

# Stedham with Iping Parish Council

Chair: Ruth Cooper

Clerk: Morag Birch

email: [clerk@stedhamwithiping-pc.gov.uk](mailto:clerk@stedhamwithiping-pc.gov.uk)

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

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**Minutes: Meeting of Stedham with Iping Parish Council - No. 6/Year 3/23-27**

**Held on: Thursday 13<sup>th</sup> November 2025 7:00pm at Stedham Memorial Hall**

**Present:** Ruth Cooper (Chair)  
Rachael Wildman  
Hannah Burton  
Terry Stevens  
Viktoria Ashdown  
Kenneth Yeates

**In attendance:** 2 members of the public.

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

- 1 **APOLOGIES FOR ABSENCE:** Amanda Hollingshead, Jeff Blackett
- 2 **MINUTES OF PREVIOUS MEETINGS:** **SIPC resolved** to approve the minutes of the SIPC meetings on 9<sup>th</sup> October 2025 for signature.
- 3 **DECLARATIONS OF INTERESTS:** None
- 4 **REPORT FROM CDC:**
  - 4.1 WSCC – Copy of reports attached – main points as follows:
    - [New Town of Culture competition to shine a spotlight on the contribution of towns that tell national story - GOV.UK](#)
    - [Have Your Say: Delivering for All Survey - Rural Services Network](#)
    - If you have photos of the recent flooding caused by blocked drains – please send them Yvonne Gravely ([Yvonne.Gravely@westsussex.gov.uk](mailto:Yvonne.Gravely@westsussex.gov.uk)) with information about exact location. They will be passed on to Highways for investigation
  - 4.2 CDC – main points as follows:
    - Dominic Merrit – co-councillor with Hannah Burton is off sick.
    - Lychgate, Market Square, Midhurst – waiting survey in preparation of repair
    - Damaged wall on western side of Chichester Road is due for repair by Hyde Properties
    - All permissions to build social and affordable housing on land at The Grange are in place
    - Discussions with Cabinet member to provide a fulltime presence at Midhurst Police station
- 5 **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC:**
  - 5.1 Concern was raised about Planning Application SDNP/25/03965/HOUS for 2 storey rear and side extensions that it would be inappropriate in comparison to the neighbouring properties which are small cottages and in a conservation area.
  - 5.2 Concern was raised about the PC's plans regarding item 8.3 Consider Remembrance Services. RC explained a Councillor had suggested the Parish Council should have a policy regarding the planning and organisation of Remembrance Services which would designate the ceremony at St James Church as the official service and requested the proposal be included as an agenda item for discussion. RC/Clerk were concerned about the PC stipulating a particular service so contacted SLCC legal support for advice on a Council's statutory powers/responsibilities related to Remembrance Services. Notes on the

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response are attached (Nos 5-9) together with some background information(Nos 1-4) and indicate the rules and guidance a PC must comply with.

The parishioner's comments are summarised as follows:

- Having organised a secular service at the Stedham Memorial Hall on Remembrance Sunday for the last 2 years the parishioner has received adversarial comments and emails suggesting that setting up an alternative service is divisive and that said parishioner should attend the church service.
- The Act of Remembrance is a non-religious ceremony which should be inclusive of all members of the community
- No criticism is intended of either the local church or the Remembrance services offered
- A Parish Council is responsible for the parish and should act as a community voice so it would not be appropriate for it to have a policy which would ask a non-Christian to attend a Christian service to be part of the National Act of Remembrance and such a condition could be in breach of the Equality Act 2010
- Similarly specifying the way individuals commemorate the fallen is not acceptable and could be contrary to the Equality Act. Continued comments against the provision of an alternative, secular service could be considered harassment which would be against the law.
- Recognised the PC had taken proper advice on what the appropriate response should be
- A secular Remembrance Sunday Service will be offered in 2026

## 6 FINANCE AND GENERAL PURPOSES

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

6.2 **SIPC resolved to approve** items in the following table for payment/expenditure.

Invoices/Expenditure requiring approval					
Date	Who	What	Gross	VAT	NET
15/11/2025	Morag Birch	October Pay (Clerk) (£13.13/hour)	£ 367.64	£ -	£ 367.64
15/11/2025	Morag Birch	October Pay (RFO) (£13.13/hour)	£ 157.56	£ -	£ 157.56
15/11/2025	Morag Birch	October Expenses (Clerk)	£ 1.13	£ -	£ 1.13
09/11/2025	Morag Birch	DropBox Annual Subscription 2025-26	£ 95.88	£ 15.98	£ 79.90
13/11/2025	Morag Birch	Reimbursement of DropBox Annual Subscriptions 2023-24 & 2024-25. 2 x £95.88	£ 191.76	£ 31.96	£ 159.80
21/10/2025	Morag Birch	Printer Paper (Total = £15.90 - 75% charge to SIPC)	£ 11.93	£ 2.65	£ 9.28
18/11/2025	Lloyds Bank	Monthly charge 10/09/25 - 09/10/25 (Direct Debit)	£ 4.25		£ 4.25
13/11/2025	HMRC	Outstanding Employer NICs (Apr-Oct25 Periods 1 - 7 inc)	£ 112.83		£ 112.83
31/10/2025	M H Kennedy & Son	Grasscut October 2025	£ 597.11	£ 99.51	£ 497.60
					£ -
13/11/2025	WEL Medical	AED Electrode Pads - Stadhams	£ 65.00	£ 13.00	£ 52.00

