

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. 5/Year 4/23-27

Held on: Thursday 10th September 2026 7:00pm at Stedham Memorial Hall

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

In attendance: 0 members of the public.

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

- 1 **APOLOGIES FOR ABSENCE:** Ken Yeates. Yvonne Gravely. Hannah Burton formally resigned from the Parish Council effective immediately.
- 2 **MINUTES OF PREVIOUS MEETINGS:** SIPC resolved to approve the minutes of the SIPC meetings held on 9th July and 6th August 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
 - 4.2 CDC Parish Report – Copy attached
 - The development plans for The Grange, Midhurst are in the final stages. Plans include affordable housing and a retail outlet.
 - Local Government Reorganisation programme has been paused pending a government review. Elections in May 2027 will now be for existing borough and district councils.
- 5 **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC:**
 - 5.1 JB confirmed St James' church in Stedham had let the contract for the repairs required and work would start on 28th September for about 8 weeks. The scaffolding needed will cause some disruption in Mill Lane. The church has been able to raise funds of £60,000 to cover the estimated cost.
 - 5.2 HB raised that hedge on corner of School Lane and The Street was obscuring the view for traffic.
- 6 **FINANCE AND GENERAL PURPOSES**
 - 6.1 The Budget Status and Financial Summary were reviewed. Copies are attached. **ACTION:** Clerk to provide guidance for new Councillors in use of DropBox
 - 6.2 RC signed copy of SIPC's Bank Statement dated 31st July 2026 in confirmation that bank transactions as included in Financial Reports reconcile to said Statement.

The local government pay settlement was announced on the 24th August 2026, see SLCC link: <https://www.slcc.co.uk/lga-announces-2026-local-government-pay-settlement/> together with an increase in the mileage rate from 45p to 55p/mile from 1st April 2026, see link: <https://www.gov.uk/government/publications/increase-to-approved-mileage-allowance-payments-amaps-and-self-employed-simplified-mileage-rates/increasing-mileage-rates>. The Clerk's increased hourly rate was reviewed and agreed together with the amendments for pay and mileage allowance backdated to 1st April 2026.

SIPC resolved to confirm: purchase of new polypropylene football nets together with repainting of the existing goalposts in Common View play area and to pay Sussex Wildlife Trust £700 towards

Stedham with Iping Parish Council

Chair: Ruth Cooper

Clerk: Morag Birch

email: clerk@stedhamwithiping-pc.gov.uk

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

installation of new gates on Stedham Common and to accept SWT's offer to affix a plaque to one of the gates acknowledging SIPC's contribution.

SIPC resolved to approve the items in the following table for payment/expenditure. **ACTION:** Clerk to raise payments and orders.

Invoices/Expenditure requiring approval					
Date	Who	What	Gross	VAT	NET
15/09/2026	Morag Birch	August Pay (Clerk) (£13.57/hr)	£ 379.68	£ -	£ 379.68
15/09/2026	Morag Birch	August Pay (RFO) (£13.57/hr)	£ 162.72	£ -	£ 162.72
15/09/2026	Morag Birch	August Expenses (Clerk)	£ 47.30	£ -	£ 47.30
15/09/2026	HMRC	Employer NICs Month 6 (2026-27) (Estimate)	£ 18.86	£ -	£ 18.86
15/09/2026	HMRC	Employer NICs Difference	£ 6.52	£ -	£ 6.52
15/09/2026	Morag Birch	Pay Increase Backdated 01/04/2026	£ 47.78	£ -	£ 47.78
15/09/2026	Morag Birch	Mileage Increase Backdated 01/04/2026	£ 12.20	£ -	£ 12.20
10/09/2026	Ruth Cooper	Tea Club 12th August - Consumables	£ 50.57	£ -	£ 50.57
10/09/2026	Ruth Cooper	PC Social Consumables 8th September	£ 14.39	£ -	£ 14.39
10/09/2026	Ruth Cooper	Tea Club Xmas Christmas Cake ingredients	£ 13.19	£ -	£ 13.19
10/09/2026	Morag Birch	PC Social Wine 8th September(4 bottles remaining)	£ 51.25	£ 8.38	£ 42.87
10/09/2026	Playsafe Playgrounds	Refurbishment of football posts & replacement nets, CV Playground (New posts ~£2500)	£1094 - £1122	£ -	
10/09/2026	Sussex Wildlife Trust	Grant toward installation of new gates on Stedham Common - (Note: SIPC plaque on one gate?)	£ 700.00	£ -	£ 700.00

6.3 The external audit of SIPC's Annual Accounts 2025-26 was concluded with 2 minor errors which did not affect the external auditor's opinion.

6.4 The 5year leases for Common View Play Area and Allotments are due for renewal in September 2026. The main variant for the new leases will be an increase from £250 to £300/annum for the Play Area. The Allotments lease will remain at £150/annum. The WSCC insurance team has requested SIPC note WSCC's interest on its existing insurance policy and upon its renewal on 19th February 2027, to alter the policy to be in the joint names of the Landlord and Tenant. **ACTION:** Clerk liaise between WSCC and SIPC's insurance company to reach agreement and keep Councillors informed.

7 AMENITIES & ENVIRONMENT (RUTH COOPER).

7.1 Monthly inspection of children's play areas – RC confirmed all okay.

Recreation Ground: **ACTION:** RC/TS to arrange power supply for repair of John Hill's bench.

