it has to be planted either before end March or in October. **Clerk** to confirm ownership of land at entrance to Common View.
- 7.6. Community space for gardening – **ACTION:** MP to investigate local views about introducing a Community Garden and possible locations within the Parish.
- 7.7. CDC Tree Planting scheme – it was confirmed that Parish Councils are eligible, SIPC's interest was registered and that purchase of Christmas Trees are not covered by the scheme. **ACTION:** Clerk/Councillors to identify possible locations.
- 7.8. Monthly inspection of children's play areas & AED equipment(See 6.2 re replacement of AED Pads) – AH confirmed all okay except for an excessive amount of dog faeces. **SIPC resolved to purchase/post** a new sign saying "*In the interest of health and hygiene please do not exercise dogs in these grounds*" **ACTION:** Clerk

# 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>

---

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

- 8.1. Next edition of Newsletter is due to be published first week of March. **ACTION:** MP, RC & Clerk to complete.
- 8.2. Feedback on Councillor Training Courses – **ACTION:** MP to forward email summarising main points covered in recent courses.
- 8.3. Stedham with Iping Neighbourhood Plan – Local elections will go ahead on 6<sup>th</sup> May including referenda for Neighbourhood Plans. The plan will be published on the SDNPA website and CDC will manage the election processes. It was agreed that SIPC should publish a copy on its own website and make paper copies available on request. **ACTION:** clerk
- 8.4. All Parishes Meeting 8<sup>th</sup> February was attended by AH. Main points were summarised. **ACTION:** AH to follow-up any queries and to attend the next meeting if possible
- 8.5. Action List was reviewed/updated and copy is attached.

## 9. PLANNING COMMITTEE.

### 9.1. SDNP/21/00074/TCA

**Location:** Graveyard, Mill Lane, Stedham, West Sussex

**Proposal:** Notification of intention to reduce height by approx. 3m on 2 no. mixed native hedgerows predominately Beech and Holly (quoted as T1 and T5). Crown lift by up to 2.5m (above ground level) on 1 no. Beech tree and 1 no. Hornbeam tree growing very close together (quoted as T2), 1 no. Yew tree (quoted as T4) and 1 no. Hazel tree (quoted as T4a). Reduce height by approx. 3m and reduce widths by 1.5m (all round) on 1 no. Beech tree (quoted as T3).

**Supported:** Provides benefit to local users and grass-cutting contractors

## 10. DATE OF NEXT MEETING:

10.1. Parish Improvement Working Group – 25<sup>th</sup> February at 7:00pm

10.2. SIPC Ordinary – 11<sup>th</sup> March. Currently this will be a video conference starting at 6:30pm. It was noted that the following items should be included in Agenda for February:

- Improve communications with parishioners

**Conclusion 8:45pm**

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

# 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>

Action#	Description	Responsible	Date Raised
1	Build Bus Shelter at junction of Common View & School Lane. Rogate PC has recently installed a new shelter, Midhurst had also renewed shelters and a voluntary group, run out of Chichester, may be able assist.	Clerk	11/02/2021
2	Obtain quotes for AED pads and forward to Clerk for purchase	AH, Clerk	
3	Investigate cost effective way to provide access to the Newsletter on SIPC's website.	Clerk	
4	Include value of Section 137 value on Budget status sheet	Clerk	
5	Distribute LGA recommendations for social media and digital communications.	Clerk	
6	Follow up availability of Table Tennis Table with Playsafe Playgrounds	Clerk	
7	Meeting with the Communication & Engagement Officer from Heathlands Reunited with regard to mutually beneficial cooperation in future	MP	
8	Confirm schedule for repair of Notice Boards and ensure temporary boards are available to enable statutory notices to be posted	TS, Clerk	
9	Follow-up provision of a general-purpose skip to allow Allotment Holders to clear the rubbish.	Clerk	
10	Research if there alternatives Christmas Trees which may be more cost effective.	RC	
11	Confirm ownership of land at entrance to Common View	Clerk	
12	Investigate local views about introducing a Community Garden and possible locations within the Parish	MP	
13	Identify possible locations for new trees obtained from CDC scheme	All	
14	Forward email summarising main points covered in recent courses.	MP	
15	Follow-up any queries and to attend the next All Parishes meeting if possible	AH	