

Stedham with Iping Parish Council

Chair: Ruth Cooper

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 3/23-27

Held on: Thursday 9th October 2025 7:00pm at Stedham Memorial Hall

Present: Ruth Cooper (Chair)
Rachael Wildman
Hannah Burton
Jeff Blackett

In attendance: 0 member of the public.

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

- 1 **APOLOGIES FOR ABSENCE:** Amanda Hollingshead, Terry Stevens, Yvonne Gravelly(WSCC)
- 2 **MINUTES OF PREVIOUS MEETINGS:** **SIPC resolved** to approve the minutes of the SIPC meetings on 11th September 2025 for signature.
- 3 **DECLARATIONS OF INTERESTS:** None
- 4 **REPORT FROM CDC:**
 - 4.1 WSCC – No report
 - 4.2 CDC – main points as follows:
 - Grants are currently available to fund tree planting in Chichester District. Scheme ends on 17th November 2025. <https://www.chichester.gov.uk/article/34758/Chichester-District-tree-scheme>
 - Devolution – CDC has voted for the 2 Unitary scheme. **ACTION:** HB to forward recent updates to new Councillors. <https://www.chichester.gov.uk/devolution>
- 5 **TO RECEIVE APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND CO-OPT A CANDIDATE TO FILL AN EXISTING VACANCY**
 - 5.1 Candidates Viktoria Ashdown and Kenneth Yeates gave summaries of their backgrounds and reasons for wanting to join the Parish Council
 - 5.2 **SIPC resolved to co-opt** Viktoria Ashdown and Kenneth Yeates on to the Parish Council.
 - 5.3 Viktoria Ashdown, Kenneth Yeates and the Clerk signed the Declarations of Acceptance of Office
 - 5.4 Viktoria Ashdown and Kenneth Yeates were duly declared members of the Council.
- 6 **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC:**
 - 6.1 RW attended River Rother Community & Parish Event on 7th October. Main aim was to recruit volunteers to assist in clearance of Himalayan Balsam. **ACTION:** Clerk to include on November's agenda for further discussion
 - 6.2 JB attended Police Liaison Forum in Midhurst on 9th October. Volunteers are required for Wild Fire patrol groups. Also, to set up a speed-watch group, 6 volunteers are required to register and then the appropriate guidance can be provided. The police summarised that there had been little crime in the area over the last 6 months, 56% of crime had been fraud related. The headmaster of a local primary school reported increased problems in several areas, including drugs and domestic violence. He had no solutions to offer but wanted to ensure people were made aware of the issues. The police stressed that the police can only respond if incidents are reported. Reporting also allows data to be collected and possible trends identified.

Stedham with Iping Parish Council

Chair: Ruth Cooper
Clerk: Morag Birch
email: clerk@stedhamwithiping-pc.gov.uk
website: <http://www.stedhamwithiping-pc.gov.uk>

7 FINANCE AND GENERAL PURPOSES

7.1 The Budget Status and Financial Summary were reviewed. Copies are attached.

7.2 **SIPC resolved to approve** items in the following table for payment/expenditure. **SIPC also resolved that monies** raised via Christmas Tree disposal would be sent to KSS Air Ambulance as usual.

Invoices/Expenditure requiring approval					
Date	Who	What	Gross	VAT	NET
15/10/2025	Morag Birch	September Pay (Clerk) (£13.13/hour)	£ 367.64	£ -	£ 367.64
15/10/2025	Morag Birch	September Pay (RFO) (£13.13/hour)	£ 157.56	£ -	£ 157.56
15/10/2025	Morag Birch	September Expenses (Clerk)	£ 1.13	£ -	£ 1.13
09/10/2025	Stedham Memorial Hall	AED Light (Paid out of SIPC Community Fund)	£ 150.00	£ 25.00	£ 125.00
09/10/2025	KSS Air Ambulance	Donation request			£ -

7.3 New Website – Update: Website provider has made some employees redundant including the Technical Developer for the website. The Project Manager remains in place and has made the changes as previously requested. **ACTION:** Clerk to complete remaining updates to pages. **SIPC resolved Clerk** should agree Go Live date with X-Net Services. **ACTION:** HB to suggest a new Parish logo.

8 AMENITIES & ENVIRONMENT (RUTH COOPER).

- 8.1 Monthly inspection of children's play areas. AH confirmed all okay.
- 8.2 Beelines – Seeds have been delivered and arrangements made for preparation of ground. **ACTION:** RC to follow-up with Kennedy's re preparation of ground.
- 8.3 Community Asset Transfer **ACTION:** Clerk to find out what would be involved in transferring a local asset/area into PC ownership and include in next month's agenda.
- 8.4 **SIPC resolved to empty existing bin** and move to rear of church yard by next spring. JB had confirmed the church can rent a Green Bin from CDC.

