

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: Meeting of Stedham with Iping Parish Council - No. 1/Year 4/23-27

Held on: Thursday 14th May 2026 7:00pm at Stedham Memorial Hall

Present: Ruth Cooper (Chair)
Terry Stevens
Diane Walkington
Victoria Ashdown
Kenneth Yeates

In attendance: 2 members of the public.

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

- 1 **APOLOGIES FOR ABSENCE:** Jeff Blackett, Yvonne Gravely(WSCC)
- 2 **MINUTES OF PREVIOUS MEETINGS:** SIPC resolved to approve the minutes of the SIPC meetings on 9th April 2026 for signature.
- 3 **DECLARATIONS OF INTERESTS:** Members of the Council each confirmed there had been no change in their Register of Interests.
- 4 **REPORTS FROM WSCC AND CDC:**
 - 4.1 No reports.
- 5 **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC:**
 - 5.1 None.
- 6 **FINANCE AND GENERAL PURPOSES**
 - 6.1 The Budget Status and Financial Summary were reviewed. Copies are attached. Highlighted (in green) in the Budget Status report are the Cost Codes which are underspent for 2025-26 (less than 40% of allocated budget). **ACTION:** All to consider underspends and what action should be taken. The Council agreed the following cost-control measures: the Clerk would claim mileage for travel made specifically for a Council event but would not claim when already in the area for other activities. Also, Councillors will be asked to post notices to avoid travel costs.
 - 6.2 SIPC resolved to approve items in the following table for payment/expenditure. RC signed copy of SIPC's Bank Statement dated 1st May 2026 in confirmation that bank transactions as included in Financial Reports reconcile to said Statement. **ACTION:** Clerk to raise payments.

Invoices/Expenditure requiring approval					
Date	Who	What	Gross	VAT	NET
15/05/2026	Morag Birch	April Pay (Clerk) (£13.26/hour - 1% increase)	£ 371.32	£ -	£ 371.32
15/05/2026	Morag Birch	April Pay (RFO) (£13.26/hour - 1% increase)	£ 159.14	£ -	£ 159.14
15/05/2026	Morag Birch	April Expenses (Clerk) (Increased Mileage)	£ 29.70	£ -	£ 29.70
15/04/2026	HMRC	Employer NICs Month 1 (2026-27)	£ 16.39	£ -	£ 16.39
23/01/1900	Morag Birch	5 x 1st Class Stamps	£ 9.00		£ 9.00
30/04/2026	M H Kennedy & Son Ltd	2 x April Grasscuts	£ 1,107.52	£ 184.58	£ 922.94
09/05/2026	Parish OnLine	Annual Subscription 2026-27	£ 45.00	£ 7.50	£ 37.50

- 6.3 The detailed report from the Internal Auditor had been received and circulated for review on 5th May. The report recommended the Council adopts an IT Policy and regularly carries out a data audit to ensure compliance with GDPR. **ACTION:** Clerk to draft Data Audit Report and circulate for discussion at a future Parish Council meeting. The AGAR Annual Internal Audit Report 2025-26 signed by Auditor on 1st May 2026 was reviewed.

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6.4 Review/Approve Annual Governance & Accountability Return (AGAR)2025-26

- **Section 1** – Annual Governance Statement 2025-26 – each item was reviewed and completed. **SIPC resolved that** the Chair and Clerk should sign the form as required
- **Section 2** – Accounting Statements 2025-26, previously signed by RFO on 12th May 2026, were reviewed. **SIPC resolved that** the Chair should sign form as required

ACTION: Clerk to prepare and send completed AGAR forms to External Auditor and publish the Notice of Public Rights as required. Clerk to circulate latest version of SIPC's Annual Risk Assessment and Councillors to pick an area/item for inspection and let the Clerk know of any issues so form can be updated. Clerk will update the last two sections, Administration/Assets and Other.

7 AMENITIES & ENVIRONMENT (RUTH COOPER).

- 7.1 Monthly inspection of children's play areas. – TS confirmed all okay.
- 7.2 AED Monthly Status – **ACTION:** Clerk to confirm online that AED's show as "Available"
- 7.3 Emergency vehicle access in Common View – A resident of Common View wrote to the local MP to raise concerns about the number of parked cars and the potential obstruction of access for emergency vehicles. **ACTION:** Clerk to draft letter to Hyde Housing and WSCC Highways raising the concern as a public safety issue and circulate to Councillors for comment.
- 7.4 Himalayan Balsam – SDNPA Removal Project – a local resident of Stedham has volunteered to host a demonstration of how to remove Himalayan Balsam on 28th June. **SIPC resolved to support** the demonstration. **ACTION:** Clerk to confirm support to the resident and suggest a meeting to agree activities and aims of the demonstration.
- 7.5 Midhurst & Easebourne Police Liaison Forum – RC attended on 16th April 2026. It's a useful forum to raise local issues with the police and Hyde Housing. RC walked through the Common View estate with the representative from Hyde Housing to see and record the ongoing issue with parked cars which never move. RC to forward list of cars on road to representative from WSCC. Hyde representative to confirm which areas of the estate are under jurisdiction of Hyde. **ACTION:** RC to maintain contact.
- 7.6 Litter Pick 19th April – an excellent turnout from the parish, most of whom reported there was very little litter. A disappointing turnout from the Parish Council. **ACTION:** All plan an Autumn Litter Pick.

