

**STEEP PARISH COUNCIL**

**CHAIRPERSON:** Mrs. Caroline Robinson

**CLERK:** Mrs. Jenny Hollington

Minutes of the Annual Parish Council Meeting held on Tuesday, 7<sup>th</sup> May 2013 at 7.30 p.m. in Steep Village Hall

Present: Cllrs. Caroline Robinson (in the Chair)      Nick Hurst      Simon Bridger  
Terry Cook      Jenny Martin      Graham Banks  
Jim MacDonald

In Attendance: County Councillor – Vaughan Clarke  
District Councillor – Nick Drew  
Clerk - Jenny Hollington

There were no members of the public present.

- 13/63 APOLOGIES – Apologies had been received from Cllrs. Charles Gibson and Suzi Openshaw.
- 13/64 ELECTION OF CHAIRMAN – Cllr. Caroline Robinson was nominated as Chairman by Cllr. Nick Hurst. This was seconded by Cllr. Terry Cook and all AGREED.
- 13/65 APPOINTMENT OF VICE-CHAIR – Cllr. Jenny Martin said she wished to stand down as Vice-Chair and was thanked for all her hard work during the past few years in the role. Cllr. Jim MacDonald was nominated for the position by Cllr. Martin. This was seconded by Cllr. Graham Banks and all AGREED.
- 13/66 PLANNING COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE – It was agreed that the Planning Committee system is working well and that ordinary Parish Council Meetings are more effective as a result.

The Terms of Reference for the Planning Committee were discussed – it was suggested that with very small planning applications where it is deemed unnecessary to call a meeting by the Chairman, the Clerk would be delegated to submit a “No Objection” comment via the planning portal. Members of the public would still have the right to comment via the Clerk and this will be made clear via an advert in the Newsletter and on the noticeboards and website.

Membership of the Planning Committee was discussed and it was AGREED that it should remain the same, although Cllr. Martin’s role (as stand in for the Chairman) would no longer be applicable. Membership of the Planning Committee is therefore as follows:

Chairman - Cllr. Jim MacDonald  
Cllrs. Caroline Robinson, Nick Hurst, Simon Bridger, Terry Cook

- 13/67 RESPONSIBILITIES – These were confirmed as follows:

|                           |  |
|---------------------------|--|
| Roads & Traffic           | Cllr. Suzi Openshaw                        |
| War Memorial/Village Hall | Cllrs. Simon Bridger and Caroline Robinson |
| Footpaths                 | Cllr. Jenny Martin                         |
| Steep Common              | Cllrs. Charles Gibson and Jim MacDonald    |
| The Hangers               | Cllrs. Terry Cook and Jim MacDonald        |
| I.T.                      | Cllr. Nick Hurst                           |

It was agreed that Councillors leading the Working Parties set up to address issues raised in the Parish Plan would work alongside the above representatives as per the structure approved at the April Meeting.

- 13/68 MINUTES: - The Minutes of the Parish Council Meeting held on Monday, 9<sup>th</sup> April were approved and signed accordingly.
- 13/69 DECLARATIONS OF INTEREST - The Chairman reminded Councillors that any pecuniary interests should be recorded as necessary.
- 13/70 PUBLIC COMMENT – None
- 13/71 FINANCE
- (a) The end of year accounts 2012/13 were approved and the governance statement considered and signed. Notice of audit is in place.
  - (b) No interest has been paid on the HCC deposit account for the previous 6-month period. It was AGREED that the Clerk should now close this account and transfer the money into the Co-operative current account, as interest is paid on this account when the balance is over £2,000.
  - (c) Insurance quotes from Came & Co. and Aon were compared and discussed. The Clerk was asked to liaise with Came & Co, the current provider, to see whether they would be prepared to match the lower quote from Aon. If not, it was felt appropriate to swap to Aon, in view of the lower cost for a like-for-like service.
  - (d) The following cheques were approved:

|        |         |  |        |
|--------|---------|--|--------|
| 100253 | £416.00 | J. Hollington  | Salary |
| 100254 |         | delegated for later approval by Chair/Vice-Chair - Insurance |        |
| 100255 | £104.00 | HMRC   | Tax    |
  - (e) A request for funding from Victim Support was discussed. Unfortunately, no evidence had been provided to indicate whether Steep residents benefit from this service. The Clerk was therefore asked to write to the organisation explaining that without this sort of information the Parish Council felt unable to contribute.
- 13/72 CONSULTATION – LOCAL PLANNING APPLICATION REQUIREMENTS – The draft document can be viewed via the EHDC website. Comments must be received by 21<sup>st</sup> June.
- 13/73 FEEDBACK FROM SDNPA MEETING ON THE COMMUNITY INFRASTRUCTURE LEVY – This meeting was attended by Cllr. Jim MacDonald who explained that the National Park is seeking the views of parish councils about the infrastructure needed to support sustainable growth in their area. The consultation is open until July so there is time to consider potential projects for inclusion and Councillors were asked to bring suggestions for discussion at the June Meeting.
- 13/74 WORKING PARTY REPORTS
- (a) **Roads and Traffic Working Party** – No report was available but the following points were noted –

Wheatham Hill – work is due to start at the end of July;  
Mill Lane – concern has been raised regarding site lines – Cllr. Martin will liaise with HCC;  
Ridge Common Lane – damage to verges by building contractors – Cllr MacDonald will check planning permissions to see whether this is the contractors responsibility
  - (b) **Recreation** – Cllr. Martin is leading this group which will look at managing the increasing number of visitors to the SDNP, particularly in and around Steep and the Hangers, together with the maintenance and development of the rights of way in the Village. The first meeting of this group will be held at the end of May and will report back to the Parish Council in September–volunteers from all parts of the Parish will be sought.
- 13//75 IDEAS FOR COMMUNITY WORK FOR DUNHURST STUDENTS – An e-mail has been received from Mrs. Fran Box asking for ideas of community work for a group of Dunhurst students on 25<sup>th</sup> June. Suggestions included:

- Cleaning the Information Kiosk
- Clearing of sycamore saplings on Steep Common - Cllr. MacDonald to liaise with the Tree Warden and report back at the June Meeting
- Working alongside Jim Hobson, Countryside Ranger, in the Hangers - Cllr. Martin to follow up
- Assisting residents at the Alms Houses – The Chairman to look into.

Feedback will be discussed further at the June Meeting.

13/76 2014 COMMEMORATIONS FOR WW1 CENTENARY AND D-DAY 70<sup>TH</sup> ANNIVERSARY – E-mail correspondence regarding 2014 commemorations for the above was discussed – funding may be available from HCC for Village projects - feedback is required by 14<sup>th</sup> June. The possibility of setting aside small pieces of land to grow poppies was discussed and it was agreed that the Clerk should advertise this idea in the Newsletter and ask for suggestions of areas of land within the Village which could be included, and that this item to be discussed further at the June P.C. Meeting.

13/77 DATE OF NEXT MEETING – Monday, 3<sup>rd</sup> June 2013 at 7.30 p.m. at Steep Village Hall. The Chairman proposed that, since the Planning Committee is successfully meeting regularly and the Working Parties established, it should be possible for the Parish Council to return to bi-monthly meetings. It was agreed that this item should be discussed further at the June Meeting.