

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. 3/Year 4/23-27

Held on: Thursday 9th July 2026 7:00pm at Stedham Memorial Hall

Present: Ruth Cooper (Chair)
Terry Stevens
Diane Walkington
Victoria Ashdown
Jeff Blackett

In attendance: 0 members of the public.

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

- 1 **APOLOGIES FOR ABSENCE:** Hannah Burton, Ken Yeates
- 2 **MINUTES OF PREVIOUS MEETINGS:** SIPC resolved to approve the minutes of the SIPC Annual and Ordinary meetings held on 11th June 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 WSCC Parish Report – Copy attached.
 - Also copy of joint letter from WSCC to Alison McGovern MP and Minister of State for Local Government and Homelessness regarding urgent concerns about plans for Local Government Reorganisation(LGR) in West Sussex.
 - It was confirmed that Midhurst/Easebourne failed to be shortlisted for the Town of Culture competition.
 - Final approval for building on site adjacent to The Grange Car Park should be available shortly.
- 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. **ACTION:** VA to include topic of water capture/Management in draft SIPC Strategic Plan
 - 6.2 SIPC resolved to approve items in the following table for payment/expenditure. RC signed copy of SIPC's Bank Statement dated 1st July 2026 in confirmation that bank transactions as included in Financial Reports reconcile to said Statement. **ACTION:** Clerk to raise payments. Clerk to update access to DropBox for new councillors.

Invoices/ Expenditure requiring approval					
Date	Who	What	Gross	VAT	NET
15/07/2026	Morag Birch	June Pay (Clerk) (£13.26/hr)	£ 371.32	£ -	£ 371.32
15/07/2026	Morag Birch	June Pay (RFO) (£13.26/hr)	£ 159.14	£ -	£ 159.14
15/07/2026	Morag Birch	June Expenses (Clerk)	£ -	£ -	£ -
15/07/2026	HMRC	Employer NICs Month 4 (2026-27)	£ 17.02	£ -	£ 17.02

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- 6.3 **SIPC resolved to approve** hire agreement for Stedham Memorial Hall for 1st July 2026 to 30th June 2027. **ACTION:** Clerk confirm to SMH.

7 AMENITIES & ENVIRONMENT (RUTH COOPER).

- 7.1 Monthly inspection of children's play areas. – TS confirmed all okay, except for John Hill's memorial bench which needs to be cleaned and re-attached to concrete plinth. Inspection of benches on the Recreation Ground, after the meeting showed that the memorial bench to Jeff Harkness needed to be replaced. **ACTION:** RC to arrange repair to John Hill's bench, Clerk to check wood type. Clerk to ascertain ownership of Jeff Harkness memorial bench.
- 7.2 Clerk confirmed online that AED's show as "Available"
- 7.3 Allotment water tank has been delivered but needs to be installed on prepared base. **ACTION:** Clerk to organise. **SIPC resolved to repair** two sides of Allotment fencing (adjacent to play area and Common View road). **ACTION:** RC to seek recommendations from existing Allotment holders. Clerk to confirm WSCC fencing requirements. Three fixed price quotes will be required. **ACTION:** Clerk to contact owner of Viola House to discuss ownership of gap between apparent WSCC border, along play area and Allotments, and parallel fencing installed by Viola House.

