Stedham with Iping Parish Council

Chair: Ruth Cooper
Clerk: Morag Birch
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Minutes: Meeting of Stedham with Iping Parish Council - No. 6/Year 4/23-27

Held on: Thursday 8th October 2026 7:00pm at Stedham Memorial Hall

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

In attendance: 1 members of the public.

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

1 APOLOGIES FOR ABSENCE: Jeff Blackett

2 MINUTES OF PREVIOUS MEETINGS: **SIPC resolved** to approve the minutes of the SIPC meetings held 10th September 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 – main points

- Local Government Reorganisation is on-hold, decision on if/how to proceed due late October
- WSCC is bringing back its Waste Prevention Community Grant Fund – with £50,000 available for community organisations and grants of up to £5,000 per project
- WSCC has been working with District and Borough Councils to produce the first Countywide climate strategy – looking at how it will mitigate climate change and adapt to its affects across West Sussex.

4.2 CDC Parish Report – Copy attached – main points

- Land at The Grange - This is continuing to move forward, with a couple of operational matters still being worked through before further information can be shared publicly.
- Midhurst Police Station – the campaign for the reopening of the public front desk at Midhurst Police Station, alongside a stronger and more visible policing presence across Midhurst and the surrounding villages.
- Visit Midhurst website - https://visitmidhurst.com provides upto date information of what's happening in and around the town.

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

5.1 No comments

6 FINANCE AND GENERAL PURPOSES

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

6.2 RC signed copy of SIPC's Bank Statement dated 1st October 2026 in confirmation that bank transactions as included in Financial Reports reconcile to said Statement.

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

- The interim audit recommended inspections of the 2 playgrounds be undertaken on a more regularly by trained individuals. Clerk had confirmed the PC's insurance company did not require councillors, who currently complete a monthly inspection of the playgrounds, to be formally trained but suggested there should be an inspection from a ROSPA(or equivalent)

accredited company. **ACTION:** Clerk to confirm play equipment supplier should continue with annual maintenance inspection and investigate costs of

- Representative from FOSS explained requirement for additional funding

Invoices/Expenditure requiring approval					
Date	**Who**	**What**	**Gross**	**VAT**	**NET**
15/10/2026	Morag Birch	September Pay (Clerk) (£13.56/hr)	£ 379.68	£ -	£ 379.68
15/10/2026	Morag Birch	September Pay (RFO) (£13.56/hr)	£ 162.72	£ -	£ 162.72
15/10/2026	Morag Birch	September Expenses (Clerk)	£ 49.50	£ -	£ 49.50
15/10/2026	HMRC	Employer NICs Month 7 (2026-27) (Estimate)	£ 18.86	£ -	£ 18.86
01/10/2026	Stedham Memorial Hall	Hire of Hall Jul-Oct 2026	£ 146.00	£ -	£ 146.00
05/10/2026	Rotherhill Nursery	2 x Bags Daffodil Bulbs	£ 136.00	£ 22.67	£ 113.33
05/10/2026	Rotherhill Nursery	2 X Christmas Trees	£ 304.00	£ 50.53	£ 253.47
08/10/2026	Playsafe Playgrounds	Annual maintenance inspection (Budget £399)	£ 498.00	£ 83.00	£ 415.00
08/10/2026		Wild Flower planting in Stedham Graveyard, inc ground preparation (Estimate)	£ 1,000.00		£ 1,000.00
08/10/2026		Replacement of Bench on the Recreation Ground (£655(inc VAT)+ Fixings) (Contribution of £300 from original owner)	£ 724.00	£ 120.00	£ 604.00
08/10/2026	Friends of Stedham School (FOSS)	SIPC grant toward school equipment	£ 150.00		£ 150.00

6.3 Interim internal Audit – **ACTION:** Clerk to draft an IT Policy and complete a Data audit. Also, circulate relevant material for Information Commissioner's Office as background.

6.4 Support for MyBus Service – **SIPC resolved to approve** support for the service. **ACTION:** RC, Clerk to attend MyBus AGM and discuss requirements in more detail.

