

STEDHAM WITH IPING PARISH COUNCIL

Chairman: Lucy Petrie

Clerk: Jane Crawford

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MINUTES: Meeting of Stedham with Iping Parish Council No.8/Year 3/15-19

Held on: Wednesday 14 March 2018 beginning at 7.30pm

At: Stedham Memorial Hall

Present: Lucy Petrie 21/23

Debra Chalton 20/23

Elizabeth Griffiths 10/12

Adrian Hearle 4/4

Eddie Lintott 22/23

Olia Mitskevich 13/23

Rowland Page 11/22

Martin Perry 6/9

John Wheelhouse 15/17

In attendance: Kate O'Kelly, County Councillor, Caroline Neville, District Councillor(part) and Sue Payne, representative on LNR Management Committee, Police & Neighbourhood Watch.
11 members of the public.

The Openness of Local Government Bodies Regulations are in force, giving a right to members of the public to record (film, photograph and audio-record) and report on proceedings at meeting of the Council and its Committees.

Before the meeting started the Chairman reported the sad death of Percy Heath who had been an active member of the Council from 1991 to 2003. A period of silence was held.

1. **DECLARATIONS OF INTERESTS:** None

2. **APOLOGIES:** None

3. **MINUTES OF MEETING:** 7/15-19 of 17 January 2018 and of the Annual Parish Meeting of 5 April 2017 were agreed and signed.

4. **WSSC, CDC and POLICE/NEIGHBOURHOOD WATCH**

4.1. **County Councillor:** Kate O'Kelly (KOK) reported.

Bus service: In mid April 2018 the Emsworth and District Bus Company were withdrawing from their contracted bus services which ran between Midhurst and Petersfield via Stedham 6 days a week. The WSSC subsidy was still in the budget for next year so they would contract another company to take over the route. There was now one year to decide on the short and long-term plan with the help of a transport consultant who had been employed by WSSC.

There was due to be a public consultation soon and KOK had requested WSSC put paper copies of the consultation on the buses so access to the consultation would include elderly and frail bus users, some of whom might not have internet access.

NHS and WSSC: There was a consultation on the voluntary and community sector

WSSC grant funding: The decision had been taken to close the Members Big Society Fund and Small Grants Fund and move to an arrangement of crowd sourcing for all community grants in the next financial year. The details would be put on the WSSC website.

Health and social care: The Sussex Partnership Mental Health Trust was scrutinised and challenged the work force again. They were aiming to scale up community mental health care with increased

access to psychological therapies which was good news. WSCC presented their new reablement programme for people recently discharged from hospital, this was much more tailored to the individual and sounded as if it was starting well.

Education update: WSCC had decided to combine the catchment areas for Easebourne and Midhurst Primary Schools – this could be a threat to the nearby smaller primary schools including Stedham.

4.2. **District Councillor:** Caroline Neville reported.

Midhurst vision: Training programme to help set up new businesses. Grants to improve shop fronts for those who take part in the training.

Finance: CDC manages its finances and portfolios well even after Government funding cuts and still is able to continue many services.

4.3. **Police and Neighbourhood Watch:** SP had no report as she sent out all email reports to her list.

5. **MEMBERS OF THE PUBLIC:**

SSA event: The Chairman of the Stedham Sports Association announced a 1940s weekend as part of the Project 71 going back to the Normandy Landings. All parish organisations were taking part and the event was starting off the Madhurst festivities.

Iping broadband: The main broadband cable to Iping had been cut by a digger. This had been temporarily mended by Openreach, but had then been cut by a hedge cutter. This had happened six months ago and no-one had been able to get it mended. AH would give the Clerk the name of a contact at Openreach. **Afternote:** The Openreach contact was for the wrong area, but the Clerk Had contacted someone else and given the parishioner advice on how to proceed.

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6. **FIRE ON IPING COMMON on Wednesday 28 February 2018:**

On behalf of SIPC, EG had attended the Iping and Stedham Local Nature Reserves Joint Management Advisory and Scientific Committee meeting held on Thursday 8 March 2018.

