

# Stedham with Iping Parish Council

Chair: Ruth Cooper

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. 8/Year 3/23-27**

**Held on: Thursday 8<sup>th</sup> January 2026 7:00pm at Stedham Memorial Hall**

**Present:** Ruth Cooper (Chair)  
Terry Stevens  
Viktoria Ashdown  
Jeff Blackett  
Kenneth Yeates

**In attendance:** 0 members of the public.

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

**1 APOLOGIES FOR ABSENCE:** Yvonne Gravely (WSCC)

**2 MINUTES OF PREVIOUS MEETINGS:** **SIPC resolved** to approve the minutes of the SIPC meetings on 4<sup>th</sup> December 2025 for signature.

**3 DECLARATIONS OF INTERESTS:** None

**4 REPORT FROM CDC & WSCC:**

4.1 WSCC – 2 items:

County council elections which were delayed last year will probably be delayed for a further year although a final decision is still awaited.

Results of the surveys on the fire damaged buildings in Midhurst, which took place on 19<sup>th</sup> December and 6<sup>th</sup> January, are still awaited

**5 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC:**

5.1 JB raised the requirement for the Parish Council to develop a strategic plan. **ACTION:** Clerk to include topic in next month's agenda. VA to draft a framework to assist the Council in developing a plan.

5.2 A letter was received from a parishioner raising concern and objecting to the size of the banner used by Stedham Sports Association to advertise its Christmas Tree Hurling competition held in support of the KSS Air Ambulance Service. The author considered the banner too large to be placed on the Recreation Ground as it spoiled the look of the village and it possibly set a precedent which could allow other local organisations to use similar banners. **ACTION:** Clerk to confirm whether the conveyance agreement which transferred the land to the Parish Council contains requirements concerning posting of advertising banners and respond to letter. All – consider installation of an appropriate permanent "poster frame/holder".

**6 FINANCE AND GENERAL PURPOSES**

6.1 The Budget Status and Financial Summary were reviewed. Copies are attached.

6.2 **SIPC resolved to approve** items in the following table for payment/expenditure. £50 was agreed for KSS Air Ambulance Service and £85 for 4Sight Vision Support, but there was some concern whether a Parish Council is allowed to make charitable donations. The consensus was the payments should be recorded as grants and not charitable donations.

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## Note:

The Clerk confirmed subsequent to the meeting that PCs can make charitable donations under Section 137 of the Local Government Act 1972, which allows local authorities, like parish and town councils, to spend a limited amount of money for purposes for which they have no other specific statutory power. This expenditure must be for the direct benefit of their area or its inhabitants.

| Invoices/Expenditure requiring approval |                                             |                                                                               |           |          |           |
|-----------------------------------------|---------------------------------------------|-------------------------------------------------------------------------------|-----------|----------|-----------|
| Date                                    | Who                                         | What                                                                          | Gross     | VAT      | NET       |
| 15/01/2026                              | Morag Birch                                 | December Pay (Clerk) (£13.13/hour)                                            | £ 367.64  | £ -      | £ 367.64  |
| 15/01/2026                              | Morag Birch                                 | December Pay (RFO) (£13.13/hour)                                              | £ 157.56  | £ -      | £ 157.56  |
| 15/01/2026                              | Morag Birch                                 | December Expenses (Clerk)                                                     | £ 1.13    | £ -      | £ 1.13    |
| 15/01/2026                              | HMRC                                        | Employer NICs Month 10                                                        | £ 16.23   | £ -      | £ 16.23   |
| 08/01/2026                              | Playsafe Playgrounds                        | Play equipment - Quote for works required after Annual Inspection             | £1,384.80 | £ 230.80 | £1,154.00 |
| 08/01/2026                              | Kent, Sussex & Surrey Air Ambulance Service | Charitable donation (£50 - 2025)                                              |           |          |           |
| 08/01/2026                              | 4Sight Vision Support                       | Charitable donation (£65 - 2025)                                              |           |          |           |
| 08/01/2026                              | Morag Birch                                 | Overtime @ £13.13/hr to answer FOI Request<br>Estimate 7-14hours (£92 - £184) |           |          |           |

6.3 Third Payment Approver – Bank has supplied items required to set up VA as third approver. **ACTION:** VA to log on and complete process.

6.4 New Website - No progress over the last month. **ACTION:** Clerk to agree Go Live date with X-Net Services.

## 7 AMENITIES & ENVIRONMENT (RUTH COOPER).

7.1 Monthly inspection of AED equipment – confirmed AEDs at Stedham and Iping checked and okay. **ACTION:** TS confirmed he would take on monthly checks for both play areas in Stedham.

7.2 Beelines Project – Contractor has confirmed it will be re-done, weather permitting, week commencing 12<sup>th</sup> January. **ACTION:** RC to follow-up. Clerk confirmed Trefoil seeds not available. Clerk to request reimbursement of monies spent on seeds from SDNPA.

