

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. 1/Year 4/19-23

Held on: Thursday 12th May 2022 7:30pm at Stedham Memorial Hall

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

In attendance: 0 members of the public

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

1. **APOLOGIES FOR ABSENCE:** Hannah Burton, Judy Fowler CDC Kate O'Kelly(possible)
2. **MINUTES OF PREVIOUS MEETINGS:** **SIPC resolved** to approve the minutes for the SIPC Meeting on 14th April 2022 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, read by Chair.
 - 4.2. Kate O'Kelly, WSCC – Copy of report attached, read by Chair. KO'K arrived subsequent to report being read.
5. **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
 - 5.1. None
6. **FINANCE AND GENERAL PURPOSES COMMITTEE(AMANDA HOLLINGSHEAD)**
 - 6.1. Copies of Budget Status and Financial Summary are attached.
 - 6.2. **SIPC resolved to approve** the following items for payment/expenditure except for:
 - **Bind minutes to be archived:** **SIPC resolved not to bind** Council Minutes, due to be archived, into books. It was agreed Minutes should be tied together, by Financial Year, packed chronologically in archive boxes and delivered to WSCC archive centre. **ACTION:** Clerk to write to previous Parish Clerk and ask that all Parish records currently in her possession be prepared and packed for ready for collection. Clerk to arrange collection once items are confirmed as ready.
 - **Digitisation of Minutes:** **SIPC resolved not to** digitise historical minutes, ie those not currently available on-line.

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Invoices/Expenditure requiring approval					
Date	Who	What	Gross	VAT	NET
30/04/2022	Morag Birch	April Pay (Clerk) (£10.98/hour)	£ 307.44	£ -	£ 307.44
30/04/2022	Morag Birch	April Pay (RFO) (£10.98/hour)	£ 131.76	£ -	£ 131.76
30/04/2022	Morag Birch	April Expenses (Clerk)	£ 1.13	£ -	£ 1.13
30/04/2022	M H Kennedy	April Grass Cut (Inc fuel surcharge £8.40)	£ 435.08	£ 72.52	£ 362.56
12/05/2022	Simon Barnard	Plaque for Jubilee Tree (Estimate)	£ 60.00		£ 60.00
12/05/2022	Stedham School	Grant - Jubilee Celebration (27th May) (Est)	£ 100.00		£ 100.00
12/05/2022	TBA	Bind minutes to be archived	???		
12/05/2022	TBA	Digitisation of Minutes	???		
12/05/2022	Hotline Branded Products	Jubilee Gift - Sports Bottle (100) (50 = £196 exc VAT)	£ 350.40	£ 58.40	£ 292.00

ACTION: SB to post requirement to pre-register for SIPC's Jubilee Gift on local Facebook.

6.3. Status of preparation for end of financial year 2021-22 was reviewed including how starting figures for 2022-23 were arrived at. AGAR reporting is due to be reviewed with Mulberry & Co on 1st June.

ACTION: Clerk/RFO. Annual Risk Assessment needs to be completed before 1st June. **ACTION:**

AH, RC. SIPC need to purchase offline back-up for DropBox files. **ACTION:** SB

6.4. It was noted that NALC have updated their model Standing Orders with regard to procurement procedures. **ACTION:** Clerk to update SIPC's SO and circulate for review.

6.5. New Annual Agreement with Stedham Memorial Hall for rental of Hall is in place.

7. AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER)

7.1. Installation of new play equipment – Phase 2 – has been partially completed, the two Springies and new football nets will be installed once delivered. **ACTION: MP** take photographs of new equipment for next Newsletter and to send to SDNPA. **Clerk** to confirm if there any special maintenance requirements for the Zip-wire.

7.2. Tree Planting – Two copies of signed agreements to plant trees in The Street had been received from WSCC Highways. **ACTION:** Clerk/Chair to sign and witness both agreements and Clerk to return copy to WSCC.

7.3. River Rother - Last meeting held on 25th April. A letter has been sent to the Environment Agency(EA) to gain a better understanding of what the EA's current position and plans are. HB(as Chair of WG) has written to Manager of National Trust – Woolbeding with regard their plans/views of the likely impact of changing levels of the Rother.

7.4. Monthly inspection of children's play areas & AED equipment – AH confirmed all okay. It was agreed special attention should be paid to the ongoing condition of the Zip-wire.

