

# Stedham with Iping Parish Council

Chair: Tony Hubbard

Clerk: Morag Birch

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

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

---

**MINUTES: SIPC Meeting of Stedham with Iping Parish Council - No. 5/Year 1/19-23**

**Held on: Thursday 8<sup>th</sup> August 2019 7:00pm at Stedham Memorial Hall**

**Present:** Tony Hubbard(Chair)  
Simon Barnard  
David Edmonson  
Ruth Cooper  
Neil Read

**In attendance:** 4 parishioners

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

- 1. APOLOGIES FOR ABSENCE:** Lucy Petrie, Anthony Grocott, Kate O'Kelly(WS County Councillor) & Judy Fowler(CDC)
- 2. MINUTES OF PREVIOUS MEETINGS:** Minutes from SIPC Meeting 11<sup>th</sup> July 2019 were reviewed and signed. Those not present at meeting of 11<sup>th</sup> July abstained
- 3. DECLARATIONS OF INTEREST:** None
- 4. REPORTS FROM CDC AND WSCC**

**4.1. REPORT FROM WSCC (KATE O'KELLY):**

Copy of report attached.

**SIPC resolved** to write in support of the letter sent from Rogate PC with regard to WSCC's plans for the bus service. **ACTION:** TH

**4.2. REPORT FROM CDC (Gordon McAra):**

Main points as follows:

- Broadband – National government announced intention to have fibre broadband installed to all houses as soon as possible. The downside is that this requires digging up the roads. It was recommended that the installation be closely monitored to ensure that the installation is completed properly and tidily
- Polling Station review due to take place during August with regard to the suitability of premises currently used as a Station
- Mystery Warrior exhibition in January 2020 at the Novium Museum
- Tighe Hill House – Planning Enforcement have been asked to review the situation and try and ensure the building and grounds are kept in condition appropriate to the building.

**5. TO RECEIVE APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND TO CO-OPT TWO CANDIDATES TO FILL THE EXISTING VACANCIES.**

**SIPC resolved** to take the required vote by paper ballot.

Three candidates, Amanda Hollingshead, Terry Stevens and Gina Beresford had applied for the two positions available on the Parish Council. Each gave a short submission to introduce themselves to members, provide information on their background and experience and explain why they wish to become a member of SIPC. The results of the voting were as follows:

<b>Position No. 1</b>	Terry Stevens	- 4
	Gina Beresford	- 1
	Amanda Hollingshead	- 0

# Stedham with Iping Parish Council

Chair: Tony Hubbard

Clerk: Morag Birch

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

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

---

**Position No. 2**      Amanda Hollingshead   - 3  
                                 Gina Beresford                                   - 2

Terry Stevens and Amanda Hollingshead were duly co-opted onto the Parish Council

Gina Beresford was asked to consider whether she would be willing to volunteer her Environmental expertise to the Council.

## 6. CHAIR'S REPORT:

Copy of report attached, main points as follows:

- **SIPC resolved to write** to the owners of Great Farm expressing concern at the level of the noise and the length of time that the noise continued. Also, that there was no prior warning given to the village.  
**ACTION:** TH
- **SIPC resolved to write** a letter to WSCC stating that the Council sees the school as an asset to the village and would seek to maintain primary education within the village whilst also acknowledging that the Council recognises that this aim would be best served by federation with other schools in the area.  
**ACTION:** TH to draft letter and circulate for comment. Deadline for input is 31<sup>st</sup> August.
- Clerk was asked to write to John Wheelhouse confirming that Simon Barnard would accompany John to the meeting with SDNPA re. responding to the Examiner's queries on Stedham with Iping's Neighbourhood plan.
- The Chair thanked Chris Morgan for repairing the Notice Board on the Recreation Ground. It was agreed that the board was again safely secured, but if it was knocked down again a new one may have to be considered.

## 7. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

No questions.

