

STEDHAM WITH IPING PARISH COUNCIL

Chairman: Eddie Lintott
Clerk: Jane Crawford
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MINUTES: Meeting of Stedham with Iping Parish Council No.1/Year 2/15-19
Held on: Wednesday 18 May 2016 beginning at 7.40 pm
At: Stedham Memorial Hall

Present:

Eddie Lintott 10/10	
Debra Chalton 8/10	Caroline Frost 10/10
Olia Mitskevich 7/10	Colin Moseley 10/10
Rowland Page 4/10	Lucy Petrie 9/10
John Wheelhouse 5/5	

In attendance: Gordon McAra, County Councillor, Caroline Neville, District Councillor, Sue Payne, SIPC representative on LNR Management Committee, Police & Neighbourhood Watch, and one parishioner.

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.

The Chairman and members had been delighted to hear that Jon Flint had won a bronze medal for archery in the recent Invictus Games which was a fantastic achievement. The Chairman would write on behalf of the parish to congratulate him.

1. **DECLARATIONS OF INTERESTS:** None
2. **APOLOGIES:** and (family commitment)
3. **MINUTES OF MEETING: No.9/Year 1/15-19 held on 16 March 2016** were agreed and signed.
4. **WSCC and DISTRICT COUNCILLORS and POLICE/NEIGHBOURHOOD WATCH**
 - 4.1 **County Councillor:** Gordon McAra (GM)reported.
Midhurst Cottage Hospital. GM (as well as the Chairman) attended the recent meeting at the hospital and said that all the officials were happy for the hospital to continue, but the main problem had been lack of staffing. The Friends of the Hospital had potentially made an agreement to take over the empty buildings adjacent to the surgery which they would convert into living accommodation for hospital staff in the hope that it would enable the hospital to be staffed and re-opened.
Waste disposal. WSCC was proposing to reduce the hours that the waste depots would open to save £2 million. It was felt that this would increase fly-tipping and in the fact the waste depot should be modernised.
Public Rights of Way. SDNPA were employing someone who would pull together cycleways and paths in the South Downs and produce walking and cycling guides.
WSCC staff: Peter Lawrence was the new community officer.
 - 4.2 **District Council:** Caroline Neville reported

Midhurst Cottage Hospital. CN had spoken to the Friends and would get the minutes of the meeting sent to the Clerk who would forward them to councillors. She hoped that negotiations would be concluded so the hospital could get going again.

bTB on Stedham Common. CN had written to SWT to ask if they could compensate the farmer
CDC finance. CDC was seeing how it could function when it received less Government money.
Chairman of CDC. The new Chairman was Elizabeth Hamilton who used to represent Easebourne, but had now moved and was member for West Wittering.

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4.3 **Police and Neighbourhood Watch:** No report.

5. **MEMBERS OF THE PUBLIC:** No matter was raised.

6. CHAIRMAN'S REPORT

6.1. **SDNPA's meeting with the parishes** was held at Capron House on 11 May 2016 and attended by the Chairman and Clerk. The meeting was rather turgid and the powerpoint presentations would be circulated as soon as received by the Clerk

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6.2. **Defibrillators:** The matter was discussed at the Annual Parish Meeting where there was general support. SIPC had much expenditure this year on the RG verge so further information was needed as to who would be responsible for the machines. The Clerk had spoken to a young parishioner who suggested that it would be much more practical if as many people as possible had first aid training and learnt the CPR (cardiopulmonary resuscitation) procedure. A meeting for the At Risk volunteers was due to be held in September and perhaps a training session could be provided then. The Clerk would find out if the Red Cross or St John's Ambulance would run a training evening.

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6.3. **Saving the law courts.** The Chichester law courts were threatened with closure which would mean everyone would have to travel to Worthing. This would be detrimental to people living in this area.

7. **MINERALS MINSTED:** MC would be dealing with the response to the Local Minerals and Waste Plan consultation.

8. PARISH ACTION PLAN

8.1. **Cycleway to Midhurst – crossing near Half Moon:** The Clerk still had not heard from the WSCC Safety Team. A MAC meeting would be held on 8 May at 7pm at the Grange Centre.

8.2. **Dark night skies reserve status:** The reserve status has been granted.

8.3. **Iping signs:** There had been no action from WSCC Highways on granting the licences. It was suggested that WSCC be given a four week deadline for action otherwise the signs should be erected by SIPC.