7.5. Stedham Graveyard – The Warden for St James' Church Stedham had confirmed that Stedham Graveyard was not closed, ie burials can still take place, this would usually mean that the Church is responsible for its grounds maintenance. The SIPC had, however, minuted in 2001 that "*it would increase its grant to the Parochial Church Council amounting to approximately half the cost of churchyard maintenance*", ie the Parish Council would be responsible for the grounds maintenance of Stedham Graveyard. **ACTION:** Clerk to obtain copies of agreement/minutes pertaining to the grounds maintenance and circulate for review.

8. PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

8.1. Parish Events:

8.1.1. VE75+2 - Event for Mr J Hill to hand over a new bench to the Parish to commemorate VE75 took place on the Recreation Ground on May 8th. Event was successful and everyone seemed to enjoy themselves. **ACTION:** All submit receipts/invoices for reimbursement.

8.1.2. Queen's Jubilee 2022 – Copy of notes attached. **SIPC resolved to purchase** some outdoor games for use at the Jubilee Fete and future events, eg Hook a Duck, Skittles, and also to cover the cost of £75 for a band to play at the Beacon Lighting event. **ACTION:** Clerk

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ACTION: SB to complete preparations for Tombola & Lucky Dip.

Jubilee group continues to make good progress

- 8.2. Parish Improvements – Gates for Stedham Graveyard due to be installed over the next 2 weeks, gates to be viewed in situ prior to deciding how gates should be latched etc. A meeting with the NT representative at Petworth is planned for 25th May to agree requirements to move the Milestones.
- 8.3. Recruitment of Parish Councillors - **ACTION:** Separate flyer to be included in the next Newsletter publicising the need for 2 more Parish Councillors and asking for volunteers. Similar flyer to be handed out at the Jubilee fete with Tombola tickets. **ACTION:** SB to draft A5 flyer. **ACTION:** NR to obtain SIPC banner for use at Jubilee fete.
- 8.4. Lunch Club – It's proving difficult to move forward. Need to establish a cost basis and investigate whether external funding can be obtained. **ACTION:** HB, SB. **ACTION:** Investigate possibility of recruiting a retired chef
- 8.5. Review Action List – **ACTION:** Clerk to arrange review session for Action List & DropBox in August

9. PLANNING COMMITTEE(SIMON BARNARD)

9.1. SDNP/22/02014/TCA

Location: St James Church Mill Lane Stedham West Sussex

Proposal: Notification of intention to fell 1 no. False Acacia tree (quoted as 04) and 1 no. Laurel Cherry tree (quoted as 06). Crown lift by 2.5m (above ground level) and reduce 1 no. low branch by 1m (south sector) on 1 no. English Yew tree (quoted as 01). Crown lift by 2.5m (above ground level) on 1 no. Yew tree (quoted as 05).

Support, with caveat that proposed works should be done in line with current Arboricultural Association guidelines

10. DATE OF NEXT MEETING:

- 10.1. SIPC Meeting 9th June 2022 @ 7:00pm in Stedham Memorial Hall
- 10.2. Parish Meeting – Date TBA. **ACTION:** Clerk to confirm format/content

Conclusion 9:30pm

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

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Action#	Description	Responsible	Date Raised
1	Write to previous Parish Clerk and ask that all Parish records currently in her possession be prepared and packed for ready for collection and arrange collection once items are confirmed as ready	Clerk	12/05/2022
2	Post requirement to pre-register for SIPC's Jubilee Gift on local Facebook. Clerk to maintain list	SB Clerk	12/05/2022
3	Annual Risk Assessment to be completed before 1 st June.	AH, RC	12/05/2022
4	Purchase offline back-up for DropBox files.	SB	12/05/2022
5	NALC have updated their model Standing Orders with regard to procurement procedures. Update SIPC's SO and circulate for review.	Clerk	12/05/2022
6	Take photographs of new equipment for next Newsletter and to send to SDNPA. Confirm if there any special maintenance requirements for the Zip-wire.	MP Clerk	12/05/2022
7	Sign and witness both agreements to plant trees in The Street received from WSCC Highways and Clerk to return copy to WSCC.	Sb Clerk	12/05/2022
8	Obtain copies of agreement/minutes pertaining to the grounds maintenance for Stedham Graveyard and circulate for review.	Clerk	12/05/2022
9	Recruitment of Parish Councillors - Separate flyer to be included in the next Newsletter publicising the need for 2 more Parish Councillors and asking for volunteers. Similar flyer to be handed out at the Jubilee fete with Tombola tickets. Obtain SIPC banner for use at Jubilee fete	MD, SB Clerk NR	12/05/2022
10	Parish Meeting – Date TBA & confirm format/content	Clerk	12/05/2022