## 8. FINANCE & GENERAL PURPOSES COMMITTEE

- 8.1. **SIPC resolved to accept** the quote of £185 from Playsafe for the annual inspection of the playground equipment on the two recreation grounds. **ACTION:** Clerk to place order.
- 8.2. **SIPC resolved to confirm** Wallis White, based on their estimate of £320, as a new Internal Auditor.  
**ACTION:** RFO to confirm the appointment with Wallis White
- 8.3. **SIPC resolved** to reject proposal to allow payment of a budgeted item which had an annual increase in excess of the amount budgeted for without further approval.  
Council accepted LP's offer to consider the new Model Financial Regulations, issued by SSALC on 31<sup>st</sup> July 2019, and then to include any suggested changes for review at the next SIPC meeting.  
**ACTION:** LP, DE & Clerk
- 8.4. Copies of Financial Summary and Report attached. RFO reviewed income/expenditure and requested approval for payment of 2 invoices, RP Gardening £600.00 & RFO July Pay £93.00, received after summary document had been issued. Invoices were duly approved for payment. RFO clarified other income £450.63; payment for bench by previous resident £441.63 and payment for "History of Stedham" book £9.00.
- 8.5. LP volunteered to take on the RFO role, on the departure of the current RFO at the end of September, as an unpaid position given that she would also continue as Vice-Chair. It was agreed the Council needed time to consider the proposal, it would be included on the Agenda for the next meeting. It was noted the Council would have to firstly agree to the creation of an unpaid RFO role prior to appointing a Councillor to the position. **ACTION:** Clerk
- 8.6. DE and TH now confirmed as new signatories. Process to be completed for RC. **ACTION:** DE, RC

# Stedham with Iping Parish Council

Chair: Tony Hubbard

Clerk: Morag Birch

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

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

---

- 8.7. **SIPC resolved to approve** proposed process for deletion of email accounts & associated data on the departure of a Councillor as a standard procedure. **ACTION:** Clerk

## 9. PLANNING COMMITTEE

**Applications were considered as follows:**

### 9.1. SDNP/19/03052/HOUS

**Location:** Ivy Cottage Iping Lane Iping GU29 0PF

**Proposal:** Single storey side extension.

**Comments:** No Comment

### 9.2. SDNP/19/03341/HOUS

**Location:** Stubbsfield Iping Lane Iping GU29 0PQ

**Proposal:** New laundry and boot room extension to existing detached garage building

**Comments:** No Comment

### 9.3. ENFORCEMENT - SDNP/19/00375/BRECON

**Alleged Breach:** Breach of condition 3 attached to SDNP/17/03640/FUL – additional windows

**Location:** Wispers Titty Hill Milland Midhurst West Sussex GU29 0PL

Email from SDNPA 1<sup>st</sup> July 2019 - A site visit will be carried out as part of the investigation process. Once this has been completed, you will be contacted and advised of the outcome in due course.

No further update as at today's date.

## 10. ENVIRONMENT & AMENITIES COMMITTEE

10.1. Monthly inspection of children's play areas. To be reviewed at next meeting. **ACTION:** Clerk

10.2. Bench completed, waiting for delivery. Council thanked Chris Morgan for offering to install the bench free of charge. **ACTION:** Clerk

10.3. Risk Assessment 2019 – document had been re-circulated for review. **ACTION:** DE, SB to review list to identify any items needing further action, these would be included in next meeting's Agenda.

10.4. Tree Survey – review progress at next meeting. It was noted that the Council's insurance company had confirmed that trees owned by the Council should be inspected by a professional Tree Inspector who has appropriate public liability insurance cover. Also, that the Council's insurance could be extended to cover Council Volunteers (it is not included at the moment) but this would be limited to work done on the Council's behalf, eg clearing work on trees. The Council would have to complete a Risk Assessment prior to any work being done. **ACTION:** Clerk

10.5. It was agreed to set up a performance review with the current holder of the grass-cutting contract. **ACTION:** RC. There is a need to clarify and agree a plan for creating wild areas and informing residents of the purpose/benefits of these areas. **ACTION:** RC A Parishioner present informed the Council that there was increased dog fouling on the grass-crete parking area at the Recreation Ground. **ACTION:** Clerk to contact CDC re advice and provision of additional notices.

