

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. 27/Year 1/19-23

Held on: Thursday 11th March 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)

1. **APOLOGIES FOR ABSENCE.** None
2. **MINUTES OF PREVIOUS MEETINGS:** SIPC resolved to approve the minutes for SIPC virtual meeting on 11th February 2021. 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. It was clarified that the Waste Management Trial for electronic and electrical equipment is a recycling endeavour.
SB flagged that there was general dissatisfaction across local parishes with the Planning Enforcement process and outcomes. JF agreed to relay this message back to the appropriate Planning officers. **ACTION:** JF
 - 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**
 - 5.1. Candidate, Luca Perricone, gave a brief summary of his background and reasons for wanting to join the Parish Council
 - 5.2. SIPC resolved to co-opt Luca Perricone on to the Parish Council
 - 5.3. A change in procedure was required to accommodate the fact that the meeting was being held via a video conferencing tool due to Covid-19 restrictions. Luca Perricone, rather than signing the forms prior to taking his place as a Councillor, declared that he had read and accepted to abide by the content of the following forms, the signed forms would be delivered to the Clerk when possible:
 - Declaration of Acceptance of Office
 - Declaration to abide by the Code of Conduct
 - Confirmation to receive summonses by email
 - 5.4. Luca Perricone was duly declared a member of the Council
6. **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
 - 6.1. A Parishioner flagged concerns over apparent development at Home Barn. SB confirmed that the issue had already been raised separately with the SDNPA and the Council were investigating. JF confirmed that the issue had also been flagged by G McAra. **ACTION:** JF to forward details of possible planning application. It was noted that local parishes were currently running an exercise to flag and pursue outstanding Enforcement issues with CDC. **ACTION:** SB/Clerk to follow-up.

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7. FINANCE AND GENERAL PURPOSES COMMITTEE(AMANDA HOLLINGSHEAD)

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

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

Invoices/Expenditure requiring approval						
28/02/2021	Morag Birch	February Pay (Clerk) (£10.76/hour)	£	301.28	£ 301.28	
28/02/2021	Morag Birch	February Pay (RFO) (£10.76/hour)	£	129.12	£ 129.12	
28/02/2021	Morag Birch	February Expenses (Clerk)	£	5.63	£ 5.63	
17/02/2021	Morag Birch	February Expenses (Clerk) (2 x Writing Pads)	£	4.57	£ 0.76	£ 3.81

7.3. Grant request from Air Ambulance. **SIPC resolved not to offer** any funding at this time. It was agreed (1) there were insufficient funds available (2) it was not appropriate for the Parish Council to contribute to Charities without reference to the preferences of residents. **ACTION:** Clerk to draft response and circulate to the Council before sending.

7.4. **SIPC resolved to endorse** extension of the current agreement with Stedham Memorial Hall Trust to March 2022.

7.5. Annual Governance & Accountability Return (AGAR) schedule will return to the normal deadline dates for the 2020-2021 return, including requirement to complete the following meetings, both of which had been cancelled last year following changes in legislation as a result of the Coronavirus.

- Annual Council Meeting - the annual statutory meeting in May for election of Chair and committees
- Annual Parish Meeting – should be held between 1st March & 1st June inclusive

ACTION: Clerk to investigate suitable dates and feasibility of running both meetings on-line

7.6. **SIPC resolved to adopt** the new Local Government Association Model Councillor Code of Conduct 2020 v2 0121. **ACTION:** Clerk to distribute copies of the new code together with an updated Form of Undertaking which each Councillor should sign and return to the Clerk when possible.

7.7. Social media policies. **ACTION:** Clerk to set up Working Group with MP and LP to examine the Parish Council's use and management of social media and then to make recommendations to the Council for its approval.

8. AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER)

8.1. Installation of new and re-painting of existing equipment is complete. It was noted the next grass-cut due on 25th March and then at 3 weekly intervals, weather permitting. It has been confirmed that Playsafe Playgrounds will hold a table tennis table pending feedback from residents. It was noted that Parish Councillors should refer to the play area in Stedham as the Recreation Ground rather than the Village Green in accordance with the Trust Agreement. Clerk confirmed that it had been agreed with the SDNPA to place 2 small plaques on the new play equipment showing that new equipment was grant aided by SDNPA. **ACTION:** Clerk

8.2. Parish Improvement Project – meeting with Environment Agency(EA) to discuss issues and possible solutions at the site of the Mill Stepping Stones took place on 22nd February. Main points as follows:

- Meeting was arranged in response to the number of queries/complaints circulating in the Parish about the reduced water level which had left the Stepping Stones and surrounding concrete area exposed and looking very unattractive
- The EA explained that the river level was lowered to prevent further collapse of the old wooden sluice gates (under the sluice house) and possible ensuing damage to areas down river of the gates
- The EA spending priorities are flood defence where there is (1) threat to life, (2) threat to property and (3) anything else. Given that neither set of gates provides flood defence, the EA cannot currently justify the expense
- There is a national policy to allow rivers to revert to their natural levels. The River Rother is being held at an unnatural level at the Stepping Stones as a result of works done to support a mill

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wheel no longer in existence. In addition, the raised level is holding back several thousand tonnes of silt which is having an adverse effect on the water quality upstream.

- The EA are engaged with other interested parties, eg Arun & Rother Rivers Trust, Angling Association and are preparing a report, due out later this year, on the ecology and hydrology of the whole river
- The EA are keen to attend a Parish Council meeting to explain the issues being faced and the potential benefits of change **ACTION:** Clerk to arrange
- K O'Kelly strongly recommended the SDNPA be advised of the issue as one of their key aims is maintenance of visual assets. **ACTION:** Clerk
- It was confirmed that the Sluice House is included in the Grade 2 listing of Mill House. Historic England's website states the following:

*There is no direct legal obligation on the owner of a heritage asset to carry out repairs. However, local and central government may force repairs to be carried out by using an **urgent works notice** on a **listed building** not in use, or to a part not in use, where the works are urgently necessary for its preservation. If the works are not carried out by the owner, the authority has the power to enter the property, carry out the works and seek to recover the costs from the owner.*

It should be noted that lowering of the water level is preventing further damage to the sluice house.

- The Parish Council will continue to engage with the EA and other interested parties. It is currently preparing a summary of the information available for dissemination to the Parish. **ACTION:** Councillors, Clerk
- 8.3. Repair of Parish Notice Boards – Work planned to commence on 8th April and should take no more than a week. **ACTION:** TS & Clerk to ensure temporary boards are put in place if required
 - 8.4. Purchase and location of Christmas Trees. **ACTION:** RC to continue research to the most cost effective solution even if this means delaying purchase of live trees to next year. **Clerk** to confirm ownership of land at entrance to Common View. **SC** to obtain drawings of positions utilities pipework. **RC** to follow-up possible supply of cherry trees from the National Trust.
 - 8.5. Provision of skip for Allotment clearance – **ACTION:** RC to follow-up provision of skip over a weekend. **Clerk** to advise Allotment holders of plans
 - 8.6. Community space for gardening – **ACTION:** MP to investigate local views about introducing a Community Garden and possible locations within the Parish.
 - 8.7. CDC Tree Planting scheme - **ACTION:** Clerk/Councillors to identify possible locations.
 - 8.8. Monthly inspection of children's play areas - AH confirmed all okay. Replacement AED Pads have been purchased and delivered.

9. PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

- 9.1. Spring edition of Newsletter was issued week commencing 1st March. Deadline for content for the Summer edition (due July) is end of May. Entries to competitions will be circulated to Councillors for vote/comments so decisions can be announced at the next Council meeting. **ACTION:** All Councillors, Clerk
- 9.2. Review Council's communication policy/plans – SC summarised the current scheme called Community Fibre Partnership which aims to take high-quality broadband into rural areas. Funds are made available to the provider(Openreach) via issue of vouchers by the Government and, in W Sussex, the County Council to householders who wish to participate. There is an ongoing application which covers Minsted and south end of Stedham. The scheme, however, requires a legal entity to sign the contract with Openreach. Several Parish Councils have taken up this responsibility to assist provision of the service in their Parish. There is a risk in that if there is a shortfall between Openreach's cost and the value of vouchers signed over by householders the legal entity is responsible for the shortfall. Expenditure with regard to the current application is approximately £50k which requires commitment from a minimum of 13 householders to cover costs. The application has 39 householders who have registered an interest. **SIPC resolved to accept to act** as the legal entity

