

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. 11/Year 3/19-23

Held on: Thursday 14th April 2022 7:00pm at Stedham Memorial Hall

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

In attendance: 0 members of the public

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

- 1. APOLOGIES FOR ABSENCE:** Madeline Pike, Amanda Hollingshead, Kate O'Kelly WSCC, Judy Fowler CDC
- 2. MINUTES OF PREVIOUS MEETINGS:** **SIPC resolved** to approve the minutes for the SIPC Meeting on 10th March 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 Clerk.
- 5. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
 - 5.1. None
- 6. FINANCE AND GENERAL PURPOSES COMMITTEE(AMANDA HOLLINGSHEAD)**
 - 6.1. Copy of Financial Summary is attached. It was noted the expenditure planned for 2021-22 but still outstanding as at 31st March was covered by the 2021-22 budget allocations. Invoices received before the end of April 2022 will be included in the 2021-22 accounts unless costs specifically relate to 2022-23, eg renewal of annual subscriptions.
 - 6.2. **SIPC resolved to approve** the following items for payment/expenditure:

Date	Who	What	Gross	VAT	NET
31/03/2022	Morag Birch	March Pay (Clerk) (£10.76/hour)	£ 301.28	£ -	£ 301.28
31/03/2022	Morag Birch	March Pay (RFO) (£10.76/hour)	£ 129.12	£ -	£ 129.12
31/03/2022	Morag Birch	March Expenses (Clerk)	£ 36.23	£ -	£ 36.23
31/03/2022	SLCC	Annual Subscription (1st May 2022)	£ 112.00	£ -	£ 112.00
17/03/2022	Morag Birch	Stamps for SIPC (Newsletters)	£ 20.40	£ -	£ 20.40
08/01/2022	Business Stream	Water for Allotments	£ 3.80	£ -	£ 3.80
31/03/2022	CDC	Bin Emptying	£ 361.92	£ 60.32	£ 301.60
01/04/2022	WSALC	Annual Subscription 2022-23	£ 294.42	£ -	£ 294.42
31/03/2022	M H Kennedy	Grass cutting March 2022	£ 828.00	£ 138.00	£ 690.00
03/04/2022	David Edmondson	Repair & installation of WI Bench (NB: £250 covered by Jubilee Grant)	£ 475.00	£ -	£ 475.00
03/04/2022	JR TreeCare	Replacement of Stedham Graveyard Gateposts (Like for Like)	£ 480.00	£ 80.00	£ 400.00
08/04/2022	Ruth Cooper	Wild Flower Seeds - Triangle between The Street & School Lane (Estimate)	£ 30.00		£ 30.00

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6.3. AGAR schedule requires the preparation of accounts for the year 2021-22, receipt of internal Audit Report, completion of AGAR Sections 1 & 2 and submission of documentation to External Auditor to be completed by 30th June 2022. Details for the arrangement for the exercise of public rights must be published before 1st July 2022. **ACTION:** Clerk/RFO

6.4. **SIPC resolved to pay invoice** for £650.00 from Stedham Memorial Hall for hire charges for the year 2021-22.

Agreement with Stedham Memorial Hall for 2022-23: **ACTION:** Clerk to reply to SMH requesting changes to the proposed fee structure.

7. AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER)

7.1. Tree Planting – licenses to plant 5 x Cherry Trees, as specified by SIPC, in The Street have been granted. **SIPC resolved to sign** the License as issued by WSCC. Planting will be postponed until the Autumn. **ACTION:** Clerk to sign License and return to WSCC. Also, to advise owners of premises of plans to plant trees outside said premises. **ACTION:** SIPC will conduct a surface survey re position of underground cabling/pipework

7.2. River Rother - Last meeting held on 28th March was attended by representative from Arun & Rother Rivers Trust who explained the trend toward naturalisation of rivers. A letter is to be sent to the Environment Agency(EA) to gain a better understanding of what the EA's current position and plans are. It was agreed the group should plan engagement with the Parish and special interest groups. Next meeting 25th April

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

7.4. AED Training sessions – Drop-in familiarisation session was run on 5th March. **ACTION:** SB, AH to arrange further sessions later in the year.

8. PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

8.1. Parish Events:

8.1.1. VE75+ 2 - **ACTION:** The new bench to commemorate VE75 is due to be installed next week. Commemoration will take place on 8th May at 11:00am (subject to timing of any Church services). **Clerk** to clarify involvement of the Hall. **SB** to produce posters. Clerk to advise/invite local organisations. **Clerk/RC/HB** to organise tea & cakes in the Hall. Clerk to contact Milland about borrowing the air-raid siren.

