

Stedham with Iping Parish Council

Chair: Tony Hubbard

Clerk: Morag Birch

email: clerk@stedhamwithiping-pc.gov.uk

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MINUTES: SIPC Meeting of Stedham with Iping Parish Council - No. 15/Year 1/19-23

Held on: Thursday 11th June 2020 6:00pm - On-line Video Meeting

Present: Simon Barnard (Acting Chair)
David Edmondson
Neil Read
Terry Stevens
Ruth Cooper
Amanda Hollingshead

In attendance: Maximum of 5

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

1. ELECT TEMPORARY CHAIR

In the absence of both Chair and Vice-Chair, David Edmondson opened the meeting and nominated Simon Barnard as temporary Chair.

SIPC resolved that Simon Barnard should stand-in as temporary Chair for the meeting

2. **APOLOGIES FOR ABSENCE:** Judy Fowler CDC as she was attending the second meeting of action group formed to address concerns about speeding/noisy motorbikes on the A272 (Ref. Item 5.2)
3. **MINUTES OF PREVIOUS MEETINGS:** **SIPC resolved** to approve the minutes for SIPC virtual meeting on 20th May 2020. Minutes to be signed at the next actual meeting. **ACTION:** Clerk
4. **DECLARATIONS OF INTEREST:** Members of the Council each confirmed there had been no change in their Register of Interests.
5. **REPORT FROM KATE O'KELLY FROM WSCC**
 - 5.1. Copy of report received is attached.
 - 5.2. K O'Kelly had attended the first meeting (approx. 2 weeks ago) with regard to concerns about speeding/noisy motorbikes on the A272. It was arranged by a District Councillor from Petworth who invited all interested/relevant parties from the local area. A number of actions have already been identified, eg share best practise, coordinate approach to the police to encourage a more strategic attitude toward enforcement, investigate different methods to discourage/prevent, taking advice from experts etc. It's quite a big group at the moment so may evolve into a smaller, action group. K O'Kelly will be keeping tabs on progress and suggested they involve SDNPA. With regard to WSCC's approach it is an ongoing issue which was due for discussion at the last County Local meeting which unfortunately had to be cancelled. The police and local MP's were to be represented at the meeting. It is hoped to re-schedule this meeting as soon as possible. WSCC is asking that the police do something more strategic for the whole network not just the A272.
 - 5.3. A current Parish Councillor with Rogate, Adrian Collins, has previously set-up a Community Speedwatch in Rake on the A2070. It is an option but training is required. Also, group in Midhurst also investigating possible community actions.

6. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

- 6.1. A parishioner raised concern about a document published on Council's website purporting to describe the recent Employment Tribunal. He suggested it should be removed immediately as he considered it contained inaccuracies. He recommended that the Council should publicly acknowledge the Tribunal judgement, that the Council was in fundamental breach of contract, its mistakes and offer an apology. This should close the matter and no further documents should be

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published. It is important that the Parish understand that the Council has accepted what has happened, learnt from its mistakes and has moved on.

- 6.2. SB responded that the Council had been asked on numerous occasions, sometimes in a quite a discourteous manner, to explain its approach to the Tribunal and the published statement is an attempt to fulfil that commitment. The Council believe that the statement is a true reflection of its experience over the last two years and explains the rationale behind the decisions made and advice sought to ensure the Council were compliant with required procedure. The Written Reasons, were however, only received today (11th June) and the Council has not had time to review them. Until the Council has had time to review the reasons, the statement will stay on the website as it reflects the view of the Council. It was stressed that the Council also consider that it is a highly undesirable situation and the everyone wants to move on.
- 6.3. Four other parishioners echoed in total the points raised by the first parishioner (Item 6.1) and also suggested that lessons learnt need to address how the behaviour of Councillors had adversely affected the relationship between the Council and the Clerk.

7. EMPLOYMENT TRIBUNAL

It was confirmed that the Written Reasons, as prepared by the Judge sitting at the Employment Tribunal from 16th to 18th March 2020, had been issued on 11th June 2020. Councillors agreed to study the Reasons as quickly as possible. **ACTION:** Clerk to arrange Working Group meeting to review and agree next steps.

8. FINANCE AND GENERAL PURPOSES COMMITTEE

- 8.1. Copies of Financial Summary and current Budget Status are attached. It was confirmed that response from Internal Auditor on the 2019 Accounts.

It was noted that an unplanned expense was to issue a letter to all residences in the Parish with regard to the Council's response to the Covid-19 lockdown. Given the lack of response to the letter it was agreed that different/better means of communication need to be considered. **ACTION:** Clerk to include in next Agenda.

- 8.2. **SIPC resolved to approve** the following items for payment

Invoices/Expenditure requiring approval					
Date	Recipient	Reason	Gross	VAT	Net
18/05/2020	Morag Birch	May Pay (Clerk)	£ 298.20	£ -	£ 298.20
18/05/2020	Morag Birch	May Pay (RFO)	£ 85.20	£ -	£ 85.20
18/05/2020	Morag Birch	May Expenses (Clerk)	£ 54.88	£ 9.15	£ 45.73
29/05/2020	MH Kennedy & Son Ltd	Grass-Cutting	£ 924.00	£ 154.00	£ 770.00

Note: There was an error in the May Expense Claim. Council was advised and it was amended to the correct amount of £37.56 prior to payment.

