

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

**Held on: Thursday 12<sup>th</sup> November 2020 6:30pm - On-line Video Meeting**

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

**In attendance:** 2 members of the public

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

## 1. APOLOGIES FOR ABSENCE.

2. **MINUTES OF PREVIOUS MEETINGS:** SIPC resolved to approve the minutes for SIPC virtual meetings on 8<sup>th</sup> and 19<sup>th</sup> October 2020. Minutes to be signed at the next actual meeting. **ACTION:** Clerk

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 – Main Points as follows:

- HomeMove has a new website which can be accessed via [homemove@chichester.gov.uk](http://homemove@chichester.gov.uk) which provides the facility to bid for rental of affordable housing. Any problems, contact [jbrigden@chichester.gov.uk](mailto:jbrigden@chichester.gov.uk).
- Chichester successful in obtaining £3m of green home grant funding which targets home owners on low income occupying properties with the lowest energy performance ratings. It will complement existing grants for insulation. Grants which will be available until March 2021 are on a first come basis. Contact number: 0800 0385737
- Covid – if you have tested positive, been told to isolate and are employed or self-employed, financial support can be claimed via the Test & Trace Support Scheme [www.chichester.gov.uk/testandtracepayments](http://www.chichester.gov.uk/testandtracepayments).
- Business – training sessions covering online deliveries are available to small retail outlets
- Housing & employment land availability – following recent changes in government legislation on planning the CDC website sets out the suitability of land for development in the Chichester District, excluding Southdowns National Park areas.
- Alcohol Awareness Week runs from 16<sup>th</sup> to 22<sup>nd</sup> November – the Team will be available at the Farmers' Market to promote the service and advise.

4.2. Copy of report from Kate O'Kelly WSCC is attached. Key item is that WSCC now has permission to carry out Track & Trace locally. The interim Public Health director provided a briefing on process. Permission has been given to ring contacts/cases using a local number, aim being to improve numbers of successful contacts. This task will be carried out by the Community Hub in Chichester.

WSCC have a significant budget challenge and are in process of reviewing priorities. Impact is likely to be that more activities, normally covered by WSCC, will be passed down to the Parishes and Districts. A query was raised whether there would be pressure on the parishes to reduce precept amounts; it's possible that activities that can be organised locally may be devolved to the parishes, but no decisions have been made yet. It's recognised that organising some activities, eg verge cutting, could be a significant challenge for the small parishes to fund.

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**ACTION:** Clerk to add Community Hub contact number to website.

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

5.1. No questions

## 6. FINANCE AND GENERAL PURPOSES COMMITTEE

6.1. Copies of Financial Summary and current Budget Status are attached.

6.2. It was agreed to set up Working Group sessions to agree budget for 2021-2022. **ACTION:** Clerk

6.3. **SIPC resolved to approve** the following items for payment/expenditure:

- It was noted that the cost of items paid for by the Clerk but purchased for a specific purpose, such as the Newsletter, should be allocated to an appropriate code and not included in Office Expenses
- It was also noted that ongoing costs for distributing the Newsletter would reduce. The plan is, post Covid, to distribute the majority of Newsletters manually

Invoices/Expenditure requiring approval					
Date	Who	What	Gross	Tax (HMRC)	NET
30/09/2020	MH Kennedy	October Grass Cutting	£ 828.00	£ 138.00	£ 690.00
30/09/2020	Morag Birch	October Pay (Clerk)	£ 298.20	£ -	£ 298.20
30/09/2020	Morag Birch	October Pay (RFO)	£ 85.20	£ -	£ 85.20
30/09/2020	Morag Birch	October Expenses (Clerk) (Allocate £15 to Newsletter)	£ 16.13	£ -	£ 16.13
05/11/2020	Morag Birch	380 x 1st Class stamps to post Newsletter	£ 288.80	£ -	£ 288.80
06/11/2020	KerryType	450 x Newsletter printing	£ 293.00	£ -	£ 293.00
06/11/2020	KerryType	Newsletter Mailmerge, Envelopes, Packing	£ 96.42	£ 16.07	£ 80.35
09/11/2020	Morag Birch	35 x 1st Class stamps to post Newsletter	£ 26.60	£ -	£ 26.60
09/11/2020	Morag Birch	DropBox Plus Annual Fee	£ 95.88	£ 15.98	£ 79.90

6.4. Amendment of Approvals process – Clerk reported no progress

6.5. Communal on-line drive – DropBox Plus has been purchased. **ACTION:** Clerk to set-u

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

7.1. NHB & CIL Grants 2020 – Clerk confirmed NHB grant of £1144 had been received. SDNPA/CIL had been updated with latest information and indication were the grant would be passed. **ACTION:** All to confirm to RC which Spring Rider is their preferred choice. **ACTION:** Clerk to find out installation plan from play equipment vendor & to query cost of Table tennis tables and whether they could hold it for the Council until such time as a decision could be made.

