

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. 5/Year 3/19-23

Held on: Thursday 14th October 2021 7:00pm at Stedham Memorial Hall

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

In attendance: 0 members of the public

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

1. **APOLOGIES FOR ABSENCE.** Amanda Hollingshead
ACCEPT RESIGNATION FROM EXISTING COUNCILLOR: The Council accepted, with regret, the resignation of Luca Perricone. The Council recorded a vote of thanks for his input.
2. **MINUTES OF PREVIOUS MEETINGS:** **SIPC resolved** to approve the minutes for the SIPC Meeting on 9th September for signature. Minutes from SIPC Planning meeting on 23rd August 2021 were also signed, these had been approved during meeting of 9th September
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
 - 4.2. Kate O'Kelly, WSCC – Copy of report attached.
5. **TO RECEIVE APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND CO-OPT A CANDIDATE TO FILL AN EXISTING VACANCY.**
 - 5.1. Candidate, Hannah Burton, gave a brief summary of her background and reasons for wanting to join the Parish Council
 - 5.2. SIPC resolved to co-opt Hannah Burton on to the Parish Council
 - 5.3. Hannah Burton and the Clerk signed the Declaration of Acceptance of Office and HB also signed the Declaration to abide by the Code of Conduct.
 - 5.4. Hannah Burton was duly declared a member of the Council
6. **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
 - 6.1. No-one present
7. **FINANCE AND GENERAL PURPOSES COMMITTEE(AMANDA HOLLINGSHEAD)**
 - 7.1. Copy of Financial Summary is attached.
 - 7.2. **SIPC resolved to approve** the following items for payment/expenditure:

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Date	Who	What	Gross	VAT	NET
30/09/2021	Morag Birch	September Pay (Clerk) (£10.76/hour)	£ 301.28	£ -	£ 301.28
30/09/2021	Morag Birch	September Pay (RFO) (£10.76/hour)	£ 129.12	£ -	£ 129.12
30/09/2021	Morag Birch	September Expenses (Clerk)	£ 1.13	£ -	£ 1.13
30/09/2021	M H Kennedy & Son Ltd	September Grasscut	£ 828.00	£ 138.00	£ 690.00
09/11/2021	DropBox	Annual Fee	£ 95.88	£ 15.98	£ 79.90
14/10/2021	START Community Housing	Grant Request	£ 170.00	£ -	£ 170.00
14/10/2021	Supplier (tbc)	Concrete plinth and fastening for bench being donated by local resident in commemoration of 100 year anniversary of the Royal British Legion. (Estimate)	£ 100.00	£ -	£ 100.00

ACTION: TS to confirm with resident donating bench where/when he would like the bench installed.

ACTION: SB to arrange for plinth to be installed

8. AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER)

8.1. **SIPC resolved to grant permission** to committee of Stedham Memorial Hall to use the Recreation Green on the 18th December 2021 for a Carol Service subject to receipt of completed Risk Assessment

8.2. Decisions received from CDC and SDNPA with regard to NHB and CIL grants which had been applied for as follows:

CDC NHB - £830

SDNPA CIL 1 – Rejected

SDNPA CIL 2 - £2,775

SDNPA CIL 3 - £9,750

MP queried whether Council could help Lunch Club to get funding to support its continuation.

ACTION: Clerk to query possible support with CDC and WSCC. **ACTION:** Hannah Burton(HB) is already trying to establish a number of volunteers to cover the service. HB will continue efforts and let Council know about progress.

8.3. Traffic calming and parking - **ACTION:** SB/TS to re-visit advice from WSCC Highways

8.4. River Rother/Stepping Stones – to be included in the next edition of the Newsletter: *Call out for volunteers for a Working Group to shape the aims and objectives of the Parish. Without this the Parish Council will not have the resources to give the Rother the priority it needs.* **ACTION:** Clerk to contact relevant correspondents re. possibility of joining Working Group.

8.5. Hedge and Tree maintenance – **SIPC resolved to establish** an annual hedge cut. Last tree survey was done February 2020. **ACTION:** RC to contact local providers for estimated costs and advice re tree surveys. **ACTION:** Clerk to contact Highways re. (1) dead branches on large oak tree at junction of A272 and The Street. (2) overgrown trees on verges of the Street (3) Overgrown footpath between Iping & Stedham bustops on A272

8.6. Christmas Trees & Tree Planting – **SIPC resolved to purchase** a Christmas tree for planting on the Recreation Ground and a cut tree for Common View. **ACTION:** RC to order tree for planting. **Clerk** to order cut tree from Rotherhill Nursery and confirm what lights will be required. **SB** to confirm position of utility pipes prior to install tree on Common View.

8.7. Planting & re-wilding Stedham Graveyard – **SIPC resolved to purchase** an 8 -10foot sized Liquid Amber tree for the Queen's Platinum Jubilee. **ACTION:** RC to include with order for Christmas tree. RC to investigate planting of several cherry trees along The Street.

SIPC resolved to re-wild Stedham Graveyard at the start of the new season. **ACTION:** RC to arrange with mowing contractors. Notices will be posted to advise locals of actions being taken and why, including in the next Newsletter.

