

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. 19/Year 1/19-23

Held on: Thursday 13th August 2020 6:30pm - On-line Video Meeting

Present: Simon Barnard (Chair)
Neil Read (Vice-Chair)
Terry Stevens
Ruth Cooper

In attendance: 4 members of the public

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

1. **APOLOGIES FOR ABSENCE:** Amanda Hollingshead. It was also confirmed that David Edmondson had resigned from the Parish Council.
2. **MINUTES OF PREVIOUS MEETINGS:** **SIPC resolved** to approve the minutes for SIPC virtual meeting on 9th July 2020. Minutes to be signed at the next actual meeting. **ACTION:** Clerk
3. **DECLARATIONS OF INTEREST:** Members of the Council each confirmed there had been no change in their Register of Interests.
4. **REPORT FROM CDC AND WSCC**
 - 4.1. Copy of report from Kate O'Kelly WSCC is attached
5. **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
 - 5.1. A parishioner queried the purpose of Agenda item 6.1 Response to Council's legal representative with regard to potential grounds for appeal. Given that there were a number of queries re. Item 6.1 the Chair clarified the Council's position immediately as minuted under Item 6.1
6. **EMPLOYMENT TRIBUNAL**
 - 6.1. The Council had been informed by its legal representative that there are potential grounds to appeal the Tribunal decision on the following points:
 - 6.1.1. The finding of fact regarding the discussion of the Claimant's salary
 - 6.1.2. The last straw.The Chair confirmed tonight's meeting was earliest opportunity for the Council to formally record its decision on this matter. **The SIPC resolved not** to pursue an appeal.
 - 6.2. The Chair apologised, on behalf of the Council, to Mrs Jane Crawford (the Claimant in the Tribunal) for the anguish and upset that the process may have caused.

Mrs Crawford asked to make a statement, a copy of which is attached. A copy was also sent to all members of the Council for their perusal.
7. **FINANCE AND GENERAL PURPOSES COMMITTEE**
 - 7.1. No nominees could be identified for the post of Chair of F&GP Committee. **ACTION:** Clerk to check Standing Orders re requirements for a Chair of the F&GP Committee. Chair (of SIPC) asked Clerk to proceed with financial reporting.
 - 7.2. Copies of Financial Summary and current Budget Status are attached.
 - 7.3. Annual Governance and Accountability Return (AGAR) 2019-20
 - 7.3.1. The Annual Internal Report (Page 3 of AGAR) was reviewed and noted
 - 7.3.2. **SIPC resolved to approve** the Annual Governance Statement (AGAR Section 1)

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7.3.3. **SIPC resolved to approve** the Accounting Statements previously signed by the RFO (AGAR Section 2)

7.3.4. **ACTION:** Chair(SIPC) and Clerk to sign Pages 4 & 5 of AGAR document.

7.4. **SIPC resolved to approve** the following items for payment

Invoices/Expenditure requiring approval					
Date	Who	What	Gross	VAT	NET
31/07/2020	Morag Birch	July Pay (Clerk)	£ 298.20	£ -	£ 298.20
31/07/2020	Morag Birch	July Pay (RFO)	£ 85.20	£ -	£ 85.20
31/07/2020	Morag Birch	July Expenses (Clerk)	£ 30.58	£ 2.40	£ 28.18

7.5. Amendment of Approvals process. **ACTION:** Clerk to complete changes and circulate to Councillors for approval

7.6. **SIPC resolved to accept** recommendation from Clerk to use DropBox [2TB @ £7.99/m (Billed yearly)] as communal on-line drive, first step being to set-up 30 days free trial and review at next meeting. **ACTION:** Clerk

8. PLANNING COMMITTEE

8.1. SDNP/20/02624/HOUS

Location: Archers , The Street, Stedham, GU29 0NQ

Proposal: Demolition of carport and stores. Proposed single storey rear extension, internal alterations and new cladding

Objection: On the grounds of use of skylights without inclusion of measures to ensure compliance with SDNPA's Dark Skies Policy. In addition, SIPC request that SDNPA confirm the extension complies with the rule that any extension is less than 30% of the net internal area of the original building.

8.2. SDNP/20/02617/HOUS

Location: Quags Meadow, Minsted Lane, Minsted, Stedham, Midhurst, West Sussex, GU29 0JH

Proposal: 2 storey side extension to the north elevation and new outbuilding to the north of the property
No Comment.

8.3. SDNP/20/02755/HOUS

Location: Stubbsfield , Iping Lane, Iping, GU29 0PQ

Proposal: Erection of a pool

No Comment

8.4. SDNP/20/02924/TCA

Location: Village Green, The Street, Stedham, West Sussex

Proposal: Notification of intention to reduce height by 4m and reduce width by 3m (all round) on 1 no. Acer spp. tree (marked on plan as T1).

Support

8.5. SDNP/20/02342/PRE

Location: St Cuthmans School Tote Lane Stedham Midhurst West Sussex GU29 0QL

Proposal: Conversion of St Cuthmans' listed building to 10 No. Apartments and 5 No. Townhouses.

Conversion of former Coach House to 2 No. Townhouses.

New build development of 6 No. Townhouses to replace former classroom blocks in grounds.

