

Stedham with Iping Parish Council

Chair: Ruth Cooper

Clerk: Morag Birch

email: clerk@stedhamwithiping-pc.gov.uk

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

Minutes: Annual Meeting of Stedham with Iping Parish Council

Held on: Thursday 14th May 2026 6:30pm Stedham Memorial Hall

Present: Ruth Cooper(Chair)
Terry Stevens
Diane Walkington
Victoria Ashdown
Kenneth Yeates(Arrived 6:50pm)

In attendance: 2 members of the public

1. **APOLOGIES FOR ABSENCE:** Jeff Blackett
2. **DECLARATIONS OF INTEREST:** Members of the Council each confirmed there had been no change in their Register of Interests.
3. **ELECTION OF CHAIR:** The Chair asked for nominations, TS proposed Ruth Cooper, seconded by VA and Ruth Cooper was elected unanimously. Acceptance of office was signed by RC and Clerk
4. **ELECTION OF VICE-CHAIR:** The Chair asked for nominations, RC proposed Jeff Blackett, seconded by DW and Jeff Blackett was elected unanimously, subject to his acceptance at the next Council Meeting.
5. **STANDING COMMITTEES:** SIPC resolved to continue without any Standing Committees namely for Planning, Finance & General Purpose and Environment & Amenities such that all Councillors would participate in any and all decisions taken by the Parish Council.
6. **APPOINTMENTS**
 - 6.1. SIPC resolved that Clerk(Morag Birch) should remain as Responsible Finance Officer.
 - 6.2. SIPC resolved to appoint representatives to local organisations as follows:
 - RC to be lead contact with Sussex Wildlife Trust(SWT) and Stedham, Iping & Trotton Commons Advisory Group with support from DW.
 - VA to represent the Parish Council with Stedham Memorial Hall. **ACTION:** VA, Clerk to confirm with SMH at meeting on 19th May.
 - HB to act as liaison between Stedham Primary School and the Parish Council. **ACTION:** Clerk to confirm HB's acceptance
 - HB to handover production of Newsletter to KY
 - TS to be responsible for Playground checks. Checks on availability of both AEDs to be done monthly on line by Clerk.
 - VA to be responsible for maintaining SIPC's Facebook account. **ACTION:** Clerk and VA confirm with previous manager that handover is complete and that she will be able to act as deputy on an ongoing basis.
 - TS to be responsible for Parish Online mapping tool and SIPC Tea Club
 - DW to be contact with Western Sussex Rivers Trust. VA volunteered herself and JB to collect water samples from the River Rother on a monthly basis. **ACTION:** DW to forward training requirements to Clerk.
 - **ACTION:** RC to ascertain current status of local communications between local parishes and whether regular contact is wanted at meeting due on 22nd may 2026.

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- 6.3. SIPC has an agreement with Mulberry & Co to act as Internal Auditor for three financial years 2024-25, 2025-26 and 2026-27 to fix the hourly charge at a lower rate.

7. REVIEWS

- 7.1. Allotment Agreement – No changes
- 7.2. **SIPC resolved** to accept Financial Regulations as adopted in March 2026 and Standing Orders as adopted in June 2025.
- 7.3. Risk Assessment for 2026 to be completed .
- 7.4. Asset Register as at April 2025 is unchanged. Details were reviewed and accepted.
- 7.5. Insurance Cover – SIPC currently has a Long Term Agreement with Zurich Insurance which ends in 2027.
- 7.6. **SIPC resolved to continue** subscriptions as already included in the Budget 2026-2027 for SLCC and WSALC/NALC
- 7.7. **SIPC resolved to accept** current Council's procedures for dealing with the press/media
- 7.8. **SIPC resolved to accept** current Council's employment policies and procedures
- 7.9. **SIPC resolved** that no expenditure had been incurred under s.137 of the Local Government Act 1972 .

8. DETERMINE TIME AND PLACE OF ORDINARY MEETINGS FOR THE NEXT YEAR

SIPC resolved to continue to meet on the 2nd Thursday of each month in the Stedham Memorial Hall where possible, excluding August 2026 when there would be no Council meeting.

9. DATE OF NEXT MEETINGS

- 9.1. Annual SIPC Meeting – 13th May 2027
- 9.2. Annual Parish Meeting – is a statutory meeting which should assemble annually between 1st March and 1st June.

Conclusion: 7:00pm

Chair: **Date:**.....

Action#	Description	Responsible	Date Raised
1	VA to represent the Parish Council with Stedham Memorial Hall. Confirm with SMH at meeting on 19 th May	VA, Clerk	14/05/2026
2	Confirm HB's acceptance to act as liaison between Stedham Primary School and the Parish Council	Clerk	14/05/2026
3	Confirm with previous manager of SIPC FB that handover is complete and that she will be able to act as deputy on an ongoing basis	Clerk, VA	14/05/2026
4	Collect water samples from the River Rother on a monthly basis. Forward training requirements to Clerk.	DW	14/05/2026
5	Ascertain current status of local communications between local parishes and whether regular contact is wanted at meeting due on 22nd may 2026.	RC	14/05/2026