

# 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>

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## **MINUTES: Meeting of Stedham with Iping Parish Council - No. 7/Year 3/19-23**

**Held on: Thursday 9<sup>th</sup> December 2021 7:00pm at Stedham Memorial Hall**

**Present:** Simon Barnard (Chair)  
Neil Read  
Ruth Cooper  
Terry Stevens  
Amanda Hollingshead  
Hannah Burton

**In attendance:** 4 members of the public

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

- 1. APOLOGIES FOR ABSENCE:** Judy Fowler CDC, Kate O'Kelly WSCC, Madeline Pike
- 2. MINUTES OF PREVIOUS MEETINGS:** SIPC resolved to approve the minutes for the SIPC Meeting on 11<sup>th</sup> November for signature.
- 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. Gordon McAra, CDC - Copy of report attached. Report read by SB
  - 4.2. Kate O'Kelly, WSCC – Copy of report attached. Report read by SB  
A member of the public suggested an electronic sign indicating actual speed to motorists. **ACTION:** Clerk ask Kate O'Kelly where Sth Harting got their sign. SB/TS to investigate costs/feasibility of installing one in Stedham
- 5. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
  - 5.1. Agenda Item 8.2 Broadband – Ultrafast Community Project was pulled forward – a copy of the presentation slide is attached. An article in November's Newsletter has had a number of responses indicating interest in joining a scheme. **ACTION:** SB to contact BT about a possible second scheme.
  - 5.2. Two members of the public, following on from the Annual Parish Meeting, expressed concern that there was no Agenda item covering an event to celebrate the Queen's Platinum Jubilee. It was confirmed that Item 8.3 covered items arising from APM. SB confirmed PC had committed to a VE+2 celebration and that there were insufficient resources to organise 2 events. The current plan for the Jubilee is to dedicate the tree(already purchased) with a drinks reception. The view from members of the public was to make the Jubilee the main event. **ACTION:** Parish Council to arrange a meeting to canvas opinion and seek commitment to support either the Jubilee or VE+2 as the main event.
- 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:

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Invoices/Expenditure requiring approval					
Date	Who	What	Gross	VAT	NET
30/11/2021	Morag Birch	November Pay (Clerk) (£10.76/hour)	£ 301.28	£ -	£ 301.28
30/11/2021	Morag Birch	November Pay (RFO) (£10.76/hour)	£ 129.12	£ -	£ 129.12
30/11/2021	Morag Birch	November Expenses (Clerk)	£ 13.95	£ -	£ 13.95
09/11/2021	Morag Birch	DropBox Plus Annual Subscription (9/11/2022)	£ 95.88	£ 15.98	£ 79.90
25/11/2021	Datacenta	Renewal of Domain name (30/11/2021 -	£ 150.00	£ 25.00	£ 125.00
26/11/2021	Rotherhill Nurseries	Cut Christmas Tree	£ 150.00	£ 25.00	£ 125.00
30/11/2021	Datacenta/e-mango	LC905 Annual Service Charge	£ 576.00	£ 96.00	£ 480.00
30/11/2021	Wondershare PDFelement	Annual Subscription due 10/02/2022. Reduction from £81.24(net) if renew now	£ 78.00	£ 13.00	£ 65.00

6.3. **SIPC resolved to approve further changes**, as recommended by Clerk, to Financial Regulations. Clerk to bring Receipt Book to meetings for AH to check.

6.4. Budget 2022-23 – Precept request must be submitted to CDC by 14<sup>th</sup> January 2022. **ACTION:** Clerk to issue draft budget as agreed on 6<sup>th</sup> December to allow Budget to be approved during January's meeting.

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

7.1. NHB & CIL grants – **SIPC resolved to accept terms** of the NHB Agreement 2021 for acceptance of the grant monies. **ACTION:** Clerk to sign forms and return to CDC

New quote received for Zip-Wire at about £11,500. All information now available to complete requirements for receipt of SDNPA grants. **ACTION:** Clerk to draft submissions. Also review previous quotes from other companies.

**ACTION:** AH to list items needing repair/maintenance which could possibly be included in a grant submission.

7.2. River Rother/Stepping Stones – Meeting arranged for 13<sup>th</sup> December.

7.3. Hedge and tree maintenance – Quote received to cut hedges in Stedham Graveyard, round the Recreation Ground and for trim/tidy-up of 3 trees in Iping Churchyard. **ACTION:** Clerk to clarify/confirm responsibilities of the PC with regard to maintaining Iping and Stedham church yards. **SIPC resolved to accept quote** for hedge and tree work.

7.4. Christmas trees and lights in place. **ACTION:** RC to arrange watering of new trees on the Recreation Ground over the summer months. **SIPC resolved to arrange** similar tree disposal as done last year on 8<sup>th</sup> January, in support of Sussex Air Ambulance. **ACTION:** NR to arrange with JR Treecare

7.5. Parish Improvements – Items added to Monitor/Maintenance List: Milestones, Stiles for possible replacement with gates, Quiet Lanes & Footpath between Stedham & Iping. **ACTION:** Clerk to arrange video meeting of Working Group January 24<sup>th</sup>.