8 PARISH ACTION PLANS & CORRESPONDENCE (CLERK)

- 8.1 Last Month's Actions - reviewed, updated and outstanding items added to main Action List. Key updates to outstanding actions as follows:
- **Parking in Common View:** CDC recommended exploring with WSCC whether a Controlled Parking Zone could be introduced through a Traffic Regulation Order. **ACTION:** Clerk and RC to follow up.
 - Recommendation for replacement tree for Stedham Graveyard is Hawthorn (Crataegus). **ACTION:** VA and JB to confirm with PCC what the requirements are for planting a tree in the graveyard. Clerk to follow-up with the Diocese.
 - New SIPC Website – **SIPC resolved Go Live date** should be 20th July. **ACTION:** Clerk to follow-up with website provider. **ACTION:** All councillors to review the website after 20th July and provide feedback to the Clerk. Comments and suggestions will then be collated into a prioritised list of updates.
 - **SIPC resolved date** for Autumn Litter Pick would be Saturday 24th October
- 8.2 Date for Harvest Tea Club agreed as 12th August. **ACTION:** TS and RC to organise food and raffle prizes
- 8.3 Upcoming Parish events that PC are involved with – so need volunteers. **ACTION:** Clerk to provide list of dates.
- Autumn - Bulb planting organised by PC
 - Autumn – PC provision of Mulled Wine stall at SSA annual Fireworks evening
 - Autumn – Litter Pick
 - Autumn – replace tree in Stedham Graveyard
 - December – PC provide 2 x Christmas Trees and need volunteers to install and maintain lights
 - November/December – PC run stall at Christmas Fair organised by WI. **ACTION:** Clerk to contact WI and suggest a Father Christmas Grotto
 - January – PC support SSA Tree- tossing event with provision of tree chipping in aid of KSS Air Ambulance Service.
 - PC organise Tea Club Spring, Summer/Autumn & Christmas events
- 8.4 New SIPC Website – see 8.1

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9 PLANNING

9.1 SDNP/26/02041/TCA

Location: 24 Lavender Row, Stedham, West Sussex, GU29 0NS

Proposal: Notification of intention to fell 1 no. Purple-leaved Cherry Plum tree (T1) and 1 no. Silver Birch tree (T2).

No Comment

9.2 SDNP/26/SDNP/01904/HOUS

Location: Stable Cottage, Iping Lane, Iping, West Sussex, GU29 0PE

Proposal: Proposed garage conversion, front new porch including alterations to existing rear extension to form an internal link corridor.

No Comment

9.3 SDNP/26/02448/APNB

Location: The Old Stables, Mill Lane, Stedham, West Sussex, GU29 0PR

Proposal: Creation of a simple livestock stable building.

No Comment

9.4 SDNP/26/01774/HOUS - SDNP/26/01775/LIS

Location: North End House, 19 The Street, Stedham, West Sussex, GU29 0NQ

Proposal: Demolition of summerhouse, replacement garage with car port and garden shed with gazebo

No Comment

10 DATE OF NEXT MEETINGS:

10.1 Planning only meeting August – Date tbc

10.2 SIPC Ordinary Meeting – 10th Septembert 2026 @ 7:00pm in Stedham Memorial Hall

Conclusion 20:40

CHAIR: **DATE:**

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Action#	Description	Responsible	Date Raised
1	Include topic of water capture/Management in draft SIPC Strategic Plan	VA	09/07/2026
2	Update access to DropBox for new councillors.	Clerk	09/07/2026
3	Confirm hire agreement for Stedham Memorial Hall for 1 st July 2026 to 30 th June 2027.	Clerk	09/07/2026
4	Arrange repair to John Hill's bench/check wood type. Ascertain ownership of Jeff Harkness memorial bench	RC Clerk	09/07/2026
5	Seek recommendations for fencing contractors from existing Allotment holders. Confirm WSCC fencing requirements. Obtain. three fixed price quotes	RC Clerk Clerk	09/07/2026
6	Contact owner of Viola House to discuss ownership of gap between apparent WSCC border, along play area and Allotments, and parallel fencing installed by Viola House	Clerk	09/07/2026
7	Follow-up CDC recommendation to explore with WSCC whether a Controlled Parking Zone could be introduced through a Traffic Regulation Order.	RC, Clerk	09/07/2026
8	Confirm with PCC what the requirements are for planting a tree in the graveyard. Clerk to follow-up with the Diocese.	VA, JB	09/07/2026
9	Follow-up planned go-live with website provider. Councillors to review the website after Go Live and provide feedback to the Clerk. Comments and suggestions will then be collated into a prioritised list of updates.	Clerk All	09/07/2026
10	Organise food and raffle prizes for Harvest Tea Club 12 th August.	TS, RC	09/07/2026
11	Provide list of dates of upcoming PC events	Clerk	09/07/2026
12	Contact WI and suggest a Father Christmas Grotto for Christmas Fair organised by WI.	Clerk	09/07/2026