7.3 Litter Picking dates – agreed as 22<sup>nd</sup> March & 1<sup>st</sup> November 2026.

## 8 PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

8.1 Last Month's Actions - reviewed, updated and outstanding items added to main Action List. **ACTION:**

8.2 Parish Newsletter – **ACTION:** RC/Clerk to follow-up ongoing and future requirements for producing the Parish Newsletter.

8.3 Tea Club – Christmas event was very well received and generated £150. **SIPC resolved** Spring Tea Club should be on May 6<sup>th</sup>.

8.4 SIPC FaceBook handover - **ACTION:** VA to complete and review existing protocol and process.

8.5 SDNPA – call for projects for CIL funding 2025/26. **ACTION:** All to consider options and forward suggestions to Clerk.

8.6 SIPC's formal position on Remembrance Services within the Parish – a question was raised about whether the SIPC has a civic duty to organise a single parish-wide Remembrance Sunday event. In

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contrast, concerns were raised whether such an approach would be seen as too prescriptive and would overlook the varying preferences and traditions of individuals and groups within the parish.

**SIPC resolved to postpone** further discussion and decision until the next meeting.

- 8.7 Freedom of Information(FOI) request has been received in relation to the provision of Remembrance Sunday commemorations as a part of the National Act of Remembrance within the parish. **ACTION:** Clerk to prepare response.

## 9 PLANNING

- 9.1 JB volunteered to become lead for Planning matters and KY volunteered to take on the role when he had more time available.

### 9.2 SDNP/25/04082/HOUS

**Location:** The Reading Rooms, The Street, Stedham, West Sussex, GU29 0NQ

**Proposal:** Alterations to garden wall including new gates, new entrance canopy, alterations to windows and doors, new roof-lights, new chimney flue, garden landscaping, internal alterations

**Support** with the caveat that automatic blinds are installed in the skylights to reduce light pollution in line with SDNPA's Dark Skies Policy.

### 9.3 SDNP/25/04082/HOUS

**Location:** Woodgate Cottage, 48 Tote Lane, Stedham, West Sussex, GU29 0PY

**Proposal:** Two storey side and single storey rear extensions, 2 no. rear (north facing) dormers, solar panels (south facing roof) and new garage

**No Comment**

### 9.4 SDNP/25/04409/CND

**Location:** The Vinery, Iping Lane, Iping, West Sussex, GU29 0PE

**Proposal:** Demolition of existing dwelling replaced with 1 no. new dwelling, garden annex and swimming pool. Application under Section 73 to vary Condition 2 (approved plans) of planning permission SDNP/22/04121/FUL - external elevation changes to approved dwelling.

**No Comment**

## 10 DATE OF NEXT MEETINGS:

- 10.1 SIPC Ordinary Meeting – 12<sup>th</sup> February 2026 at 7:00pm in Stedham Memorial Hall

**Conclusion 21:00**

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

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| Action# | Description                                                                                                                                                                                                                                                 | Responsible      | Date Raised |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|
| 1       | SIPC Strategic Plan:<br><ul style="list-style-type: none"> <li>- include topic in next month's agenda</li> <li>- draft a framework to assist the Council in developing a plan.</li> </ul>                                                                   | Clerk<br>VA      | 08/01/2026  |
| 2       | Confirm whether the conveyance agreement which transferred the land to the Parish Council contains requirements concerning posting of advertising banners and respond to letter.<br>Consider installation of an appropriate permanent "poster frame/holder" | Clerk<br><br>All | 08/01/2026  |
| 3       | Third approver for bank transactions - complete process.                                                                                                                                                                                                    | VA               | 08/01/2026  |
| 4       | New Website - No progress over the last month.<br>Agree Go Live date with X-Net Services                                                                                                                                                                    | Clerk            | 08/01/2026  |
| 5       | Monthly checks for both play areas in Stedham.                                                                                                                                                                                                              | TS               | 08/01/2026  |
| 6       | Follow-up preparation of ground for Beeline seeds<br>Request reimbursement of monies spent on seeds from SDNPA.                                                                                                                                             | RC<br>Clerk      | 08/01/2026  |
| 7       | Follow-up ongoing and future requirements for producing the Parish Newsletter.                                                                                                                                                                              | RC, Clerk        | 08/01/2026  |
| 8       | SIPC FaceBook handover - complete handover and review existing protocol and process.                                                                                                                                                                        | VA               | 08/01/2026  |
| 9       | Call for projects for CIL funding 2025/26 - to consider options and forward suggestions to Clerk.                                                                                                                                                           | All              | 08/01/2026  |
| 10      | Freedom of Information - prepare response                                                                                                                                                                                                                   | Clerk            | 08/01/2026  |