

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. 4/Year 3/23-27

Held on: Thursday 11th September 2025 7:00pm at Stedham Memorial Hall

Present: Ruth Cooper (Chair)
Amanda Hollingshead
Terry Stevens
Rachael Wildman
Hannah Burton

In attendance: 1 member of the public.

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

- 1 APOLOGIES FOR ABSENCE:** None
- 2 MINUTES OF PREVIOUS MEETINGS:** **SIPC resolved** to approve the minutes of the SIPC meetings on 10th July 2025 for signature.
- 3 DECLARATIONS OF INTERESTS:** None
- 4 REPORT FROM CDC:**
 - 4.1 WSCC – Copy of report attached
 - 4.2 CDC – main points as follows:
 - Men’s Health Fair to be organised – at a “work” friendly time
 - Chichester’s Local Plan has been passed <https://www.chichester.gov.uk/localplan2039>
- 5 TO RECEIVE APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND CO-OPT A CANDIDATE TO FILL AN EXISTING VACANCY**
 - 5.1 Candidate Jeff Blackett gave a summary of his background and reasons for wanting to join the Parish Council
 - 5.2 **SIPC resolved to co-opt** Jeff Blackett on to the Parish Council.
 - 5.3 Jeff Blackett and the Clerk signed the Declaration of Acceptance of Office
 - 5.4 Jeff Blackett was duly declared a member of the Council.
- 6 ELECTION OF VICE-CHAIR:** The Chair asked for nominations, RC proposed Jeff Blackett, seconded by TS and Jeff Blackett was elected unanimously
- 7 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC:**
 - 7.1 **SIPC resolved to manage** the Mulled Wine stall at Stedham Sports Association Fireworks Night in late October/early November. **ACTION:** HB to confirm date. Clerk to ask for volunteers from the parish.
 - 7.2 **SIPC resolved to arrange** clearance of gap between Stedham Allotments and Viola House. **ACTION:** HB to confirm contact details. Clerk to follow-up.
- 8 FINANCE AND GENERAL PURPOSES**
 - 8.1 The Budget Status and Financial Summary were reviewed. Copies are attached.
 - 8.2 **SIPC resolved to approve** items in the following table for payment/expenditure.

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Invoices/Expenditure requiring approval					
Date	Who	What	Gross	VAT	NET
15/09/2025	Morag Birch	August Pay (Clerk) (£13.13/hour)	£ 367.64	£ -	£ 367.64
15/08/2025	Morag Birch	August Pay (RFO) (£13.13/hour)	£ 157.56	£ -	£ 157.56
15/08/2025	Morag Birch	August Expenses (Clerk)	£ -	£ -	£ -
05/08/2025	Morag Birch	Carry Bags for Newsletters	£ 4.49	£ 0.75	£ 3.74
19/08/2025	Morag Birch	100 x 2nd Class Stamps - Newsletter	£ 95.75	£ -	£ 95.75
19/08/2025	Morag Birch	Envelopes 3 x 25 - Newsletter	£ 8.97	£ 1.50	£ 7.47
28/08/2025	Mulberry LA Services LTD	Training course AGAR Assertion 10 (Online)	£ 18.00	£ 3.00	£ 15.00
31/08/2025	Morag Birch	2 x 10 Archive Boxes	£ 72.18	£ 12.04	£ 60.14
03/09/2025	R Cooper	Consumables TeaClub 3rd September 25	£ 56.83	£ -	£ 56.83
27/09/2025	Information Commissioner's Office	Annual Fee (Increased to £52 from £40. Discount £5 for DD)	£ 47.00	£ -	£ 47.00
08/10/2025	WSSC	Rent for CV Play Area & Allotments	£ 400.00	£ -	£ 400.00
10/11/2025	Mulberry LA Services LTD	Interim Audit (On line - 2 Hours)	tbc		
30/11/2025	X-Net Services Ltd	Domain Bi- annual Renewal	£ 150.00	£ 25.00	£ 125.00

- 8.3 Light above Stedham AED – **SIPC resolved** that it would not directly pay the cost (£150) of the new light, but suggested Stedham Memorial Hall apply for support from the Parish Council's Community Fund. **ACTION:** Clerk to send Application Form.
- 8.4 Annual Governance & Accountability Return (AGAR)2024-25 – Completed with no comments from External Auditor.
- 8.5 New roles for Councillors were confirmed: AH stands down as Vice-Chair and lead for Financial matters but retains responsibility for checking condition of AEDs and maintaining SIPC's Facebook account. **ACTION:** Clerk to contact Iping resident to ask whether they could be responsible for AED in Iping.
- 8.6 Draft version of SIPC's proposed new Website was reviewed. **SIPC resolved Clerk** should agree Go Live date with X-Net Services on the following basis:
- Website would be restricted to the first 3 drop-downs: Parish Council, Council Documents & Parish Finance. These 3 drop-downs would ensure all statutory data would remain available. The remaining 2 dropdowns would still be visible but show "Still under construction" when clicked on.
 - Final content of the first 3 drop downs & associated pages to be agreed before Go Live
 - Fixes, as previously discussed with X-Net on 5th September, to be in place before Go Live
 - Ensure Parish Newsletters are available at Go Live
 - Include a digital "Suggestion Box" at Go Live
 - Clerk to ascertain whether some changes requested by Councillors, re. colours and photographs, could be changed before Go Live
- 8.7 SIPC resolved to increase rents for Whole and Half Allotment Plots from £35 to £40 and £17.50 to £20 respectively as from 29th September 2025. **ACTION:** Clerk to include in annual fee letter. Also, to include information that PC will be organising a skip to assist clearance. **ACTION:** AH to source skip. **ACTION:** As a result of the recent water leak, Clerk to investigate suitable replacement water tanks for use in allotments and include details in next month's agenda.