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8.4. **Iping telephone box:** The box would be used as an information centre. Sue Payne asked for an extra shelf in the Stedham box. The Clerk would meet with Sue Payne to discuss what was needed. She would contact LM to discuss the work as soon as the Stedham box floor was completed.

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8.5. **20 mph in School Lane:** GM suggested the Clerk should contact Jonathan Ullmer as head of Highways operations.

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8.6. **Parking by Recreation Ground (RG)**

The developer had donated a disappointing £800 towards the parking project in lieu of renovating the verge which had been damaged by his building vehicles. The lowest tender for the work had been £15,000. Rowland Page thought this was very expensive and that he might be able to organise a cheaper tender. The Clerk would send him the specification letter.

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8.7 **Broadband:** Stedham and Minsted were now on the list and BT engineers had undertaken a Survey and would be applying for permission for the cabinet. The Clerk was asked to find out where BT were intending to put the cabinet.

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9. FINANCE AND GENERAL PURPOSES COMMITTEE

9.1 Financial report

Receipts			
CDC	Precept	KI	£8,788.11
HMRC	VAT repayment (for 2015-16)	V	£1,293.62
NatWest	Interest	H	£0.58
H Deadman	SI book	M	£8.00
Payments 10/2016			
SSA	Contribution towards upkeep sports field	B03	£300.00
	Removal of dog bin	C13	£25.00
CDC	Dog bin emptying	C12	£311.58
	Payroll	A02	£180.00
Stedham Memorial Hall	Hall hire	A04	£295.00
J Crawford	Clerk's remuneration including 35hrs overtime	A01	£1,105.29
SSALC	Chairman's briefing (for Vice Chairman)	A08	£66.00
J Crawford	Petty cash	A02	£41.24
SSALC	Local Council Review	B04	£17.00
L Petrie	Stationery/postage for public inquiry	A02	£53.52
CDC	Bin emptying	C12	£157.24
WSALC	Subscriptions 2016/17	B04	£240.22
Nat West	Charges	A07	£3.25
Due for payment			
E Lintott	Wine for APM	A03	£36.33
Southern Water	Allotments water	C10	£6.78
J Crawford	Kerrytype printing Chairman's report	A02	£66.00
J Crawford	Clerk's remuneration	A01	£758.52
R Page	Allotment fencing posts	C10	£72.96
PWLB	Hall loan	B02	£773.04
		Total	£1,713.63
Approved payments			
R Page	Allotment mower	C10	£249.00
Bin-shop.co.uk	2 x litter bins	C12	£324.00
WSALC*	Clerk's financial & legal training	A08	£108.00
Balances			
Current account			£275.23
Business Reserve A/c			£20,256.74
		Total	20,949.97

***Afternote:** Although the Clerk's legal and financial training had been agreed, she was now unable to attend.

- 9.2 Request to purchase lawnmower for allotments. Rowland Page had sourced a suitable mower at £249. There was enough money in the allotment fund to cover the expenditure. **Resolution: SIPC will purchase a lawnmower for the allotments.** Proposed by Lucy Petrie, seconded by Debra Chalton with all in favour.
- 9.3 **New litter bins for RG and School Lane.** The Chairman thanked Olia Mitskevich for kindly sourcing suitable bins. It was decided to purchase two eco-recycled hooded top bins at £89.99 each together with galvanised steel liners at £25 each and ground fixing kits at £9.99 each. Delivery would be £9.99, though it was unsure if this would be for each bin. Total cost for 2 bins including delivery and VAT:

£323.93. **Resolution: SIPC would purchase 2 bins.** Proposed by Debra Chalton, seconded by Colin Mosley. The Clerk would order the bins.

Resolution: To agree above payments and transfer £1,700 from the Reserve to Current account. Proposed by Lucy Petrie, seconded by Colin Moseley, with all in favour.

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9.4 **ANNUAL RETURN 2015 - 2016: ANNUAL GOVERNANCE STATEMENT, TO CONFIRM THAT NO-ONE HAS A CONNECTION WITH PFK LITTLEJOHNS (ACCOUNTANTS) and AGREE ANNUAL RETURN**

Councillors had been emailed a copy of the Explanation of Significant Changes, the Bank Reconciliation, the Fixed Assets Register and Risk Assessment. All other documents were on the website.

RM had undertaken the Internal Audit of the Annual Return. The Chairman would thank him.

Members had confirmed that they did not have any connections with Littlejohn, the auditors.

The annual governance statement was gone through and approved by the Council.

Resolved: To approve the Annual Return. Proposed by Lucy Petrie, seconded by Colin Moseley, with all in favour.

