

Stedham with Iping Parish Council

Chair: Tony Hubbard

Clerk: Morag Birch

email: clerk@stedhamwithiping-pc.gov.uk

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

MINUTES: SIPC Meeting of Stedham with Iping Parish Council - No. 9/Year 1/19-23

Held on: Thursday 14th November 2019 7:00pm at Stedham Memorial Hall

Present: Tony Hubbard(Chair)
Neil Read
Ruth Cooper
Terry Stevens
Amanda Hollingshead

In attendance: 5 parishioners

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

1. **APOLOGIES FOR ABSENCE:** Lucy Petrie, Simon Barnard, David Edmondson & Kate O'Kelly(WSCC)

2. **MINUTES OF PREVIOUS MEETINGS:** Minutes from SIPC Meeting 10th October 2019 and SIPC Extraordinary Meeting 21st October 2019 were reviewed and signed.

3. **DECLARATIONS OF INTEREST:** None

4. **REPORTS FROM CDC AND WSCC - None**

5. **CHAIR'S REPORT:**

TH and NR attended recent meeting in Midhurst with Area Commander of police. Main discussion related to drugs problems but there was some talk about the problems of speeding on the A272. The police are aware and do police the A272 on a regular basis but it is difficult to pursue speeding motor bikes without risking the safety of other road users. Two Police Community Support Officers(PCSO) are to be appointed, one is already in place, the second is due to be appointed in the new year. This additional resource will provide a more visible policing presence in the area.

6. **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**

Two Parent Governors from Stedham School were present to remind the Council and others present that the deadline for people to respond to the "Proposed reorganisation of rural and small schools in West Sussex Consultation" is 25th November. WSCC have provided a website [Have Your Say](#) where members of the community can input their views. The two Governors urged people to review the options on the website and input their views. Currently, the School and Governors are advocating for no change for Stedham School unless WSCC can justify why this isn't a viable option. Admissions for next year look likely to be at capacity, despite predictions of falling numbers. The Parish Council was asked whether they had been asked to submit a separate, formal response as a Council similar to Trotton & Chithurst PC. TH confirmed that Stedham School had the support of the Parish Council.

7. **FINANCE AND GENERAL PURPOSES**

7.1. Financial reports and bank statements were reviewed. Copies attached.

7.2. **SIPC resolved to approve** following invoice for payment: Datacenta Additional Email Accounts(£60.00 inc VAT). It was noted that the PWLB repayment of £671.79 would be taken by DD on 25th November 2019.

7.3. **SIPC resolved to approve** quote of £125 received from Datacenta for renewal of website Domain for 2year period from 30th November 2019 and Clerk's Timesheet and Expenses for October.

7.4. **SIPC resolved to approve** an additional 8hours per month to allow Clerk to cover role and responsibilities of RFO. **ACTION:** Clerk to amend existing Clerk's contract accordingly.

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7.5. Recruitment of replacement RFO. It was agreed that potential recruits should be advised that appropriate training is available. **ACTION:** TH to follow-up lead for potential new recruit.

7.6. Additional bank signatories – **ACTION:** Clerk to contact bank to ascertain latest status

8. PLANNING COMMITTEE

8.1. SDNP/19/04864/HOUS

Location: 11 The Street, Stedham, GU29 0NQ

Proposal: Two storey side extension.

No Comment

8.2. SDNP/19/04850 /HOUS

Location: The Rectory The Street Stedham GU29 0NQ

Proposal: Single storey extensions and internal alterations

A local resident expressed some concerns about the style and size of the development, in particular the proposed balcony on the first floor. The Parish Council agreed to make: **No Comment**

8.3. SDNP/19/04936/TCA

Location: Tye Hill Cottages 34 The Street Stedham GU29 0NW

Proposal: Notification of intention to fell 1 no. Beech Hedge(Hedge1) & 1 no. Holly tree(Tree2).

Supported

8.4. SDNP/19/ 05274/TCA

Location: The Rectory The Street Stedham GU29 0NQ

Proposal: Notification of intention to fell 1 no. Willow tree (T1).

No Comment

9. MINERALS(MRG)

A representative from Minsted Residents Group(MRG) summarised the latest information with regard to SDNP/13/06169/ROMP – Periodic review of minerals planning permission at Minsted Sandpit. The review was included in SDNPA's Planning Committee meeting on 14th November. The Planning Officer had set out conditions requiring the site to be restored, but in return to also allow the applicant to extract further sand as each phase of the restoration was completed. The recommendation to the SDNPA Committee was to support the application, subject to the new conditions being finalised and clarified following some comments from Committee members. MRG and several other parties, including SWT, put forward objections, but the recommendations in the officer's report were supported by a majority of Committee members and were accepted.