9 AMENITIES & ENVIRONMENT (RUTH COOPER).

- 9.1 Monthly inspection of children's play areas. AH confirmed all okay. **ACTION:** AH to confirm whether Stedham battery needs replacing.

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- 9.2 Beelines – Seeds on order. **ACTION:** RC to follow-up with Kennedy’s re preparation of ground.
- 9.3 Community Asset Transfer **ACTION:** All to consider whether there any areas within the parish which need to be protected/maintained
- 9.4 Green Bin for waste disposal at Stedham Graveyard: **ACTION:** AH to arrange for existing bin to be emptied. HB to arrange for removal of bin. JB to investigate renting Green Bin from CDC.

10 PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

- 10.1 Last Month’s Actions – reviewed, updated and outstanding items added to main Action List
- 10.2 Harvest Tea Party 3rd September – successful event 27 attendees. **ACTION:** TS to confirm date for Christmas/December.
- 10.3 CPR/AED training session - Training Course scheduled for 29th September. **ACTION:** Clerk to confirm number of attendees from Iping.
- 10.4 Newsletter – **ACTION:** HB to organise Winter Edition for issue mid-November. Content to be sent to HB before end October.
- 10.5 Parish Improvements:
 - **SIPC resolved to arrange** Autumn Litter Pick 23rd November. **ACTION:** Clerk to update poster. HB/Clerk to agree locations and instruction sheet/map to accompany bulbs.
 - **ACTION:** Clerk to order 2 x Christmas Trees for Common View and the Recreation Ground

11 PLANNING (RACHAEL WILDMAN)

SDNP/25/03443/LDP

Location: Woodlands , 13 The Street, Stedham, West Sussex, GU29 0NQ

Proposal: Proposed lawful development - conversion of the existing external store to habitable space. Revised fenestration to rear and side elevations

No Comment

12 DATE OF NEXT MEETING:

12.1 SIPC Ordinary Meeting – 9th October 2025 at 7:00pm in Stedham Memorial Hall

12.2 WI Christmas market 29th November. **ACTION:** Clerk to confirm PC will require a stall and run a Tombola

Conclusion 21.15

CHAIR: **DATE:**

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Action#	Description	Responsible	Date Raised
1	SIPC agreed to run Mulled Wine stall at Stedham Sports Association Fireworks Night in late October/early November. Confirm date. Ask for local volunteers	HB Clerk	11/09/2025
2	Clearance of gap between Stedham Allotments and Viola House. Confirm contact details. / Follow-up with Viola House	HB / Clerk	
3	Stedham Memorial Hall to apply for support from the PC's Community Fund for purchase of AED light. Send Application Form.	Clerk	
4	Contact Iping resident to ask whether they could be responsible for AED in Iping.	Clerk	
5	Increase rents for Whole and Half Allotment Plots to £40 & £20 respectively as from 29 th September 2025. Send annual fee letter, include information that PC will be organising a skip to assist clearance. Source skip. Investigate suitable replacement water tanks for use in allotments and include details in next month's agenda.	Clerk AH Clerk	
6	Confirm whether Stedham AED battery needs replacing.	AH	
7	Follow-up with Kennedy's re preparation of ground for Beelines project	RC	
8	Community Asset Transfer - consider whether there any areas within the parish which need to be protected/maintained	All	
9	Arrange for existing waste bin at Stedham Graveyard to be emptied. Arrange for removal of bin. Investigate renting Green Bin from CDC.	AH HB JB	
10	Confirm date for Christmas Tea Club in December.	TS	
11	AED Training Course scheduled for 29 th September. Confirm number of attendees from Iping.	Clerk	
12	Organise Newsletter - Winter Edition for issue mid-November. Content to be sent to HB before end October.	HB All	
13	Autumn Litter Pick 23 rd November - update poster. Agree locations and instruction sheet/map to accompany bulbs	Clerk HB, Clerk	
14	Order 2 x Christmas Trees for Common View and the Recreation Ground	Clerk	
15	WI Christmas market 29 th November Confirm PC will require a stall and run a Tombola	Clerk	