

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. 6/Year 3/19-23

Held on: Thursday 11th November 2021 7:00pm at Stedham Memorial Hall

Present: Simon Barnard (Chair)
Neil Read
Ruth Cooper
Terry Stevens
Madeline Pike
Hannah Burton

In attendance: 2 members of the public

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

- 1. APOLOGIES FOR ABSENCE.** Amanda Hollingshead, Judy Fowler CDC, Kate O'Kelly WSCC
- 2. MINUTES OF PREVIOUS MEETINGS: SIPC resolved** to approve the minutes for the SIPC Meeting on 14th 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. Report read by SB
 - 4.2. Kate O'Kelly, WSCC – Copy of report attached. Report read by SB
- 5. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
 - 5.1. A query was raised about the possibility of replacing wooden stiles, on footpaths within the Parish, with alternative gateways which are more accessible. **ACTION:** Clerk to include in Parish Improvements list and to confirm whether the Parish could benefit from SDNPA's Miles without Stiles programme. HB to find out who owns the land.
- 6. FINANCE AND GENERAL PURPOSES COMMITTEE(AMANDA HOLLINGSHEAD)**
 - 6.1. Copy of Financial Summary is attached.
 - 6.2. **SIPC resolved to approve** the following items for payment/expenditure:

Invoices/Expenditure requiring approval					
Date	Who	What	Gross	VAT	NET
31/10/2021	Morag Birch	October Pay (Clerk) (£10.76/hour)	£ 301.28	£ -	£ 301.28
31/10/2021	Morag Birch	October Pay (RFO) (£10.76/hour)	£ 129.12	£ -	£ 129.12
31/10/2021	Morag Birch	October Expenses (Clerk)	£ 7.65	£ -	£ 7.65
29/10/2021	Morag Birch	60 x 2nd Class Stamps. Newsletter Postage	£ 39.60	£ -	£ 39.60
25/10/2021	Ruth Cooper	Purchase of 2 trees from Paramount Plants	£ 453.75	£ 75.63	£ 378.12
02/11/2021	Mulberry & Co	2 x Councillor Training Courses	£ 84.00	£ 14.00	£ 70.00
28/10/2021	Moore	External Audit	£ 240.00	£ 40.00	£ 200.00
31/10/2021	tbc	Purchase of external data storage for offline back-ups of Parish Council data			
05/11/2021	RBL Poppy Appeal	Wreath & Donation	£ 50.00	£ -	£ 50.00
31/10/2021	START Community Housing	Grant Request 2020-21 (Unpaid)	£ 170.00	£ -	£ 170.00
31/10/2021	The Midhurst Society	4 x books Cecil's Stedham @ £5.00 (currently on Sale or Return)	£ 20.00	£ -	£ 20.00

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ACTION: SB to recommend suitable external data storage device. Clerk to purchase and set-up back-up routine

6.3. **SIPC resolved to approve changes**, as recommended by Finance Working Group, to Standing Orders and Financial Regulations.

6.4. Budget 2022-23 – **ACTION:** Clerk to arrange meeting, 6th December at 7:00pm, to prepare first draft.

7. AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER)

7.1. NHB & CIL grants – Awaiting current quotes for play equipment to complete requirements for receipt of SDNPA grants. Call for CIL grants for 2022-23 has opened, need to submit before 28th February 2022. **ACTION:** All to suggest projects for consideration. Clerk to include as Agenda item at next meeting.

7.2. Traffic calming and parking - **ACTION:** SB/TS update and re-issue The Parking Code of Conduct. Also, to draft a "Parking Statement", ie identify all possible solutions to the parking issues with their pros & cons for consideration by local residents.

7.3. River Rother/Stepping Stones – **ACTION:** Clerk arrange meeting date and agenda for first meeting of Working Group. **ACTION:** Clerk to contact Southern Water re impact on riverbank resulting from recent repairs to sewage leak.

7.4. Hedge and tree maintenance – **ACTION:** RC to review hedges and trees in the Parish and obtain quote for any immediate work required and annual maintenance.

7.5. Christmas tree and tree for Queen's jubilee due to be delivered on 13th November. **ACTION:** HB to arrange planting with Rotherhill Nursery. **ACTION:** Clerk to query planting of cherry trees on The Street with WS Highways.

RC has identified list of landowners who may be able to accommodate planting of approximately 50 trees. **ACTION:** RC/Clerk to send letter explaining requirements and requesting feedback re feasibility.