7.2. It has been confirmed, by Chichester's Tree Officer, that the dead holly tree can be removed but a like for like replacement tree will need to be planted in this year's planting season, which is from now and until 31 March 2021. In addition, he flagged that planning permission is required to cut any hedgerow when the stems of the hedge are 75mm in diameter at 1.5meters above the ground. **ACTION:** RC/SB to check status of hedge and report back to Council. **SIPC resolved to accept** quote, for hedge cutting, from JR Trees. **ACTION:** Clerk to advise vendors of decision. It was agreed that regular hedge-cutting should be included as part of the annual grounds maintenance budget

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

7.4. Tree survey – first part of tree works has been completed. Bracing due to be fitted 13<sup>th</sup> November.

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

8.1. First edition of the newsletter was published & distributed week commencing 9<sup>th</sup> November.

**ACTION:** MP/Clerk to establish Newsletter file in DropBox including the Newsletter Brand guidelines

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prepared by MP. **ACTION:** All to consider/collect potential articles for next edition, due in February – possible Valentine's Day theme?

- 8.2. Repair or replacement of Parish Notice Boards – it was agreed, given high cost to replace boards with similar products, that further investigation should be made into further competitive bids and feasibility/cost of repair/refurbish. **ACTION:** TS
- 8.3. Christmas Tree – Rotherhill Nurseries had confirmed they could supply a Spruce between 350 to 400cm. **SIPC resolved to purchase** Tree from Rotherhill Nurseries. Working Group to be established to agree location and best/safest way to erect a Tree. **ACTION:** Clerk  
It was agreed that the Council should investigate planting a real tree for future years and also whether additional trees could be planted elsewhere in the parish.
- 8.4. Infrastructure Projects – **ACTION:** Clerk to re-start Working Group meetings to discuss/progress various projects including refurbishment of Telephone Boxes and Finger Posts. Also, to add installation of Flood Depth Posts at Stedham Bridge to the list of potential Infrastructure projects. **ACTION:** Working Group to provide recommendations for required actions by next Council Meeting. **ACTION:** Clerk to follow-up repair/replacement of bollards along edge of The Street & The Alley.
- 8.5. Facility to allow Allotment owners to sell spare produce. Clerk had drafted updated existing Agreement between SIPC and Allotment Holder. New agreement to be circulated to the Allotment Holders including proposals for managing sales revenue. **ACTION:** Clerk
- 8.6. Midhurst Area Cycling – AM volunteered to be SIPC's representative on the MAC Committee. **SIPC resolved to endorse** MAC's Community Highway Scheme proposal to improve the Stedham to Midhurst Cycle Path including widening of the path along the section from Manor Cottage to the Midhurst end as well as relocating the unrestricted speed limit to a point due West of the Woolbeding junction. The aim being to improve the safety for users along the section of the path, which currently runs very close to the A272, and of the crossing point. **ACTION:** Clerk to send email to MAC confirming Council decision
- 8.7. Litter picking event – postponed to Spring 2021
- 8.8. Review Action List – copy of updated list attached

## 9. PLANNING COMMITTEE.

### 9.1. SDNP/20/02944/HOUS

**Location:** Rotherhill Lodge West School Lane Stedham GU29 0PA

**Proposal:** Erection of 2no. single storey rear extensions

**No Comment**

### 9.2. SDNP/20/04444/LDP

**Location:** Bancourt School Lane Stedham GU29 0NZ

**Proposal:** Erection of side dormer

**No Comment**

### 9.3. SDNP/20/04467/TCA

**Location:** Stedham Memorial Hall The Street Stedham GU29 0NQ

**Proposal:** Notification of intention to reduce height by approx 30% & remove 2 no. overhanging branches arising at 1.5m on eastern sector of 1 no. Green Maple tree (T1) and remove 4 no. overhanging branches 1 no. arising at 2.0m and 3 no. arising at 1.4m on eastern sector of 1 no. Red Maple tree (T2).d

**Support** with caveat that works be carried out in in line with current Arboricultural Association guidelines

## 10. DATE OF NEXT MEETING:

10.1. SIPC Ordinary 10<sup>th</sup> December. Currently this will be a video conference starting at 6:30pm

**Conclusion 9:00pm**

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

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Action#	Description	Responsible	Date Raised
1	Add Community Hub contact number to website	Clerk	12/11/2020
2	Set up Working Group sessions to agree budget for 2021-2022	Clerk	12/11/2020
3	Set up DropBox Plus	Clerk	12/11/2020
4	Find out installation plan from play equipment vendor & to query cost of Table tennis tables and whether they could hold it for the Council until such time as a decision could be made.	Clerk	12/11/2020
5	Check status of hedge, in Stedham Graveyard re. planning	RC, SB	12/11/2020
6	Advise vendors of decision re hedge-cutting quotes	Clerk	12/11/2020
7	Establish Newsletter file in DropBox including the Newsletter Brand guidelines	Clerk, MP	12/11/2020
8	All to consider/collect potential articles for next edition, due in February – possible Valentine's Day theme	All	12/11/2020
9	Re-start Working Group meetings to discuss/progress various projects including refurbishment of Telephone Boxes and Finger Posts. Also, to add installation of Flood Depth Posts at Stedham Bridge to the list of potential Infrastructure projects.	Clerk	12/11/2020
10	Follow-up repair/replacement of bollards along edge of The Street & The Alley	Clerk	12/11/2020
11	New agreement to be circulated to the Allotment Holders including proposals for managing sales revenue from excess produce	Clerk	12/11/2020
12	Send email to MAC confirming Council endorsement of MAC's Community Highway Scheme proposal	Clerk	12/11/2020
13			