8.1.2. Queen's Jubilee 2022

ACTION: **SB** to purchase more fabric bunting for VE75 & the Jubilee

Jubilee group continues to make good progress

Lighting the Beacon will be carried out at the Sports Pavilion on Thursday 2nd June

8.2. Parish Improvements

8.2.1. **ACTION:** Clerk to send photos & query re repair of fencing to WSCC

8.2.2. **SIPC resolved to accept quote** for full refurbishment of the Stedham phone box. **ACTION:** Clerk to confirm order to contractor

8.2.3. Milestones – planning permission has been granted to move both the Rogate & Stedham Milestones and for Stedham's stone to be installed on the Recreation Ground. A meeting will be arranged with the agent at Petworth to agree requirements to move the Milestones.

8.2.4. **SIPC resolved to choose** white paint for goal posts, on Common View play area, with fluorescent orange nets. **ACTION:** Clerk to confirm order

8.2.5. WI bench – see item 6.2 Repair & installation of WI bench

8.3. Traffic Regulation Order(TRO) Paper – summarises change in criteria of TROs to facilitate installation of low value traffic items, eg white lines, signposts etc. **ACTION:** SB/TS to document all previous suggestions for traffic improvements and consider them in light of the new regulations. **ACTION:** All to publicise within the parish and get feedback.

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8.4. Lunch Club – quote received of £7:00/head (compares to £5.50/head for 2 courses when Lunch Club was last active). **ACTION:** HB to follow-up on outstanding quotes.

8.5. Review Action List – **ACTION:** Clerk to arrange review session for Action List & DropBox

9. PLANNING COMMITTEE(SIMON BARNARD)

9.1. SDNP/22/00980/HOUS

Location: Harlow House The Street Stedham West Sussex GU29 0NQ

Proposal: Single storey rear extension with small timber decked terrace. Replacement of 1 no. rear 14/3first floor bedroom window.

Object on the basis of the large skylight included in the roof of the single storey extension which would adversely impact the dark skies requirement within the National Park and is not in line with SDNPA's Dark Skies policy

9.2. SDNP/22/00952/FUL

Location: Rotherhill Nurseries School Lane Stedham GU29 0PA

Proposal: Replacement main storage barn.

Support

9.3. SDNP/22/01369/TCA

Location: St Marys Church Iping Lane Iping West Sussex

Proposal: Notification of intention to remove epicormic growth on 1 no. Tilia cordata tree (T1) and crown lift to 4m (above ground level) and remove epicormic growth on 1 no. Tilia cordata tree (T2).

Support

10. DATE OF NEXT MEETING:

10.1. SIPC Meeting 12th May 2022 @ 7:00pm in Stedham Memorial Hall

10.2. Action List & DropBox Reviews – TBA

Conclusion 9:00pm

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

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Action#	Description	Responsible	Date Raised
1	Prepare accounts for the year 2021-22, including internal Audit Report, completion of AGAR Sections 1 & 2 and submission of documentation to External Auditor by 30 th June 2022	Clerk/RFO	14/04/2022
2	Reply to SMH requesting changes to the proposed fee structure.	Clerk	14/04/2022
3	Sign License to plant trees and return to WSCC. Also, to advise owners of premises of plans to plant trees outside said premises	Clerk	14/04/2022
4	Conduct a surface survey re position of underground cabling/pipework before planting trees	SB	14/04/2022
5	Arrange further AED training sessions later in the year	SB, AH	14/04/2022
6	Bench to commemorate VE75 is due to be installed on 8 th May Clarify involvement of the Hall. Produce posters. Advise/invite local organisations. Organise tea & cakes in the Hall. Clerk to contact Milland about borrowing the air-raid siren	Clerk SB Clerk Clerk, RC, HB	14/04/2022
7	Purchase more fabric bunting for VE75 & the Jubilee	SB	14/04/2022
8	Send photos & query re repair of Allotment fencing to WSCC	Clerk	14/04/2022
9	Confirm order to contractor for refurbishment of the Stedham phone box	Clerk	14/04/2022
10	Confirm order paint for goal posts, on Common View play area, and new orange nets	Clerk	14/04/2022
11	Follow-up on outstanding quotes re. Lunch Club caterers	HB	14/04/2022
12	Arrange review session for Action List & DropBox	Clerk	14/04/2022