Extension of Garden store to create new dwelling

New Dwelling on the North East Lawn

It was clarified that this was not a planning application but a pre-application. Attention was drawn to the Executive Summary included in SDNPA's response to the Pre-application. **SIPC resolved to write to SDNPA** advising them that the Council had noted the pre-application and were concerned with SDNPA's response given that the Parish's preferred development site, as

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included in the Neighbourhood Plan, is the Sawmills site and that persons noting comments on the pre-application purporting to represent the views of the Parish are in fact representing their own interests and not that of the community as a whole. No-one has either canvassed local opinion or contacted the Parish Council. **ACTION:** SB & Clerk to draft letter and circulate for review .

8.6. It was agreed that Planning section should be moved to end of Agenda as from next meeting.

ACTION: Clerk

9. AMENITIES & ENVIRONMENT COMMITTEE

9.1. NHB & CIL Grants 2020

9.1.1. NHB grant request was submitted on 31st July and will be considered by a special meeting of the Grants & Concession Panel on 16th September 2020.

9.1.2. Drafts of the CIL grant requests have been forwarded to SDNPA for their comments on an informal basis to facilitate completion of final documents. **ACTION:** Clerk to follow-up

9.1.3. Three quotes, for the proposed playground equipment, had been obtained and circulated to members of the Council. **ACTION:** Clerk to arrange Working Group meeting to agree final requirements and to obtain details of previous installations completed by the 3 suppliers so Council members can view.

9.1.4. It was agreed that refurbishment of the Finger Arm & Post road signs should be included in the CIL grant request. (Note: Kate O'Kelly suggested contacting Rogate & Harting PCs as they have already done work on their signs). **ACTION:** Clerk

9.2. AH reported, as part of the Monthly inspections of the play areas, that the wooden walkway in Common View may be unsafe and that it had been closed off as a precautionary measure. Playsafe have been advised and will cover as part of their annual inspection due before end of August.

9.3. Tree Survey – **SIPC resolved to accept** the quote as recommended by TS for the tree management work required on the tree on the Recreation Ground. **ACTION:** TS to confirm decision to the companies who quoted and arrange for the work to be carried out later this year subject to planning permission being granted.

10. PARISH ACTION PLANS AND CORRESPONDENCE

10.1. The Parish Council is 4 Councillors short of its full complement of 9. Vacancies had been advertised on the notice boards, website & social media with no response as yet.

10.2. **SIPC resolved to produce** a regular newsletter to be posted to each household in the Parish. The first edition would include a recruitment call with regard to the Council vacancies and it would provide a vehicle for the Council to re-build its relationship with the Parish. **ACTION:** All Councillors & Clerk to produce draft articles. **RC & Clerk** to arrange meeting to produce first edition for review and approval. **Clerk** to contact local organisations again to ask for input. Clerk to include topic in Working Group meeting for item 9.1.3.

10.3. **ACTION:** TS to obtain quotes for repair or replacement of the Parish Notice Boards

10.4. **ACTION:** TS & Clerk to confirm whether allotment owners would like to have a facility to allow sale of spare produce. Clerk to check conditions of lease with WSCC

10.5. Review Action List. **ACTION:** SB to inspect footpath which goes past Rotherhill Nursery with regard to possible improvement to allow cycling. **Clerk & TS** to post additional maps re location of AED unit.

11. MINERALS – SOFT SAND REVIEW

SIPC resolved to endorse Minsted Residents' Group (MRG) Position Statement and to adopt said policy as SIPC's own policy.

12. DATE OF NEXT MEETING:

12.1. SIPC Ordinary 10th September. Currently this will be a video conference starting at 6:30pm

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Conclusion 8:50pm

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

Action#	Description	Responsible	Date Raised
11	Check Standing Orders re requirements for a Chair of the F&GP Committee. Chair(of SIPC) asked Clerk to proceed with financial reporting.	Clerk	13/08/2020
2	Complete changes to payment approval process and circulate to Councillors for approval	Clerk	13/08/2020
3	Set-up 30 days free trial for DropBox as communal on-line drive for review at next meeting	Clerk	13/08/2020
4	Draft letter to SDNPA re. pre-application SDNP/20/02342/PRE and circulate for review .	Clerk, SB	13/08/2020
5	Move planning section to end of Agenda as from next meeting.	Clerk	13/08/2020
6	Follow-up CIL grant requests	Clerk	13/08/2020
7	Arrange Working Group meeting to agree final requirements for new play ground equipment & production of newsletter	Clerk	13/08/2020
8	Include refurbishment of the Finger Arm & Post road signs should be included in the CIL grant request.	Clerk	13/08/2020
9	Confirm decision to the companies who quoted for tree works and arrange for the work to be carried out later this year subject to planning permission being granted.	TS	13/08/2020
10	Produce draft articles for proposed newsletter. Arrange meeting to produce first edition for review and approval. Contact local organisations again to ask for input.	All RC, Clerk Clerk	13/08/2020
11	Obtain quotes for repair or replacement of the Parish Notice Boards	TS	13/08/2020
12	Confirm whether allotment owners would like to have a facility to allow sale of spare produce. Clerk to check conditions of lease with WSCC	TS, Clerk	13/08/2020
13	Inspect footpath which goes past Rotherhill Nursery with regard to possible improvement to allow cycling	SB	13/08/2020
14	Post additional maps re location of AED unit	TS, Clerk	13/08/2020