- 8.3. **SIPC resolved to update** the Financial Regulations with regard to payment authorisation procedure. **ACTION:** Clerk to update and circulate to Councillors for review/approval.

9. PLANNING COMMITTEE

- 9.1. **SDNP/20/02074/DCOND**

Location: Minsted Sandpit Minsted Lane Minsted West Sussex GU29 0JH

Proposal: Discharge of Conditions – Conditions 2, 19 & 20 of Planning Consent
SDNP/13/06169/ROMP

The Council object to the Conditions being discharged at this time because the Council do not consider that the Conditions of Discharge have been met. It was noted, in particular, that a credible timetable does not exist for delivery of the remedial work.

The Minsted Residents Group(MRG) commented as follows:

- It appears the applicant may be attempting to dismantle the ROMP

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- The applicant has also requested to revise Condition 22. The MRG have written to the SDNPA Planning requesting that this matter should be put before the whole Planning Committee and not be delegated to a single Planning Officer since the revision of Condition 22, as requested, would remove any commitment to start restoration.
- K O'Kelly confirmed that she had also written to SDNPA Planning on 26th May on the basis that any decision related to this site, given its long and complex history, should go before a full Planning Committee where all the evidence can be considered. She undertook to follow-up with SDNPA.

9.2. SDNP/20/02026/HOUS

Location: 7 School Lane Stedham GU29 0NT

Proposal: Single storey rear extension.

Objection: On the grounds that it breaches the SDNPA requirement that any extension is less than 30% of the net internal area of the original building.

10. AMENITIES & ENVIRONMENT COMMITTEE

10.1. NHB Parish Allocation 2020 – RC and Clerk had had telephone call with CDC with regard to SIPC's applications for 2019/20 and 2020/21, main points were as follows **ACTION:** Clerk to summarise budget currently allocated to this project and distribute to Councillors. Organise a Working Group to review and develop plans/draft submission.

- CDC agree in principal to revision of SIPC's 2019/20 application (for fitness equipment) and to the inclusion of a Variation Request as part of the 2020/21 application.
- There is a 3 year limit to spend monies provided and the time allowed will not be extended
- It was stressed that the new application needs demonstrate that the Council has a deliverable project. This largely comes down to cost, ie the Council may want to install a zip-line but it's not achievable within the current budget, so there is a need to concentrate on items that are deliverable within budget and a clear timeline
- Recommendation from CDC is that the application is very specific in what we plan to do and suggests making 2 bids, eg. (i) replacement of swings & (ii) walking trails/refurbishment of telephone box
- Deadline for submission is end July 2020

10.2. It was agreed the refurbishment of the telephone box (in Stedham) should be included in the NHB funding request. **ACTION:** SB to contact interested parties via Facebook to participate in a Working Group. Clerk to contact S Payne to ensure she is kept advised.

10.3. Monthly inspection of both Common View and Recreation Ground play areas had been completed. Nothing to report other than hazard tape is ageing and will need to be replaced. There is some damage to the boundary fence at Common View which AH has made safe. **SIPC resolved** that AH should go ahead and arrange for the damage to be fixed

10.4. Tree Survey – **ACTION:** TS to prepare summary to be appended to the minutes. **SIPC resolved** that TS should obtain quotes for work proposed by the earlier Tree Survey Report.

10.5. "What if" emergency equipment is still due to be delivered. **ACTION:** Clerk to follow up with contact at CDC re current status.

11. PARISH ACTION PLANS AND CORRESPONDENCE

11.1. **SIPC resolved** that the VE75 celebrations planned for 8th May 2020 should be postponed for 12 months in line with most major events. **ACTION:** Clerk update website

11.2. It was agreed that the rollout of the AED training cannot be done at the moment. **ACTION:** SB to draft note to be put on website summarising situation and providing details of helpful first aid Apps. Also, AH & SB agreed to complete monthly maintenance checks on the AED unit.

11.3. Review Action List – **ACTION:** Clerk to update and circulate with the minutes.

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12. DATE OF NEXT MEETING:

12.1. SIPC Ordinary 9th July. Currently this will be a video conference starting at 6:30pm

12.2. **SIPC resolved to hold** the Annual Parish Meeting as soon as possible regulations with regard to Covid-19 permitting.

Conclusion 8:15pm

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

Action#	Description	Responsible	Date Raised
1	Arrange Working Group meeting to review and agree next steps with regard to review of Written Reasons from Employment Tribunal	Clerk	11/06/2020
2	Summarise budget currently allocated to NHB/CIL project and distribute to Councillors. Organise a Working Group to review and develop plans/draft submission.	Clerk	11/06/2020
3	Contact interested parties via Facebook to participate in a Working Group re. use/refurbishment of phone box	SB	11/06/2020
4	Contact S Payne to ensure she is kept advised re changes to phone box	Clerk	11/06/2020
	Arrange for the damaged fencing at Common View play area to be fixed	AH	11/06/2020
5	Prepare summary of status re. Tree Survey, to be appended to the minutes. Obtain quotes for work proposed by the Tree Survey Report	TS	11/06/2020
6	Follow up with contact at CDC re current status of delivery of "what if" emergency equipment.	Clerk	11/06/2020
7	Update website re planned date for VE75 celebration	Clerk	11/06/2020
8	Draft note to be put on website summarising situation re provision of AED training and providing details of helpful first aid Apps. And post on website	SB & Clerk	11/06/2020
9	Complete monthly maintenance checks on the AED unit.	SB & AH	11/06/2020