

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. 7/Year 3/23-27

Held on: Thursday 4th December 2025 7:00pm at Stedham Memorial Hall

Present: Ruth Cooper (Chair)
Rachael Wildman
Terry Stevens
Viktoria Ashdown

In attendance: 0 members of the public.

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

- 1 **APOLOGIES FOR ABSENCE:** Jeff Blackett, Kenneth Yeates, Hannah Burton
- 2 **MINUTES OF PREVIOUS MEETINGS:** **SIPC resolved** to approve the minutes of the SIPC meetings on 13th November 2025 for signature.
- 3 **DECLARATIONS OF INTERESTS:** None
- 4 **REPORT FROM CDC & WSCC:**
None
- 5 **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC:**
None
- 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
15/12/2025	Morag Birch	November Pay (Clerk) (£13.13/hour)	£ 367.64	£ -	£ 367.64
15/12/2025	Morag Birch	November Pay (RFO) (£13.13/hour)	£ 157.56	£ -	£ 157.56
15/12/2025	Morag Birch	November Expenses (Clerk)	£ 13.95	£ -	£ 13.95
15/12/2025	HMRC	Employer NICs Month 8 & 9	£ 32.46		£ 32.46
21/11/2025	Morag Birch	Marker Paint for Daffodil Locations	£ 9.69	£ -	£ 9.69
19/12/2025	Lloyds Bank	Monthly charge 10/10/25 - 09/11/25 (Direct Debit)	£ 4.25		£ 4.25

- 6.3 Third Payment Approver – VA kindly volunteered to become third approver. **ACTION:** Clerk to set up in bank account and confirm process to VA.
- 6.4 Proposed budget for 2026/27 was reviewed (copy of spreadsheet attached), main points as follows:
 - Income: £27,850
 - Expenditure Revenue: £32,760
 - Expenditure Capital: £ 0

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- Contingency(10% of Precept): £ 2,750
- Total Expenditure: £35,510
- Deficit: £ (7,660)

Income includes a precept of £27,500, which is a 3.8% increase on the precept for 2025/26 which causes a 3.8% increase on Council Tax Band D.

SIPC resolved to accept the proposed Budget for 2026-27. **ACTION:** Clerk to confirm Precept required to CDC.

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

7 AMENITIES & ENVIRONMENT (RUTH COOPER).

- 7.1 Monthly inspection of AED equipment – confirmed AEDs at Stedham and Iping checked and okay. **ACTION:** Clerk to confirm monthly checks for both play areas in Stedham
- 7.2 Beelines Project – Initial scarifying had been done but was not satisfactory, contractor has confirmed it will be re-done. **ACTION:** RC to follow-up

8 PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

- 8.1 Last Month's Actions - reviewed, updated and outstanding items added to main Action List. **ACTION:** Clerk to include setting dates for Litter Picks in January meeting.
- 8.2 Parish Newsletter – **ACTION:** RC to follow-up delay in issuing Winter edition.
- 8.3 Remembrance Services – Proposed Resolution: SIPC supports Remembrance services that respect the spirit of Remembrance, to honour the memory of the fallen, to commit to remembering them and to pledge to care for the living and that everyone is free to remember in their own way or to choose not to remember at all. **SIPC resolved to postpone** discussion and decision until the next meeting
- 8.4 Christmas Tea Club – **ACTION:** RW to add appropriate PC items to Stedham village FaceBook page. VA kindly volunteered to take-over management of SIPC FaceBook account. **ACTION:** Clerk to arrange FB handover. Also bring raffle tickets and prizes on the day.

9 PLANNING (RACHAEL WILDMAN)

9.1 SDNP/25/04386/HOUS

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

Proposal: Retrospective (Section 73a) application for a part garage conversion to habitable space, proposed conversion of the external store/utility/wc room to habitable space incorporating the removal of the side door and revised fenestration to the rear elevation.

Object: on the fact that the application is retrospective. Applying retrospectively could be regarded as an inappropriate use of the Planning system. The SIPC has no comment to make on the changes which have been made.

10 DATE OF NEXT MEETINGS:

- 10.1 SIPC Ordinary Meeting – 8th January 2026 at 7:00pm in Stedham Memorial Hall

Conclusion 19:45

CHAIR: **DATE:**

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Action#	Description	Responsible	Date Raised
1	Set up 3 rd Payment Approver in bank account and confirm process to new approver.	Clerk	04/12/2025
2	Confirm Precept 2026-27 required to CDC.	Clerk	04/12/2025
3	Agree Go Live date with X-Net Services.	Clerk	04/12/2025
4	Confirm monthly checks for both play areas in Stedham	Clerk	04/12/2025
5	Follow-up repeat scarifying for Beelines project in CV play area	RC	04/12/2025
6	Include setting dates for Litter Picks in January meeting	Clerk	04/12/2025
7	Parish Newsletter - follow-up delay in issuing Winter edition	RC	04/12/2025
8	Christmas Tea Club – <ul style="list-style-type: none">: add appropriate PC items to Stedham Village FaceBook page.: Arrange handover of SIPC FaceBook Account.: Bring raffle tickets and prizes on the day.	RW Clerk	04/12/2025