The new conditions include permission to extract sand only until 2024, subject to phased restoration according to the conditions, with the site fully restored and all operations concluded by 2025. This is a welcome reduction from 2042 in the previous permission. MRG will consider whether any further action is required or to be taken and will keep SIPC informed.

10.AMENITIES & ENVIRONMENT COMMITTEE

10.1.Plans to provide exercise/play equipment as included in CIL and NHB grant requests. **ACTION:** RC & SB to arrange meeting to discuss/agree options to be presented to the Council at the next meeting.

10.2.Monthly inspection of children's play areas. **ACTION:** Clerk to retrieve Record Book to handover to AH

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- 10.3. Tree survey - TS is working with Tree Warden to develop an action plan. **ACTION:** Clerk to forward local Clerk's email addresses. TH to contact and find out what has been done in other parishes. Clerk to discover whether tree survey has been carried out previously.
- 10.4. Grass Cutting contract – **ACTION:** Clerk to include renewal of contract for discussion in next agenda. RC has already identified a number of potential contractors.
SIPC resolved to give permission for purchase of wild flower seeds/bulbs by RC. (Remaining budget is £166.67)
- 10.5. Damage to Stedham Bridge, BT cable on Iping lane – no progress.

11. PARISH ACTION PLANS

- 11.1. Litter Picking day – start at 9:30am 16th November
- 11.2. Casual Vacancy – **ACTION** AH to create poster advertising the position.
- 11.3. **SIPC resolved to grant permission** to the Stedham Hall Memorial committee to use the Recreation Ground for the annual Party on the Green in June 2020, subject to receipt of a completed Risk Assessment.
- 11.4. **SIPC resolved to appoint** TH as the Council's representative on Stedham Memorial Hall's committee.
- 11.5. **SIPC resolved to take over** organisation of the At Risk Volunteer Group. **ACTION:** Clerk to contact Volunteers and arrange meeting if required.
SIPC resolved to pay for the printing of a new Neighbourhood Support Card (estimated at £35 for 420 A5 cards). **ACTION:** Previous chair of At Risk group to provide text and Clerk to arrange printing.
- 11.6. **SIPC resolved to publish** article as requested by WSCC Road Safety Officer.
- 11.7. **SIPC resolved not to provide/suggest** locations for Scope textile banks as Stedham School was hoping to set up their own textile banks.
- 11.8. Review Action List – updated Action List is issued separately

12. NEIGHBOURHOOD PLAN (SIMON BARNARD)

- 12.1. **SIPC resolved to accept the changes** to Stedham with Iping's Neighbourhood Plan, as discussed during the meeting between SDNPA and representatives of SIPC on 30th October (Notes on meeting issued separately).
- 12.2. **SIPC resolved to accept** that the Decision Statement should go the SDNP Planning Committee on January 16th 2020, postponed from 12th December because of the General Election.

13. DATE OF NEXT MEETING:

- 13.1. Ordinary Meeting – 5th December starting at 7:00pm

14. **SIPC resolved to exclude** members of the public for the next item as the nature of the business to be discussed is confidential as it relates to preparation for legal proceedings.

15. EMPLOYMENT DISPUTE

- 15.1. **SIPC resolved to respond** to the email from Council's legal representatives received on 29th October 2019 with a confirmation that the Council also hoped that an amicable solution could be reached.

Conclusion 9:40pm

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

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Action#	Description	Responsible	Date Raised
1	Amend existing Clerk's contract to include an additional 8hours per month to allow Clerk to cover role and responsibilities of RFO.	Clerk	14/11/2019
2	follow-up lead for potential recruit for replacement RFO	TH	14/11/2019
3	Bank signatories - contact bank to ascertain latest status	Clerk	14/11/2019
4	Arrange meeting to discuss/agree options to provide exercise/play equipment as included in CIL and NHB grant requests. To be presented to the Council at the next meeting	SB, RC	14/11/2019
5	Handover Record Book of Monthly inspections of children's play areas to AH	Clerk	14/11/2019
6	Renewal of grass-cutting contract for discussion in next agenda	Clerk	14/11/2019
7	Contact At Risk Volunteers and arrange meeting if required.	Clerk	14/11/2019
8	Previous chair of At Risk group to provide text Neighbourhood Support Card and Clerk to arrange printing	Clerk	14/11/2019