10.6. Damage to Stedham Bridge & BT cable on Iping Lane – repairs not yet schedule. **ACTION:** Clerk to follow-up

## 11. PARISH ACTION PLANS

11.1. See Chair's reports

11.2. Location notices for defibrillator are completed but not posted. Also need to establish maintenance and testing schedule for the Defibrillator. **ACTION:** Clerk.

SB had confirmed BHF provided "train the trainer" courses and was waiting response from them to confirm availability and pricing. SB, who already has experience of First Aid, AED training and

# Stedham with Iping Parish Council

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

training in practical skills, would be eligible to complete a shortened course which would enable him to run ongoing training sessions in CPR and AED use. **ACTION:** SB

11.3. Iping Notice Board – order has been placed to fit a door and provide a new backing. It will be delivered to the Clerk and DE will arrange installation

11.4. Allotments – letters requesting annual rent, increased this year from £30 to £35 per whole allotment were delivered/sent on 31<sup>st</sup> July. A Parishioner had raised the issue of the state of the entrance to the allotments which is making access difficult for some users. A verbal estimate for repair was provided by Kevin Wallis of about £75. The budget includes £100 for general maintenance.

**SIPC resolved to instruct** the Clerk to obtain a quote for the work and arrange completion providing the quote received was within the £75 estimate. **ACTION:** Clerk

11.5. Review Action List – reviewed and updated

## 12. MINERALS EXTRACTION

12.1. Consultee Comments for Planning Application SDNP/13/06169/ROMP – Minsted Sandpit.

No change to resolution taken on 11<sup>th</sup> July to endorse the submission to be made by MRG.

12.2. Hard copies of the Minsted Sandpit Environment Statement and SDNPA's Local Plan are available to view in Stedham Memorial Hall

## 13. DATE OF NEXT MEETING:

Ordinary Meeting – 12<sup>th</sup> September starting at 7:00pm

14. **SIPC resolved to exclude** 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. CONSIDERATION OF EMAIL RECEIVED FROM PREVIOUS CLERK ON 25<sup>TH</sup> JUNE 2019

**SIPC resolved that** the Council would make no response to this letter

**Conclusion 9:30pm**

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

Action#	Description	Responsible	Date Raised
1	Write in support of the letter sent from Rogate PC with regard to WSCC's plans for the bus service.	TH	08/08/2019
2	Write to the owners of Great Farm expressing concern at the level of the noise and the length of time that the noise continued. Also, that there was no prior warning given to the village	TH	
3	Write draft letter and circulate for comment: to WSCC stating the Council sees the school as an asset to the village and would seek to maintain primary education within the village whilst also acknowledging that the Council recognises that this aim would be best served by federation with other schools in the area	TH	
4	Place order for annual inspection of play areas	Clerk	
5	Confirm Wallis White as a new Internal Auditor	RFO	
6	Review new Model Financial Regulations and then to include any suggested changes for review at the next SIPC meeting	LP	
7	Include replacement of RFO in Agenda for next meeting	Clerk	

# Stedham with Iping Parish Council

Chair: Tony Hubbard

Clerk: Morag Birch

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

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

---

Action#	Description	Responsible	Date Raised
8	Confirm RC as new signatory	DE, RC	
9	Include process for deletion of email accounts & associated data on the departure of a Councillor as a standard procedure	Clerk	
10	Arrange installation of new bench	Clerk	
11	Review Risk Assessment 2019 to identify any items needing further action, include in next meeting's Agenda.	DE, SB & Clerk	
12	Tree Survey – review progress at next meeting	Clerk	
13	Set up a performance review with the current holder of the grass-cutting contract	RC	
14	Contact CDC for advice and provision of additional notices re. prevention of dog fouling	Clerk	
15	Damage to Stedham Bridge & BT cable on Iping Lane – repairs not yet scheduled. Follow-up	Clerk	
16	Post location notices for defibrillator	Clerk	
17	Identify courses which would enable Councillor to run ongoing training sessions in CPR and AED use	SB	
18	Obtain a quote for the work, to improve access to the allotments, and arrange completion providing the quote received is within the £75 estimate	Clerk	