6.5 **ACTION:** Clerk to suggest dates in late November for meeting to discuss Budget 2027-28 and the Council's strategy

6.6 **ACTION:** All councillors to consider suitable projects for CIL funding

7 AMENITIES & ENVIRONMENT (RUTH COOPER).

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

7.2 Clerk confirmed online that both AED's show as "Available". **ACTION:** Clerk to purchase head torches for use with AEDs

7.3 Plaque for SWT gate. **ACTION:** Clerk to purchase plaque, with suitable wording and fix to one of the gates.

8 PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

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

8.2 Parish Newsletter – it was agreed to retain the current format of the magazine and to publish every 3/4months. **ACTION:** KY to liaise with HBurton and obtain items which were due to be published so they can be included in the next issue. **All** – to send articles/suggestions to KY

8.3 Daffodil Bulbs & planting locations – **ACTION:** RC< KY, Clerk

8.4 Notice Boards – **ACTION:** Clerk to confirm artwork and obtain delivery date.

8.5 Volunteers needed:

- Litter Pick 24th October. **ACTION:** Clerk to collect kits. RC, VA to organise refreshments
- Mulled Wine SSA Fireworks 31st October: **ACTION:** Clerk to confirm stall will be organised by FOSS

8.6 **ACTION:** All to generate ideas for SIPC's stall at the WI Christmas Market 28th November and forward to Clerk

9 **PLANNING**

9.1 **SDNP/26/02398/HOUS**
Location: Nelson House, School Lane, Stedham, West Sussex, GU29 0NZ
Proposal: Replacement of existing garden room and replacement doors/windows.
Support

9.2 **SDNP/26/03404/FUL**
Location: Land South of The Old Stables, Mill Lane, Stedham, West Sussex, GU29 0PR
Proposal: Erection of an agricultural livestock building comprising 3 livestock pens & feed/bedding store.
Support

9.3 **SDNP/26/03614/LD**
Location: Land adjacent to Minsted Court, Minsted Lane, Minsted, West Sussex, GU29 0JN
Proposal. Existing lawful development certificate for use of land as residential garden
No Comment

9.4 **SDNP/26/03369/TCA**
Location: Russetts, The Alley, Stedham, West Sussex, GU29 0NR
Proposal: Notification of intention to fell 1 no.Conifer tree
No Comment.

10 DATE OF NEXT MEETINGS:

10.1 SIPC Ordinary Meeting – 12th November 2026 @ 7:00pm in Stedham Memorial Hall

Conclusion 20:35

CHAIR: …… DATE: ……

Action#	Description	Responsible	Date Raised
1	Clerk to confirm play equipment supplier should continue with annual maintenance inspection and investigate costs of a ROSPA inspection.	Clerk	08/10/2026
2	Clerk to draft an IT Policy and complete a Data audit. Also, circulate relevant material for Information Commissioner's Office as background	Clerk	08/10/2026
3	Support for MyBus Service – attend MyBus AGM and discuss requirements in more detail.	RC, Clerk	8/10/2026
4	Suggest dates in late November for meeting to discuss Budget 2027-28 and the Council's strategy	Clerk	08/10/2026
5	Consider suitable projects for CIL funding	All	08/10/2026
6	Purchase head torches for use with AEDs	Clerk	08/10/2026
7	Purchase plaque, with suitable wording and fix to one of the gates.	Clerk	08/10/2026
8	Parish Newsletter – it was agreed to retain the current format of the magazine and to publish every 3/4months. Liaise with HBurton and obtain items which were due to be published so they can be included in the next issue. Send articles/suggestions to KY	KY KY All	08/10/2026
9	Daffodil Bulbs & planting locations	RC, KY	08/10/2026
10	Notice Boards – confirm artwork and obtain delivery date.	Clerk	08/10/2026
11	Litter Pick 24th October - collect kits. Organise refreshments	Clerk VA	08/10/2026
12	Mulled Wine SSA Fireworks 31st October - confirm stall will be organised by FOSS	Clerk	08/10/2026
13	Generate ideas for SIPC's stall at the WI Christmas Market 28th November and forward to Clerk	All	08/10/2026