6.3 New Website - No progress over the last month. **ACTION:** Clerk to agree Go Live date with X-Net Services.

## 7 AMENITIES & ENVIRONMENT (RUTH COOPER).

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- 7.1 Monthly inspection of children's play areas & AED equipment – AH confirmed all checked and okay. Also, confirmed no messages in the Suggestion Boxes
- 7.2 Beelines Project – Seeds available once the scarifying has been completed. **ACTION:** RC to follow-up
- 7.3 River Rother Community(SDNPA) – request for volunteers to remove Himalayan Balsam. Provisional dates for training are 28<sup>th</sup> February and 21<sup>st</sup> March 2026. The Project Leader is contacting all landowners with properties/land along the river. **ACTION:** HB to include in Parish Newsletter. All to provide names/contacts of any local landowners who may want to be involved.
- 7.4 Community Asset Transfer – a parishioner has suggested the parish adopt one/both laybys either side of The Street and adjacent to the A272 to facilitate parents who are parking to drop their children off at Stedham school. **ACTION:** Clerk to follow-up and ascertain potential risks/cost.

## 8 PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

- 8.1 Last Month's Actions - reviewed, updated and outstanding items added to main Action List.
- 8.2 Consider Remembrance Services – main points of discussion as follows:
  - The Parish Council cannot mandate where or when a parishioner attends a Remembrance Service
  - The Parish Council should not show a preference for a particular Remembrance service
  - The Parish Council recognised that the Act of Remembrance is not a religious service, but this did not preclude religious content
- 8.3 Litter Pick – Daffodil planting map. **ACTION:** Clerk to collect kit, prepare planting map. HB to provide bulbs and bags.
- 8.4 WI Christmas Market – Tombola Prizes **ACTION:** Clerk to issue list of prizes already identified. All to identify items which could be donated. **SIPC resolved to spend** £50 on key prizes. **ACTION:** RC
- 8.5 Christmas Tea Party – Raffle Prizes. **SIPC resolved to spend** £45, profit made from previous Tea Club, on prizes. **ACTION:** TS
- 8.6 Allotment requirements – **SIPC resolved that all trees** as previously identified should be removed. The Council also agreed to pursue with West Sussex County Council an amendment to the current agreement to allow planting of specific, suitable varieties of trees, eg use of dwarf stock and/or espaliers. **ACTION:** Clerk to advise all tenants of removal and follow-up with WSCC. An alternative would be to establish a community orchard. **ACTION:** HB to draft proposal.
- 8.7 Stedham Telephone Box – Contractor has confirmed he will provide quote for work required and schedule the work for next Spring. **ACTION:** RC to follow-up

## 9 PLANNING (RACHAEL WILDMAN)

### 9.1 SDNP/25/04002/TCA

**Location:** North End House , 19 The Street, Stedham, West Sussex, GU29 0NQ

**Proposal:** Notification of intention to fell 1 no. 1 Apple tree and 1 no. Hazel tree.

**No Comment**

### 9.2 SDNP/25 04219/TPO

**Location:** 35 The Street, Stedham, West Sussex, GU29 0NW

**Proposal:** Width & height reduce up to 5m on 1no.Yew tree(T1), subject to 83/00955/TPO

**Support**

### 9.3 SDNP/25/03965/HOUS

**Location:** 24 Lavender Row, Stedham, West Sussex, GU29 0NS

**Proposal:** Replacement of existing annex with 2 storey side extension, 2 storey rear extension, garden outbuilding, floor plan redesign and associated works

**Object** - 4 Councillors - Out of character and proportion with respect to neighbouring properties and concern about the consequent reduction in off-road parking space available.

**Abstain** – 2 Councillors

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## 10 DATE OF NEXT MEETINGS:

10.1 SIPC Ordinary Meeting – 4<sup>th</sup> December 2025 at 7:00pm in Stedham Memorial Hall

10.2 WI Christmas Market 29<sup>th</sup> November

10.3 SIPC Tea Club 10<sup>th</sup> December

## Conclusion 20:50

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

Action#	Description	Responsible	Date Raised
1	New Website - agree Go Live date with X-Net Services.	Clerk	13/11/2025
2	Beelines - Follow-up completion of scarifying	RC	13/11/2025
3	Volunteers to remove Himalayan Balsam - include in Parish Newsletter - provide names/contacts of any local landowners who may want to be involved.	HB All	13/11/2025
4	Community Asset Transfer –suggestion for the parish adopt one/both laybys either side of The Street and adjacent to the A272 Follow-up and ascertain potential risks/cost.	Clerk	13/11/2025
5	Litter Pick – Daffodil planting map - collect kit, prepare planting map. - provide bulbs and bags.	Clerk HB	13/11/2025
6	WI Christmas Market – Tombola Prizes - issue list of prizes already identified. - identify items which could be donated - £50 allowance for key prizes	Clerk All RC	13/11/2025
7	Christmas Tea Party - £45 allowance for raffle prizes	TS	13/11/2025
8	Allotments - advise all tenants of removal of trees - follow-up with WSCC to amend lease to allow trees - establish a community orchard - draft proposal.	Clerk Clerk HB	13/11/2025
9	Stedham Telephone Box – Contractor to provide quote for work required and schedule the work for next Spring.	RC	13/11/2025