8.8. Parish Improvement projects – effort is required make progress on refurbishment of Stedham's phone box. **ACTION:** Clerk to obtain estimate for professional to refurbish Phone boxes. Also, to follow-up requirements with regard to move Milestone. RC to post query on Love West Sussex re repair of footpath at Post Box in Common View.

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

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8.10. AED Training sessions – **ACTION:** SB/AH to agree date for session

9. PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

9.1. Newsletter – Copy to be completed ready to send to publishers start of w/c 18th October. **ACTION:** Clerk/TS to prepare delivery schedule. Clerk to contact volunteer deliverers.

9.2. Planning for Queen's Platinum Jubilee & VE75+2 Day – See 8.7 re Queen's Jubilee. **ACTION:** Clerk to contact CDC to confirm whether £250 grant for VE day is still available. **ACTION:** Council to set-up Working Group.

9.3. START Meeting 20th September 2021 – START stands for Stedham, Trotton & Rogate Together and is a Community Land Trust group run by volunteers to develop affordable housing. It is actively looking for more volunteers from the local community to assist/support their efforts.

9.4. All parishes meeting 9th September 2021 – main point related to renewal of contract with CDC to handle Planning Applications on behalf of SDNPA. Concern, if SDNPA take on the Planning role that they do not have the resources

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

10. PLANNING COMMITTEE(SIMON BARNARD)

10.1. **SDNP/20/05128/FUL – Planning Appeal** (Planning request refused 05/02/2021)

Location: The Old Dairy , Mill Lane, Stedham, GU29 0PR

Proposal: New Agricultural barn

Support

10.2. **SDNP/21/02776/HOUS**

Location: 10 The Street Stedham GU29 0NQ

Proposal: Single storey front extension and single storey and double story rear extensions.

No Comment. The Parish Council requests however that SDNPA confirm the size of the extension does not exceed the 30% rule

10.3. **SDNP/21/04896/HOUS**

Location: 2 Mill Lane Cottages Mill Lane Stedham GU29 0PR

Proposal: Internal and external alterations including new rooflights and rear facing dormer window.

Support. The Parish Council requests SDNPA to confirm how the blinds are operated and suggest they should be automated to ensure their use.

10.4. **SDNP/21/04976/HOUS**

Location: The Sorrells School Lane Stedham GU29 0NY

Proposal: Proposed two storey rear extension and first floor side extension. Change use of loft space to habitable accommodation creating second floor. Alterations to existing layout. Proposed 1 no. detached double garage and 1 no. detached annex.

Objection: On the grounds that the revised application still breaches the SDNPA requirement that any extension should be less than 30% of the net internal area of the original building, The proposed extension remains dis-proportionate in size to the immediate surrounding area. The increase in height of both the house and garage could have further significant visual impact on the surrounding area. In addition, there are a number of skylights included without measures to ensure compliance with SDNPA's Dark Skies Policy.

11. DATE OF NEXT MEETING:

11.1. SIPC Meeting 11th November @ 7:00pm in Stedham Memorial Hall

11.2. Annual Parish Meeting 23rd November @ 7:00pm in Stedham Memorial Hall

Conclusion 9:30pm

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

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Action#	Description	Responsible	Date Raised
1	To confirm with resident donating bench for 100 th Anniversary of Royal British Legion where/when he would like the bench installed. To arrange for plinth to be installed	TS SB	14/10/2021
2	Query possible support from CDC and WSCC to help Lunch Club to get funding for its continuation.	Clerk	14/10/2021
3	Continue efforts to try and establish a number of volunteers to cover the Lunch Club service and let Council know about progress.	HB	14/10/2021
4	Traffic calming and parking - to re-visit advice from WSCC Highways	SB, TS	14/10/2021
5	River Rother/Stepping Stones – contact relevant correspondents re. possibility of joining Working Group	Clerk	14/10/2021
6	Contact local providers for estimated costs and advice re providing annual hedge cut and tree survey.	RC	14/10/2021
7	Contact Highways re: (1) dead branches on large oak tree at junction of A272 and The Street. (2) overgrown trees on verges of the Street (3) Overgrown footpath between Iping & Stedham bustops on A272	Clerk	14/10/2021
8	<u>Christmas & Queens Jubilee Trees</u> Order Christmas tree & Jubilee for planting. Order cut tree from Rotherhill Nursery and confirm what lights will be required. Confirm position of utility pipes prior to install tree on Common View	RC Clerk SB	14/10/2021
9	Stedham Graveyard re-wilding - arrange with mowing contractors at start of the new season. Post notices to advise locals of actions being taken and why, including in the next Newsletter.	RC, TS	14/10/2021
10	Obtain estimate for professional to refurbish Phone boxes. Follow-up requirements with regard to moving Milestone. Post query on Love West Sussex re repair of footpath at Post Box in Common View.	Clerk Clerk RC	14/10/2021
11	Agree date for training session for use of AED	SB, AH	14/10/2021
12	Newsletter – Copy to be completed ready to send to publishers start of w/c 18 th October. To prepare delivery schedule. Contact volunteer deliverers.	SB, RC TS Clerk	14/10/2021
13	<u>C</u> ontact CDC to confirm whether £250 grant for VE day is still available. Council to set-up Working Group to organise VE & Jubilee events	Clerk All	14/10/2021