The meeting was chaired by Tony Whitbread, Chief Executive of SWT, and attendees were David Saunders, (SWT Director Land Management), Charles Granlund (of Savills representing Leconfield Estate), Robin Crane (SSB and bird surveyor), Graeme Lyons (SWT Senior Ecologist), Neil Ryder (Trotton with Chithurst PC [TCPC]), Sue Payne (SWT volunteer Reserve Warden & SIPC), Jane Willmott (SWT Reserves officer & Secretary), Carole Mortimer (NE advisor), Barry Larkom (bird surveyor) and Charles Winchester (SDNP Area Ranger)

- David Saunders read out a report stating that the fire happened as a result of SWT staff and volunteers lighting a bonfire which got out of control.
- The fire service attended because of danger to traffic on the A272 and to houses at Trotton.
- Questions were asked by EG and Neil Ryder including why a fire was lit on a day for which strong winds had been forecast, why did no one from SWT think it necessary to put in an appearance at Iping Common for over a week after the fire, why no explanation or apology or any sort of notice had been put up at the Common, why nothing more than a small paragraph had been put into the local paper.
- Neil Ryder requested an independent enquiry which among other things would look at SWT's risk assessment and whether it was adhered to. SWT would have an internal enquiry as they thought an independent enquiry would be unnecessary. It was agreed, however, that SDNPA would scrutinise it.

- Neil Ryder asked for the fencing programme to be stopped pending the enquiry. SWT would not stop the fencing because the fire had nothing to do with the fencing contractors and they wanted to put cows on the common in the summer.
- The Senior Ecologist said that the fire would turn out to be of great benefit and Robin Crane agreed.
- SWT said only one quarter of the Reserve was burnt, but Stedham Common was included as part of the Reserve making it appear the damage had been less than apparent. 30 hectares of Iping and Trotton Commons were affected which was roughly a third of the common.
- Charles Granlund said that it appeared that SWT obviously had a public relations problem. The Chief Executive said that they have spent more in communications on this reserve than anywhere else.

EG felt that notwithstanding the TB outbreak caused by SWT cattle 2 years ago and then this fire, SWT would just carry on as before.

It was agreed that TCPC and SIPC would send a joint letter to SWT.

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Other comments:

- AH, who had been working as a National Trust volunteer on Woolbeding Common on the same day, commented that the NT took very strict precautions when burning and that they had stopped burning as soon as they heard that Iping Common was on fire.
- The Chairman was pursuing the matter with the local paper.
- MP said the risk assessment should show what to do if a fire gets out of hand.
- The independent enquiry should find out about the SWT risk assessment and how they briefed and trained their volunteers.
- The fence had to be completed in the next few months because a condition placed on the permission for the fence by Natural England was that the cattle had to be put on Iping common by this summer.
- SWT could say that the common would recover quickly, but it took a hundred years from the landscape.
- There was some discussion about SWT introducing TB onto Stedham Common. SWT should never bring animals from a TB area to the Reserve. It was explained that there was an increased risk when the animals were moved around so much, unlike farm animals which might have 0 to 2 movements in their lifetimes.

7. **STEDHAM WITH IPING NEIGHBOURHOOD PLAN (NP).** The Chairman reported. The draft Neighbourhood Plan was nearing completion and would need SIPC approval before going out for the 6 week public consultation. It was agreed to meet on the following Wednesday 21 March 2018 at 6.30 pm so this could be considered. The draft plan and evidence documents would be emailed to councillors so that they would have time to study them before the meeting. The draft plan and evidence documents would be put on the website and hard copies would also be available at the Memorial Hall for viewing every Saturday and at drop-in sessions throughout the period including before the Annual Parish Meeting.
8. **MINERALS:**
Minsted sandpit: ROMP. SIPC and Minsted Residents were endeavouring to get SDNPA to deal with the longstanding breaches of planning.
Update on WSCC & SDNPA Joint Minerals Local Plan proposed modifications. had sent in strong representations against the Inspector's modifications of the plan.
9. **CHAIRMAN'S REPORT AND MEETING REPORTS**
Report on WSCC North Chichester CLC held on 6 March 2018 at Wisborough Green was attended by the Chairman.

There was a presentation of the 'Inspiring Healthier Communities Together' for the north Chichester region. This was an attempt to coordinate the GP's, care homes and the voluntary sector to create better community support for patients recently discharged from hospital. The emphasis would be on the elderly with a particular focus on social inclusion. But from July there would also be social prescribing by GPs. This meant helping people find social rather than medical solutions e.g Rother Valley Together.

CIF funding was approved. Midhurst Youth Trust received £630 towards their new dining shelter at Stedham campsite.

Trotton with Chithurst PC asked why WSCC was not helping schools and parish councils with the costs of GDPR, and WSCC agreed to look into this. There was an idea that we could give reciprocal overview by being the Data Protection Officers to each other's organisations.

Spring clean date: It was agreed to hold the spring clean on Saturday 14 March 2018 at 9.30 pm.

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10. PARISH ACTION PLAN

10.1. **Midhurst Area Cycling:** It had been hoped to get a grant for putting bollards at the Half Moon crossing of the Stedham/Midhurst cycleway, but the application was unsuccessful. This would make the crossing more visible and safer.