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on the basis that provision of high quality broadband is of benefit to the Parish and the financial risk to the Council is minimal. **ACTION:** SC to advise Minsted scheme

- 9.3. Litter Pick – **SIPC resolved to postpone** to Autumn given Covid-19 restriction that will be in place at the proposed date and advice from CDC
- 9.4. Dates for Annual Parish Council & Parish Meetings – **ACTION:** Clerk to confirm when meetings need to be held and plan for sessions to be held via Zoom.
- 9.5. Meeting of Local Parishes Group 17th February – open forum to identify/discuss key issues affecting all local parishes. Main issues identified as (1) speed of traffic on A272 (2) Poor response from Planning Enforcement. **ACTION:** Clerks to follow-up existing Enforcement issues before end March
- 9.6. Action List to be updated and circulated after meeting..

10. PLANNING COMMITTEE.

10.1. SDNP/21/00881/CND

Location: 7 School Lane, Stedham, GU29 0NT

Proposal: Single storey rear extension. (Variation of condition 2 from planning permission SDNP/20/02026/HOUS- a reduction in the depth and width of the approved extension.

No Comment

11. DATE OF NEXT MEETING:

11.1. SIPC Ordinary – 8th April Currently this will be a video conference starting at 6:30pm.

11.2. Dates for Annual Council and Parish meetings – tbc (see Item 7.5)

Conclusion 8:45pm

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

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Action#	Description	Responsible	Date Raised
1	General dissatisfaction across local parishes with the Planning Enforcement process and outcomes. JF agreed to relay this message back to the appropriate Planning officers.	Judy Fowler, Clerk	11/03/2021
2	Concerns raised over apparent development at Home Barn. The issue had already been raised separately with the SDNPA and the Council were investigating. JF to forward details of possible planning application.	Judy Fowler, Clerk	11/03/2021
3	Local parishes currently running an exercise to flag and pursue outstanding Enforcement issues with CDC.	SB, Clerk	11/03/2021
4	Draft response to Air Ambulance request for funding.	Clerk	11/03/2021
5	Investigate suitable dates and feasibility of running Annual Council & Parish meetings on-line	Clerk	11/03/2021
6	Distribute copies of the new code together with an updated Form of Undertaking which each Councillor should sign and return to the Clerk when possible.	Clerk	11/03/2021
7	Set up Working Group with MP and LP to examine Parish Council's use and management of social media and then to make recommendations to the Council for its approval.	Clerk	11/03/2021
8	SDNPA to place 2 small plaques on the new play equipment showing that new equipment was grant aided by SDNPA	Clerk	11/03/2021
9	EA keen to attend a Parish Council meeting to explain the issues being faced re. reduced level of River Rother and the potential benefits of change	Clerk	11/03/2021
10	Recommended that SDNPA be advised of the issue re. Stepping Stones as one of their key aims is maintenance of visual assets	Clerk	11/03/2021
11	Repair of Parish Notice Boards – Work planned to commence on 8 th April and should take no more than a week. Ensure temporary boards are put in place if required	Clerk, TS	11/03/2021
12	Continue research to the most cost effective Christmas Tree solution, even if this means delaying purchase of live trees to next year	RC	11/03/2021
13	Confirm ownership of land at entrance to Common View. Obtain drawings of positions utilities pipework.	Clerk, SB	11/03/2021
14	Follow-up possible supply poof cherry trees from the National Trust	RC	11/03/2021
15	Investigate local views about introducing a Community Garden and possible locations within the Parish	MP	11/03/2021
16	CDC Tree Planting scheme - identify possible locations	All	11/03/2021
17	Deadline for content for the Summer edition of the Newsletter (due July) is end of May	All	11/03/2021
18	Advise Minsted FTTP of decision re legal entity	SB	11/03/2021
19	Local Parishes Group 17 th February - follow-up existing Enforcement issues before end March	Clerk	11/03/2021