ACTION: TS to follow-up replacement of Jeff Harkness memorial bench with current owners and advise Clerk.

7.2 Clerk confirmed online that both AED's show as "Available"

7.3 The bids from the 3 fencing contractors for replacement of the south and west sides of the Allotments in Common View were reviewed, details attached. **SIPC resolved to award** the contract to Contractor No. 1 for 1.2meter high green V-Mex weld mesh fencing with 2 new metal gateposts, the existing gate will remain. (Note. Attached spreadsheet has been anonymised to preserve confidentiality of commercial data). **ACTION:** Clerk to confirm with selected contractor. RC to ask mowing contractors to clear brambles close to gate to Play Area.

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:

- Replacement of Notice Boards – **ACTION:** TS to confirm requirements to Clerk so Boards can be ordered. TS to arrange installation of boards and disposal of old boards. Clerk to obtain

Stedham with Iping Parish Council

Chair: Ruth Cooper

Clerk: Morag Birch

email: clerk@stedhamwithiping-pc.gov.uk

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

Planning Permission to move the Common View and the Recreation Ground boards. Clerk to confirm proposed positions are clear of any utility lines/pipes. Clerk to ask whether new boards can be temporarily stored in SMH shed.

- VA confirmed the Diocese had agreed to a replacement tree for Stedham Graveyard with some caveats: it cannot be a large tree and care must be taken not to disturb any graves. **ACTION:** VA/JB to identify a suitable space and to confirm whether the local gravedigger should be employed to plant. Aim is to plant before end October 2026.
 - SIPC Strategic Plan and National Planning Policy Framework (NPPF): **ACTION:** The Clerk will arrange a meeting to discuss the requirements for the Strategic Plan and how the new NPPF requirements should be incorporated.
 - Clerk awaiting feedback from Grounds Manager of Viola House re clearance of gap between the two boundary fences. Also waiting feedback from WSCC re change of boundary fencing to remove gap **ACTION:** Clerk to follow-up
- 8.2 Newsletter – **SIPC resolved** that the future Parish Newsletter should continue in its current form, ie a magazine(although it was called a Newsletter), including input from 3rd parties in the Parish. **ACTION:** All to provide support and input. Clerk, KY to agree publishing app to be used.
- 8.3 Daffodil Bulbs and planting locations – **ACTION:** Clerk to order 2 bags of bulbs from Rotherhill Nursery. RC to identify new locations.
- 8.4 New SIPC Website – **ACTION:** All to review and suggest changes, improvements and new content.

9 PLANNING

9.1 SDNP/26/03129/TCA

Location: 28 Lavender Row, Stedham, West Sussex, GU29 0NS

Proposal: Notification of intention to reduce back to previous points (height 3.5m and spread 1.5m) on 1 no. Whitebeam (Sorbus) tree (T1) and fell 1 no. Conifer hedge (G1).

Support

9.2 SDNP/26/02979/HOUS

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

Proposal: Erection of a single-storey detached garden room in rear garden.

No Comment

9.3 SDNP/26/03364/TCA

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

Proposal: Notification of intention to fell 1 no. Elder tree

Support and request a replacement tree be planted nearby.

10 DATE OF NEXT MEETINGS:

- 10.1 SIPC Ordinary Meeting – 8th October 2026 @ 7:00pm in Stedham Memorial Hall

Conclusion 20:35

CHAIR: **DATE:**

Stedham with Iping Parish Council

Chair: Ruth Cooper

Clerk: Morag Birch

email: clerk@stedhamwithiping-pc.gov.uk

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

Action#	Description	Responsible	Date Raised
1	Provide guidance for new Councillors in use of DropBox	Clerk	10/09/2026
2	Liaise between WSCC and SIPC's insurance company to reach agreement on renewal of Play area and Allotment leases and keep Councillors informed	Clerk	10/09/2026
3	Arrange power supply for repair of John Hill's bench. Follow-up replacement of Jeff Harkness memorial bench with current owners and advise Clerk.	RC, TS TS	10/09/2026
4	Confirm order with selected fencing contractor. Arrange for mowing contractors to clear brambles close to gate to Play Area.	Clerk RC	10/09/2026
5	Replacement of Notice Boards Confirm requirements to Clerk so Boards can be ordered Arrange installation of boards and disposal of old boards. Obtain Planning/WSCC Permission to move the Common View, Recreation Ground Iping boards. Confirm proposed positions are clear of any utility lines/pipes. Ask whether new boards can be temporarily stored in SMH shed	TS TS Clerk Clerk Clerk	10/09/2026
6	Identify a suitable space for new tree in Stedham Graveyard Confirm whether the local gravedigger should be employed to plant. Aim is to plant before end October 2026.	VA, JB JB	10/09/2026
7	Arrange a meeting to discuss the requirements for the Strategic Plan and how the new NPPF requirements should be incorporated.	Clerk	10/09/2026
8	Chase feedback from Grounds Manager of Viola House re clearance of gap between the two boundary fences. Chase feedback from WSCC re change of boundary fencing to remove gap	Clerk Clerk	10/09/2026
9	Parish Newsletter/Magazine - provide support and input. Agree publishing app to be used.	All Clerk, KY	10/09/2026
10	Order 2 bags of bulbs from Rotherhill Nursery. Identify new locations.	Clerk RC	10/09/2026
11	Review and suggest changes, improvements and new content.	All	10/09/2026