9.3. **Defibrillator:** It had been agreed to apply for a grant in the next financial year.

11. FINANCE AND GENERAL PURPOSES COMMITTEE

11.1 Financial report

Receipts since last meeting			
WSCC	Watershed south of Stedham Bridge		£5,511
HMRC	VAT repayment		£1,287.73
NatWest	Interest (.80 Jan and .72 Feb)		£1.62
CDC	Grant for 11/11/2018		£250.00
Payments made			
J Crawford	Stinkyink: paper and cartridges	A02	£84.48
Zurich	Insurance	A05	£474.29
J Crawford	Clerk's pay inc 6 months overtime	A01	£1,792.01
Sussex Wildlife Trust	NP biodiversity data	F	£120.00
Enplan	NP planning consultancy	F	£3,644.68
SSALC	GDPR training for Clerk	A08	£57.60
R Page	Allotment fencing	C10	£18.00
Business Stream	Allotment water	C10	£23.19
Payments due			
P Earl	Minerals consultancy	G	£843.90
Milland PC	Snow clearance	C09	£105.00
SSA	Grant	B03	£300.00
J Crawford	Clerk's pay inc 5 months overtime	A01	£2,908.56
R Clow	Payroll and SIPC pension enrolment	A02`	£300.00
Memorial Hall	Hire of hall	A04	£390.00
J Crawford	Petty cash	A02	£21.67
Enplan	NP planning consultancy Feb a/c	F	£4,243.05
		Total	£9,112.18
Balances			
Current account	£2,049.66 less £138 cheques due		£1,911.66
Business Reserve A/c			£18,964.76
		Total	£20,876.42

Snow clearance was charged at £30 more than expected.

Clerks pay: 10.5 hours £1,143.32 + 140.5 for 5 months overtime hours £1,765.24

Overtime hours to date were 215 hours, 91 of which had been spent on the NP. Hall hire £90 NP

Resolved: To make the above payments and transfer £7,500 from the Reserve to Current a/c

Proposed by the Chairman, seconded by DC, with all in favour.

Tree surgery at CV play area quotation £200. It was not clear what the quotation was for and RP would look into it.

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11.2 Administration costs of the parish council

The Chairman had been looking at the administrative costs of the council and the value given to the residents for the money they contributed via the Precept. In the current budget for 2018/19 50% of the budget would be spent on administration, and she felt strongly that this was too high. 74% more was being spent on administration costs than in 2014/15 which meant that the percentage of the precept and other regular income which was spent on administration had risen from 37% to 50%.

She felt that SIPC should re-visit the aims and aspirations for the coming year, which would include the neighbourhood plan being commented on, examined and hopefully made. There were desires parishioners have told us about which we should be considering how to achieve, and these will not happen unless we properly budget for them.

The Chairman was keen that the Clerk should not be costing so much and that Councillors should take on some of the Clerk's work.

It was pointed out to the Chairman that this was because there had been a lot of activity and the NP had taken much time.

EL said that it was difficult enough to get people on to the parish council without asking them to do the Clerk's work too.

The Clerk said that it would very unprofessional for the council to operate like this and her pay had gone up from a very low point. She was now being paid the going rate for the job which would make it less of a shock to SIPC when someone new took over.

She also pointed out that SIPC'S band D charge to ratepayers was £10 less than the average charged by all the parish councils in Chichester District.

The matter should be referred to the F & GP committee and recommendations brought to the full council.

11.3 **Clerk's Contract:** Work was being done on a new contract for the Clerk with negotiations not yet concluded as far as the Clerk was concerned. The Chairman thought they had been concluded.

11.4 **General Data Protection Regulations:** The Clerk had been to SSALC training which had recommended two things should be done at once: a) SIPC should have its own computer (currently the Clerk was using her private computer) and b) that SIPC members should be using their dedicated SIPC email addresses and not their private addresses.

The Chairman felt it was a waste of public money for SIPC to have a dedicated computer despite the fact that a grant of £550 for a computer and software had been applied for.

EL felt it was high time that SIPC had its own computer, especially if the grant paid for it.

DC said that the Clerk was an employee and should not have to use her own computer and it would make it easier to hand over to a new Clerk.

AH said the WRPC had purchased a computer for their Clerk.

DC said it was important for data to be protected as on 25 May 2018 a member of the public could ask for all their personal information held by SIPC.

Resolution to buy a computer and software solely for SIPC use. Proposed by EL, seconded by AH, with 4 in favour, 1 against and 4 abstentions.