7.6. Parish Improvements – **ACTION:** Clerk to arrange meeting of Working Group.

7.7. Monthly inspection of children's play areas & AED equipment – AH confirmed all okay

7.8. AED Training sessions – **ACTION:** SB to set-up some short drop-in familiarisation sessions in early January. **ACTION:** Include separate flysheet with location of AED in next Newsletter.

8. PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

8.1. Newsletter – next one due to be published March 2022. **ACTION:** All to note any suggestions for content in DropBox. SB contact local organisations for content.

8.2. Planning for Queen's Platinum Jubilee & VE75+2 Day – £250 grant(from CDC) for VE day is no longer available. **ACTION:** Council to set-up Working Group. And arrange meeting in early January

8.3. Lunch Club – Waiting for feedback from WSCC contact who can advise best approach re setting-up and maintaining. **ACTION:** Clerk & HB

8.4. Litter Picking – scheduled for 13th November. 2021

8.5. Review Action List. **ACTION:** All to review list and let Clerk have any updates/clarifications.

9. PLANNING COMMITTEE(SIMON BARNARD)

9.1. SDNP/21/05100/TCA

Location: 28 Lavender Row Stedham GU29 0NS

Proposal: Notification of intention to fell 1 no. Silver Birch tree (quoted as T1). Reduce back to previous pruning points on 1 no. Sorbus tree (quoted as T2)

No Comment: But with caveat that proposed works should be done in line with current Arboricultural Association guidelines

9.2. SDNP/21/05163/LDP

Location: 27 Lavender Row Stedham GU29 0N

Proposal: Installation of 1 no. Velux rooflight window to rear roof slope of the property

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Objection: Unless a clause is applied to Planning for requirement to include a a black-out blind in line with SDNPA's Dark Skies policy. Also, seek clarification as to why SDNPA's planning agent did not address this requirement in response to applicant's "do I need planning permission" query.

9.3. SDNP/21/05223/TCA

Location: 27 Lavender Row Stedham GU29 0N

Proposal: Notification of intention to fell 1 no. Ash tree.

Unable to provide informed comment as portal did not include any relevant details

10. DATE OF NEXT MEETING:

10.1. Annual Parish Meeting 23rd November @ 7:00pm in Stedham Memorial Hall – **ACTION:** Clerk to arrange pre-meeting to agree schedule/content.

10.2. SIPC Meeting 9th December @ 7:00pm in Stedham Memorial Hall

Conclusion 9:25pm

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

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Action#	Description	Responsible	Date Raised
1	Replacing wooden stiles, on footpaths within the Parish, with more accessible gateways. Include in Parish Improvements list and confirm whether the Parish could benefit from SDNPA's Miles without Stiles programme. Find out who owns the land.	Clerk HB	11/11/2021
2	Recommend/purchase suitable external data storage device to back-up Council data	SB, Clerk	11/11/2021
3	Arrange meeting, 6 th December at 7:00pm, to prepare first draft of 2022-23 Budgets	Clerk	11/11/2021
4	Call for CIL grants for 2022-23 - need to submit before 28 th February 2022. Suggest projects for consideration. Clerk to include as Agenda item at next meeting.	All	11/11/2021
5	Traffic calming and parking - update and re-issue The Parking Code of Conduct. Draft a "Parking Statement	SB, TS	11/11/2021
6	River Rother/Stepping Stones Arrange meeting date/agenda for first meeting of Working Group. Contact Southern Water re impact on riverbank resulting from recent repairs to sewage leak.	Clerk	11/11/2021
7	Hedge and tree maintenance –review hedges and trees in the Parish and obtain quote for work required and annual maintenance.	RC	11/11/2021
8	Christmas tree and tree for Queen's jubilee due to be delivered on 13 th November. Arrange planting with Rotherhill Nursery. Query planting of cherry trees on The Street with WS Highways. Send letter list of landowners explaining requirements and requesting feedback re feasibility of tree planting	HB Clerk RC, Clerk	11/11/2021
9	Parish Improvements – arrange meeting of Working Group.	Clerk	11/11/2021
10	AED Training sessions – Set-up some drop-in familiarisation sessions in early January. Include separate flysheet with location of AED in next Newsletter.	SB MP	11/11/2021
11	Save suggestions for Newsletter content in DropBox. Contact local organisations for content.	All SB	11/11/2021
12	Set-up Working Group to plan for Queen's Platinum Jubilee & VE75+2 Day. And arrange meeting in early January	All	11/11/2021
13	Lunch Club – Consider best approach re setting-up and maintaining.	HB, Clerk	11/11/2021