

# Stedham with Iping Parish Council

Chair: Simon Barnard  
Clerk: Morag Birch  
email: [clerk@stedhamwithiping-pc.gov.uk](mailto:clerk@stedhamwithiping-pc.gov.uk)  
website: <http://www.stedhamwithiping-pc.gov.uk>

**MINUTES: Meeting of Stedham with Iping Parish Council - No. 2/Year 3/19-23**

**Held on: Thursday 10<sup>th</sup> June 2021 7:00pm at Stedham Memorial Hall**

**Present:** Simon Barnard  
Neil Read  
Ruth Cooper  
Madeline Pike  
Amanda Hollingshead

**In attendance:** No members of the public

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

1. **APOLOGIES FOR ABSENCE.** Kate O’Kelly, Judy Fowler, Luca Perricone, Terry Stevens
2. **MINUTES OF PREVIOUS MEETINGS: SIPC resolved** to approve the minutes for SIPC virtual meetings on 6<sup>th</sup> May 2021. These minutes were duly signed by the Chair together with minutes from all meetings held between 20<sup>th</sup> March 2020 and 6<sup>th</sup> May 2021 inclusive. Latter minutes had been held and subsequently approved online because of COVID-19 restrictions.
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 and was read out by SB. **ACTION:** Clerk to draft response to air quality consultation and circulate to Council for comment. Clerk to forward link re Housing Guide to interested parties.
  - 4.2. Kate O’Kelly, WSCC – Copy of report attached and was read out by SB. **ACTION:** Clerk Obtain contact details for new Cabinet Member for Highways
5. **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
  - 5.1. No-one present.
6. **FINANCE AND GENERAL PURPOSES COMMITTEE(AMANDA HOLLINGSHEAD)**
  - 6.1. Copy of Financial Summary is attached.
  - 6.2. **SIPC resolved to approve** the following items for payment/expenditure:

<b>Invoices/Expenditure requiring approval</b>					
31/05/2021	Morag Birch	May Pay (Clerk) (£10.76/hour)	£ 301.28	£ -	£ 301.28
31/05/2021	Morag Birch	May Pay (RFO) (£10.76/hour)	£ 129.12	£ -	£ 129.12
31/05/2021	Morag Birch	May Expenses (Clerk)	£ 1.13	£ -	£ 1.13
25/05/2021	Business Stream	Common View Allotment Water Supply	£ 34.83	£ -	£ 34.83
31/05/2021	MH Kennedy	Grasscut May 2021	£ 828.00	£ 138.00	£ 690.00
09/06/2021	The Midhurst Green Volunteers	Community Fund Grant Request(2 x Wheelbarrows)	£ 101.40	£ -	£ 101.40
09/06/2021	WSALC	Parish Online License Annual Renewal 2021 - 2022	£ 30.00	£ -	£ 30.00

- 6.3. Annual Governance and Accountability Return(AGAR)(Copies of all forms are attached)
  - 6.3.1. The AGAR forms together with source of financial data were reviewed by the Council
  - 6.3.2. Annual Internal Report signed by Auditor on 5<sup>th</sup> June 2021 was reviewed and noted

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6.3.3. Section 1 – Annual Governance Statement 2020-21 was reviewed and completed. **SIPC resolved that Chair and Clerk** should sign form as required

6.3.4. Section 2 – Accounting Statements 2020-21, previously signed by RFO on 9<sup>th</sup> June 2021, were reviewed. **SIPC resolved that Chair** should sign form as required

**ACTION:** Clerk to prepare and send completed AGAR forms to External Auditor

## 7. AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER)

7.1. Monthly inspection of children's play area and AED equipment. AH confirmed all okay. **SIPC resolved to obtain quotes** for painting of goal posts in Common View play area and renewal of goal nets. Also, to investigate marking 5-a-side football pitch lines. **ACTION:** AH

## 8. PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

8.1. Newsletter due to be published first week July 2021 – main points as follows:

8.1.1. All content to be provided by 25<sup>th</sup> June

8.1.2. Stepping Stones & Stedham Mill update – SB

8.1.3. Events, including AED training, Litter Pick(November) – dates & details – query whether local organisations want dates/details of their events included in the magazine. - MB

8.1.4. Progress on Finger Posts & telephone boxes – AH/TS/MB

8.1.5. Update on SDNPA/SWT future activities – MP

8.1.6. Parish Survey – included as A4 insert(prize to encourage response) with note asking residents to join an emailing list – MP/LP

8.1.7. Competition results on back page – MP/MB

8.1.8. Fly-tipping – MB/MP

8.1.9. Historical Article – MB/TS

8.1.10. Fibre broadband – SB

8.1.11. Printing of Newsletter - quote comparisons – MP/SB/MB

8.1.12. Section to promote website for articles of interest – MP

8.1.13. Free audit for PC social media sites – sign-up – MP

8.1.14. Include plans for tree planting projects/call for sites – RC/MP

**ACTION:** Clerk to arrange Working Group meeting.

## 9. DATE OF NEXT MEETING:

9.1. 8<sup>th</sup> July @ 7:00pm in Stedham Memorial Hall

**Conclusion 8:30pm**

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

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Action#	Description	Responsible	Date Raised
1	Draft response to air quality consultation and circulate to Council for comment. Forward link re Housing Guide to interested parties.	Clerk	10/06/2021
2	Obtain contact details for new Cabinet Member for Highways	Clerk	10/06/2021
3	Prepare and send completed AGAR forms to External Auditor	Clerk	10/06/2021
4	Obtain quotes for painting of goal posts in Common View play area and renewal of goal nets. Also, to investigate marking 5-a-side football pitch lines.	AH	10/06/2021
5	Clerk to arrange Newsletter Working Group meeting	Clerk	10/06/2021