8 PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

- 8.1 Last Month's Actions - reviewed, updated and outstanding items added to main Action List. Main Action List was also reviewed in detail and updated. **ACTION:** All to review and take action as required.
- 8.2 Annual Parish Meeting will be a joint meeting with Stedham Memorial Hall on 19th May
- 8.3 Housing needs survey – Short summary of current status attached.
- 8.4 Replacement Notice Boards – **SIPC resolved to buy** 3 aluminium boards to replace the current boards including a legend of "Stedham with Iping Parish Council". **ACTION:** TS to draft detailed specification and obtain quotes from local suppliers including fitting when available.
- 8.5 **SIPC resolved to grant** request from Stedham Memorial Hall to hold its annual Summer Drinks Party on the Recreation Ground on Saturday 11th July from 6:00 to 8:00pm subject to receipt of a completed Risk Assessment and confirmation of the temporary licence to sell alcohol. **ACTION:** Clerk to advise SMH
- 8.6 SIPC FaceBook handover - **ACTION:** Clerk, VA to contact previous manager of FB to agree management of FB going forward.
- 8.7 Parish Newsletter – **ACTION:** HB and KY to discuss/agree handover of responsibility for production of Newsletter. Key requirement is to include any input which has already been received from 3rd parties in the next edition.

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9 PLANNING

9.1 SDNP/26/00896/FUL

Location: The Old Stables, Minsted Road, Minsted, Stedham, West Sussex, GU29 0JN

Proposal: Erection of 1 no. stable building

No Comment

9.2 SDNP/26/ 01411/TCA

Location: Stedham Hall , Mill Lane, Stedham, West Sussex, GU29 0PS

Proposal: Notification of intention to remove 1no. damaged/rotten lower stem on west sector, reduce height by 3m & all sectors by up to 2.5m (back to previous pruning points) on 1no.

Liquidambar tree (T1).

No Comment

10 DATE OF NEXT MEETINGS:

10.1 Annual Parish meeting – 19th May 2026 @ 7:00pm in Stedham Memorial Hall

10.2 SIPC Ordinary Meeting – 11th June 2026 @ 7:00pm in Stedham Memorial Hall

Conclusion 20:45

CHAIR: **DATE:**

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Action#	Description	Responsible	Date Raised
1	Consider 2025-26 underspends and what action should be taken.	All	14/05/2026
2	Draft Data Audit Report and circulate for discussion at a future Parish Council meeting.	Clerk	14/05/2026
3	Prepare and send completed AGAR forms to External Auditor and publish the Notice of Public Rights as required. Circulate latest version of SIPC's Annual Risk Assessment and Councillors to pick an area/item for inspection and let the Clerk know of any issues so form can be updated. Update the last two sections, Administration/Assets and Other.	Clerk All Clerk	14/05/2026
4	Confirm online that AED's show as "Available" on ongoing basis.	Clerk	14/05/2026
5	Draft letter to Hyde Housing and WSCC Highways raising the concern as a public safety issue and circulate to Councillors for comment.	Clerk	14/05/2026
6	Himalayan Balsam demonstration on 28 th June. Confirm SIPC's support to the resident and suggest a meeting to agree activities and aims of the demonstration.	Clerk	14/05/2026
7	Walk through the Common View estate with the representative from Hyde Housing to see and record the ongoing issue with parked cars which never move. Forward list of cars on road to representative from WSCC. Hyde representative to confirm which areas of the estate are under jurisdiction of Hyde. Maintain contact.	RC	14/05/2026
8	Plan an Autumn Litter Pick.	All	14/05/2026
9	Review updated Action List and take action as required.	All	14/05/2026
10	Draft detailed specification for new notice boards and obtain quotes from local suppliers including fitting when available.	TS	14/05/2026
11	Confirm PC granted Stedham Memorial Hall's request to hold its annual Summer Drinks Party on the Recreation Ground on Saturday 11 th July from 6:00 to 8:00pm subject to receipt of Risk Assessment	Clerk	14/05/2026
12	Discuss/agree handover of responsibility for production of Newsletter. Key requirement is to include any input which has already been received from 3 rd parties in the next edition.	HB, KY	14/05/2026