11.5 **Change of bank and internet banking:** The Chairman did not want to go to Chichester to set up a Barclays account and would find out about Lloyds internet banking.

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12. **ENVIRONMENT AND AMENITIES COMMITTEE**

12.1. **Play areas: Inspection of equipment and signing the books:** RP's book was signed.

12.2 **Highways and footpaths:**

Inconsiderate parking in School Lane: The Clerk had written to the estate agent, but had not received a reply. She would chase up the matter again.

Proposal to change footpaths to bridleways: 1135 Trotton Gate garage heading north; 1134 Chithurst to Iping south of river and 1144 Hammer Lane north to Stubb Hill. These paths had come up as part of the NP to make more connectivity between paths for riders. RP said the trouble with horses was they ruined the paths for everyone else. It was agreed that they would need to be surfaced.

Path to Stedham from Iping Lane: It was suggested the the wet section near Iping Lane should be surfaced to make it easier for bicycles.

Iping to Stedham path: WSCC was expecting the fence to be mended by the landowner, but this had not been done so far.

Minsted sandpit rotted fence on bridleway 909/: WSCC was due to inspect the path.

The fence of the path leading from Ingrams Green to the Fitzhall cottage had collapsed. The path itself was in a shocking state. The Clerk would report it to the landowner/WSCC.

OM had reported the state of Stedham Lane to WSCC.

Potholes in The Street by Sandy Lane and the Old Rectory. OM would report them.

11.3. **Flooding:** Watershed works South of Bridge. The work was due to start on 21 May 2018.

12.5 **Commons and open spaces:**

Iping and Stedham Commons report on LNR meeting: EG and SP had attended the meeting see 6 above. The minutes of the meeting would be circulated once they had been agreed

12. **PLANNING COMMITTEE:** Report on meeting 8/3 (15-19) held prior to this meeting would be circulated.

13. **MEMORIAL HALL:** The Chairman of the Hall reported.

They were going to buy a screen and projector so they could show films. This would happen in the autumn. A Farnham Maltings live theatre production was being brought to Stedham on 27 October. The Hall had received grants from the now defunct Stedham Doorstep and Midhurst Grange Centre.

14. **ACTIONS LIST:** See below.

15. **CORRESPONDENCE/EMAILS:** None

16. **DATES OF 2018 MEETINGS: SIPC Wednesday 21 March 2018 at 6.30 pm, Annual Parish Wednesday 11 April 2018, 7.00 pm and Wednesday 16 May SIPC Annual Meeting, 7.15 pm followed by SIPC meeting all at Stedham Memorial**

Eddie Lintott retired from Stedham with Iping Parish Council having first been co-opted onto it on the 14 November 1966. He thanked everyone for their support. He was very sorry that Debbie Chalton was also leaving the Council – she had been such a help with the website. There was so much going on at the moment and he wished the council good luck. The Chairman thanked Eddie for his great service.

CONCLUSION 9.10

Chairman..... Date.....

ACTIONS FROM MEETING 14 MARCH 2018

A ⁹¹⁹	Clerk/AH	Iping Broadband	Contact BT Openreach	ongoing
A ⁹²⁰	EG/Clerk	Iping common fire	Joint PC letter to SWT	✓
A ⁹²¹	Clerk	Spring clean	Organise	✓
A ⁹²²	RP	Tree cutting at CV	Check contract with MH	
A ⁹²³	Clerk	School Lane parking	Remind estate agent	
A ⁹²⁴	Ch	New bridle way routes	Inform BHS re surfacing	
A ⁹²⁵	Clerk	Stedham/Iping path	Contact WSCC re surfacing	
A ⁹²⁶	Clerk	Ingrams Gr/Fitzhall Cottage	Contact owner re fence & WSCC re path	
A ⁹²⁷	OM	Potholes in The Street	Inform Love Sussex	

ACTIONS FROM MEETING 17 JANUARY 2018

A ⁹⁰⁸	KOK	Iping Crossroads lines	Find out what is going on	
A ⁹¹⁰	Ch/Clerk	Clerk's contract	Draft	
A ⁹¹²	Clerk	e-magazine	Design sign-up form	
A ⁹¹⁵	Chairman	Lloyds Bank	Find out about internet banking	

ACTIONS FROM MEETING 19 JULY 2017

A ⁸⁸⁶	Chair	Rec Ground	Check re status of charity	ongoing
A ⁸⁸⁷	Clerk	Rec ground	Find out when became a charity	ongoing

ACTIONS FROM MEETING 15 MARCH 2017

A ⁸⁶²	Clerk	WSCC Footpath list	Identify paths	ongoing
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