7.6. New leases for Common View Play Area and Allotments are being prepared by CDC.

7.7. Monthly inspection of children's play areas & AED equipment – AH confirmed all okay

7.8. AED Training sessions – **ACTION:** SB/AH to set-up short drop-in familiarisation session 29<sup>th</sup> January from 11:00am to 2:00pm. SB to draft flyer to be included on Website, Notice Boards, FaceBook and various other places.

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

8.1. Newsletter – next one due to be published March 2022. **ACTION:** All to note any suggestions for content in DropBox. SB contact local organisations for content. **ACTION:** Clerk to arrange "How to use DropBox" session.

8.2. Broadband – Ultrafast Community Project – See Item 5.1

8.3. Annual Parish Meeting – matters arising. **ACTION:** Clerk to follow-up feasibility/costs from WSCC to upgrade Bridleway from Iping to Stedham to a Cycleway and whether it could be funded independently, eg by the Parish Council.

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- 8.4. Stedham School – record of dedication which relates to the original 1877 Conveyance Deed that transferred the site that the school sits on to The Stedham School Board and dedicated that it *must be held on trust for the purposes of a public elementary school*. **SIPC resolved to acknowledge receipt** of information and instructed Clerk to log/file relevant documents for future reference by successors in case it is needed.
- 8.5. Lunch Club – HB is in discussion with a number of small caterers to identify issues and likely costs. **ACTION:** HB to get some quotes/menus for discussion at the next meeting.
- 8.6. Review Action List. **ACTION:** All to review list and let Clerk have any updates/clarifications.

## 9. PLANNING COMMITTEE(SIMON BARNARD)

### 9.1. SDNP/21/05215/HOUS

**Location:** The Old Stables Minsted Lane Minsted Stedham GU29 0JN

**Proposal:** Replacement garden room to north facing (side) elevation.

**No Comment:**

### 9.2. SDNP/21/02999/DCOND

**Location:** Minsted Sandpit Minsted Road Minsted Stedham GU29 0JH

**Proposal:** Discharge of Condition 22 of Planning Approval SDNP/20/01567/CND.

**Objection:** It is the understanding of SIPC that Condition 22 requires the Applicant to provide an annual assessment & survey of the land as is in the run up to its reinstatement prior to the expiration of their ROMP. The Planning Condition requires this information annually. As such, how can the Condition be discharged before the work has ceased, the cessation of the work will in fact be the point when the Condition can be discharged. The restoration works at Minsted Quarry are not yet complete and until such time as the works are complete the Condition cannot be discharged. The Council objects to discharging Condition 22 as this would remove the Applicant's obligation to provide an annual update of the details relating to the condition of the land.

### 9.3. SDNP/21/05680/HOUS

**Location:** Tentworth House Tentworth Lane Iping GU29 0PH

**Proposal:** Construction of 2 bay garage to replace existing building.

**No Comment:** But with the request that SDNPA satisfy themselves that the proposed garage is within the curtilage of Tentworth House and not The Coach House as indicated on the plans. The Parish Council suspect the Coach House is a dwelling within the Curtilage of the Tentworth House Estate, in which case we offer no further comment. If the Coach House is a separate domain we would suggest the application is resubmitted in the name of The Coach House, irrespective of current ownership

## 10. DATE OF NEXT MEETING:

- 10.1. SIPC Meeting 13<sup>h</sup> January 2022 @ 7:00pm in Stedham Memorial Hall

**Conclusion 9:45pm**

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

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Action#	Description	Responsible	Date Raised
1	Investigate costs/feasibility of installing an electronic sign which indicates speed in Stedham	SB, TS	09/12/2021
2	Contact BT about a possible second ultrafast Broadband scheme	SB	09/12/2021
3	Arrange a meeting to canvas opinion and seek commitment to support either the Jubilee or VE+2 as the main event	Clerk	09/12/2021
4	Issue draft budget as agreed on 6 <sup>th</sup> December to allow Budget to be approved during January's meeting	Clerk	09/12/2021
5	Sign NHB Acceptance forms and return to CDC	Clerk	09/12/2021
6	All information now available to complete requirements for receipt of SDNPA CIL grants. Draft submissions & review previous quotes from other companies.	Clerk	09/12/2021
7	Clarify/confirm responsibilities of the PC with regard to maintaining Iping and Stedham church yards	Clerk	09/12/2021
8	Arrange watering of new trees on the Recreation Ground over the summer months	RC	09/12/2021
9	Arrange with JR Treecare for disposal of Christmas Trees	NR	09/12/2021
10	Arrange video meeting of Parish Improvements Working Group January 24 <sup>th</sup> .	Clerk	09/12/2021
11	Set-up short drop-in familiarisation session 29 <sup>th</sup> January from 11:00am to 2:00pm. SB to draft flyer to be included on Website, Notice Boards, FaceBook and various other places.	Clerk, SB, AH	09/12/2021
12	Note any suggestions for content for March issue of Newsletter in DropBox. SB contact local organisations for content	All, SB	09/12/2021
13	Arrange "How to use DropBox" session.	Clerk	09/12/2021
14	Follow-up feasibility/costs from WSCC to upgrade Bridleway from Iping to Stedham to a Cycleway and whether it could be funded independently, eg by the Parish Council.	Clerk	09/12/2021
15	Ongoing discussion with a number of small caterers for Lunch Club to identify issues and likely costs. Get some quotes/menus for discussion at the next meeting	HB	09/12/2021