9 PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

- 9.1 Last Month's Actions – reviewed, updated and outstanding items added to main Action List:
 - SSA Fireworks on 25th October – **ACTION:** HB to buy ingredients for mulled wine. TS to purchase wine.
 - Daffodil Bulbs – agreed that planting areas for this year will be confined to The Street. **ACTION:** RC to ask mowing contractors whether they can mow the west side of The Street.
- 9.2 Parish Council aims, plans, roles & responsibilities: **ACTION:** Clerk to arrange meeting to discuss this and complete the draft budget for 2026-2027.
- 9.3 **ACTION:** TS to confirm date for Christmas/December Tea Club
- 9.4 Allotment Requirements: AH arranged for skip to be made available from 6th to 11th October. **SIPC resolved to purchase** new water storage tank for Allotments and cut down/prune trees within the Allotment boundary as required. **ACTION:** Clerk to buy new tank and arrange for trees to be included in annual tree tidy.
- 9.5 Newsletter(Summer) Photo Competition – Councillors viewed photographs and decided 1st, 2nd and 3rd positions. **ACTION:** Clerk to advise participants accordingly.

Stedham with Iping Parish Council

Chair: Ruth Cooper

Clerk: Morag Birch

email: clerk@stedhamwithiping-pc.gov.uk

website: <http://www.stedhamwithiping-pc.gov.uk>

9.6 Parish Improvements: **ACTION:** RC has contacted local builder and will stress requirement for a definitive answer

9.7 CPR/AED training session - Training Course on 29th September had 14 attendees. Course was very well received by all attendees.

10 PLANNING (RACHAEL WILDMAN)

SDNP/25/03955/TCA

Location: Stone Cottage, Mill Lane, Stedham, West Sussex, GU29 0PS

Proposal: Notification of intention to crown reduce by 20% and remove lowest lateral branch on 1 no. Magnolia tree (T1)

Support

11 DATE OF NEXT MEETING:

11.1 SIPC Ordinary Meeting – 13th November 2025 at 7:00pm in Stedham Memorial Hall

11.2 WI Christmas market 29th November. **ACTION:** Clerk to source tombola machine. All to collect prizes for the tombola.

11.3 Budget 2026-27 and PC Aims meeting - tba

Conclusion 20:45

CHAIR: **DATE:**

Stedham with Iping Parish Council

Chair: Ruth Cooper

Clerk: Morag Birch

email: clerk@stedhamwithiping-pc.gov.uk

website: <http://www.stedhamwithiping-pc.gov.uk>

Action#	Description	Responsible	Date Raised
1	Devolution – CDC has voted for the 2 Unitary scheme. Forward recent updates to new Councillors	HB	10/10/2025
2	River Rother Community & Parish Event on 7 th October. Main aim was to recruit volunteers to assist in clearance of Himalayan Balsam. Include on November's agenda for further discussion	Clerk	10/10/2025
3	New Website: Technical Developer made redundant. Project Manager remains in place and has made the changes as previously requested. Complete remaining updates to pages and agree Go Live date with X-Net Services. Suggest a new Parish logo.	Clerk HB	10/10/2025
4	Beeline - Seeds have been delivered and arrangements made for preparation of ground. Follow-up with Kennedy's re preparation of ground. Community Asset Transfer: Find out what would be involved in transferring a local asset/area into PC ownership and include in next month's agenda	RC Clerk	10/10/2025
5	SSA Fireworks on 25 th October – buy ingredients for mulled wine.	HB, TS	10/10/2025
6	Daffodil Bulbs – planting areas for this year will be confined to The Street. Ask mowing contractors whether they can mow the west side of The Street.	HB RC	10/10/2025
7	Parish Council aims, plans, roles & responsibilities: Arrange meeting to discuss this and complete the draft budget for 2026-2027.	Clerk	10/10/2025
8	Confirm date for Christmas/December Tea Club	TS	10/10/2025
9	Allotment Requirements: Arrange for skip to be made available from 6 th to 11 th October. Purchase new water storage tank Cut down/prune trees within the Allotment boundary as required as part of annual tree maintenance programme.	AH Clerk Clerk	10/10/2025
10	Newsletter(Summer) Photo Competition: Advise participants of results and issue prize	Clerk	10/10/2025
11	Parish Improvements: Stedham telephone box Contact local builder and stress requirement for a definitive answer	RC	10/10/2025
12	WI Christmas market 29 th November. Source tombola machine. Collect prizes for the tombola.	Clerk All	10/10/2025