The Chairman and Clerk signed the Annual Return.

The Notice of Appointment of Dates for the Exercise of Electors Rights would be posted on the notice boards.

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The Annual Return and other papers would be sent to Littlejohn, the external auditor, as soon as possible.

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9.5 Internet banking for SIPC: The Clerk reported that the Internal Auditor said that SIPC should make moves towards internet banking. Lucy Petrie would look into it.

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10. **ENVIRONMENT AND AMENITIES COMMITTEE**

10.1 **Play areas**

10.1.1 **Inspection of equipment and signing the books:** The equipment had been inspected and the books had been signed.

10.2 **Highways and footpaths**

10.2.1 **Broken school warning sign in School Lane** had been mended.

10.2.2 **Common View to the Street via Sandy Lane:** Hyde-Martlet had confirmed that they did not own Sandy Lane. The Clerk would make further enquiries.

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10.2.3 **Parking opposite Tye Hill.** The Clerk was asked to make an official notice to put on cars which were left at the parking area. Although the Church had an arrangement for parking there for services, it was not a public car park.

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10.2.3 **State of parish paths:** No report.

10.3 **Flooding:**

Stedham Lane works: The Clerk would send the specifications of the works to members and apply for Watershed grants.

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10.4 **Commons and open spaces:** The Public Inquiry into fencing Iping and Trotton commons had taken three days and 12 individual people had spoken against it. The Inspector's decision was due imminently. The LNR Management Plan December 2014 to March 2024 was in the SWT papers. SIPC had not seen these before and Sue Payne was asked to see if she had got a copy.

11 **PLANNING COMMITTEE:** The minutes of meeting No 1/2(15-19) held prior to this meeting would be circulated.

12 **MEMORIAL HALL:** Fund raising events: Chilli evening 17 September 2016 and Christmas carol singing party on 10 December 2016.

13 **ACTIONS LIST:** See below.

14 **CORRESPONDENCE/EMAILS:** SSALC was arranging a training evening at Lodsworth on 26 July.

Olia Mitskevich would like to have attended, but could not make the date chosen.

15. **DATE OF NEXT MEETINGS: Wednesday 20 July 2016 7.30 pm at Stedham Memorial Hall**

CONCLUSION: 9.10

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

ACTIONS FROM MEETING 18 MAY 2016

A ⁸⁹⁵	Clerk/CN	Cottage Hospital	Circulate meeting minutes	✓
A ⁷⁹⁶	Clerk	SDNPA meeting	Circulate power point presentation	✓
A ⁷⁹⁷	Clerk	First aid course	Ask Red Cross/St John's Ambulance	
A ⁷⁹⁸	Clerk	Iping signs	Contact WSCC	ongoing
A ⁷⁹⁹	Clerk	Phone boxes	Meet Sue Payne to discuss requirements	✓
A ⁸⁰⁰	Clerk	Phone boxes	Contact Les Miles to discuss work	
A ⁸⁰¹	Clerk	20 mph School Lane	Contact WSCC Highways	
A ⁸⁰²	Clerk	RG parking	Send RP specification letter	✓
A ⁸⁰³	Clerk	Broadband	Contact WSCC re siting of cabinet	✓
A ⁸⁰⁴	Clerk	Litter bins	Order	✓
A ⁸⁰⁵	Clerk	Annual Return	Electors rights notice to be posted	✓
A ⁸⁰⁶	Clerk	Annual Return	Sent to external auditors	✓
A ⁸⁰⁷	LP	Internet banking	Make enquiries	
A ⁸⁰⁸	Clerk	Sandy Lane	Further enquiries re ownership	ongoing
A ⁸⁰⁹	Clerk	Tye Hill parking	Make notice to stop parking	
A ⁸⁰⁹	Clerk	Flooding	Apply for watershed grants	✓

ACTIONS FROM MEETING 16 MARCH 2016

A ⁷⁸⁵	Clerk	RG parking	Obtain grants towards work	ongoing
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ACTIONS FROM MEETING 20 JANUARY 2016

A ⁷⁷⁴	DC	Defibrillator	Look into practicalities	
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ACTIONS FROM MEETING 18 NOVEMBER 2015

A ⁷⁷¹	DC/OM	Speed stickers	Campaign on website	
A ⁷⁷²	DB	Nursery ditch	Arrange for it to be dug out	

ACTONS FROM MEETING 20 MAY 2015

A ⁷⁴³	Clerk	Iping sign	Waiting for WSCC licences	ongoing
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