

**DRAFT**

**STEEP PARISH COUNCIL**

**CHAIRMAN:** Jim MacDonald

**CLERK:** Jenny Hollington

**Minutes of a Parish Council Meeting held on Monday, 12<sup>th</sup> November 2018 at 7.30 p.m. at Steep Village Hall**

**Present:** Cllrs. Jim MacDonald (in the Chair)  
Chris Laycock Jenny Martin Jeff Graham  
Simon Bridger Nick Hurst Terry Cook

**In Attendance:** Russell Oppenheimer, County Councillor  
Jenny Hollington, Clerk

There were 3 members of the public in attendance.

<b>Minute</b>	<b>Item</b>	<b>Action</b>
18/155	<u>APOLOGIES</u> – Apologies had been received from Cllrs. Kate Ashfield and Peter Cruttenden and District Councillor, Nick Drew	
18/156	<u>MINUTES</u> – The Minutes of the Parish Council Meeting held on Monday, 1 <sup>st</sup> October were approved and signed	
18/157	<u>DECLARATIONS OF INTEREST</u> – The Chairman reminded Councillors of their responsibility to declare an interest in any matter on the Agenda - none declared.	
18/158	<u>PUBLIC COMMENT</u> – <ul style="list-style-type: none"><li>• Mrs. Box explained that she is hoping to fund the cost of setting up a website for the Steep History Group to ensure that all the information that the group have put together is available to the wider public. This item was discussed later on the agenda under Finance.</li><li>• Mrs. Glover said that she was concerned that there had been a number of break-ins on Church Road and that she would appreciate further information – CPSO John Payne has issued advice and this is available via the village and Parish Council websites.</li><li>• Mr. Street pointed out that the chain link fence in the layby just prior to the Steep Marsh turnoff on the A3 has been ripped down – he was advised that this is the responsibility of Highways England and this issue should be reported to them.</li></ul>	
18/159	<u>COUNTY COUNCILLOR’S REPORT</u> – The County Councillor’s report had been circulated prior to the meeting. Items discussed included the Parish and Town Council Investment Fund, the Glover Review and the outcome of the passenger transport review. Cllr. Oppenheimer’s full report is appended to the Minutes and will be made available via the website.	
18/160	<u>DISTRICT COUNCILLOR’S REPORT</u> – Cllr. Drew was unable to be present but had requested that Councillors’ attention be drawn to the request for nominations for the Sports Awards – It was agreed that Steep Cricket Club should be nominated for their incredibly good work with young people.	Chair
18/161	<u>DATA PROTECTION</u> – <p>(a) Draft Data Protection Policy – As there has still been no feedback on the draft, it was agreed that the Policy should be adopted in its current form.</p>	

- (b) P.C. specific e-mails – No response has yet been received from Microsoft as to whether the Parish Council is eligible for the not-for-profit offer.

Chair

18/162 FINANCE

- (a) The actual-budget figures for April – September were compared and discussed. The main anomaly is the footpath maintenance cost of £7195.00 against a budget of £3000 – however, S.106 monies in the sum of £4148.50 had been received towards the repair of the Old Coach Road so this figure is misleading.
- (b) An initial budget for 19-20 is being worked-up and it was agreed that the Finance Committee should meet to discuss the budget and precept request on Cllr. Cruttenden’s return
- (c) The bank reconciliation for October was approved and signed.
- (d) The grant application towards the cost of setting up the Steep History Group website was discussed. It was agreed that £200 should be allocated from the ring-fenced Parish Plan monies and suggested that Mrs. Box should also apply to the Sir Alec Guinness Fund and the County and District Councillors’ funding pot.
- (e) The following cheques were approved for November payment:

Finance Cttee

Chq No.	Amount	Payee	Service
100216	£60.00	Ray Street	Website management
100217	£16.18	PTC	Dog Bin
100218	£628.19	J. Hollington	Clerk - Nov payment
100219	£350.00	N Rook-Blackstone	Lengthsman - October
100221	£20.37	Pegasus Builders	Refund - Padlock - Common
100222	£200.00	Steep History Group	Grant
Total :	£1,274.74		

- 18/163 TREE WARDEN – An expression of interest in the role of Tree Warden has been received from Mrs. Benson-Colpi a parish resident who has a keen interest in trees – the Parish Council were very pleased to accept Mrs. Benson-Colpi’s offer and will support her in the role as much as possible.

18/164 ROADS AND TRAFFIC

- (a) The Phase 1 traffic management scheme on Stoner Hill is now complete and initial reaction is that this has made a noticeable difference. Residents emerging from Ridge Common Lane report that now the white lines have been extended, the sight lines are much improved. The dragon’s teeth as you enter the village are also helping to slow the traffic through the Village and the white lines to the side of the road really do give an effect of narrowing the road and therefore slowing the traffic.
- (b) The HCC ATC data has been received and an overview of the data had been circulated and was discussed. The report shows that the average speed of vehicles in both directions on Stoner Hill and Crees Corner is significantly above the speed limit of 30 mph. However, on Church Road, the speed of vehicles travelling in both directions is within the 30 mph speed limit. It was agreed that a working party consisting of Cllrs. Laycock, Cook, Graham, and MacDonald, together with Mike Robinson, the Speedwatch Co-ordinator, should meet to discuss the data in more detail and what actions need to be taken.
- (c) A response has been received from CPSO John Payne in respect of concerns re. overweight vehicles using the C18 - it appears that this is almost unenforceable. It was suggested that Speedwatch volunteers should report any persistent offenders to the Parish Council who will write to the company concerned to see if this has any effect.
- (d) Although the ditches have been cleared in Mill Lane it appears that the drains have not

CL, JG, TC, JM

been cleared – the ditches need to be lowered and the drains cleared to enable the water to flow. The Clerk will ask local engineer, Joe Lait, to contact Cllr. Cook to discuss this further. In Steep Marsh the drain and gutter clearance seems to have worked at Elmwood Corner – however, surface water in Pratts Lane is still causing problems. Cllr Hurst said that S.E. Water have denied that this is their water and it was agreed that correspondence should be forwarded to the County Councillor for action by Hampshire Highways.

Clerk

NH/  
Chair

- (e) Although the pavement has been cleared of debris from the Dunhurst entrance to Church Road, it has been reported that the mobility scooter user is still having problems because the path needs clearing further down. Cllr. Laycock offered to look at this problem.

CL

18/165 STEEP COMMON

- (a) Bonfire and Firework event – This year’s event had been very enjoyable and a great event. However, numbers appear to be increasing every year and this is a slight concern. The bonfire and firework committee will meet to analyse feedback from the event and will discuss this issue and feedback to the Council in December.
- (b) Cllr. Graham has walked the boundary of the Common with Cllr. Cook. However, the boundary is not clearly defined and both Councillors felt it would be beneficial to mark the boundary with Hawthorn bushes to make it easier to see. This proposal was approved up to a budget of £100. It was suggested that Bedales students may be able to help with planting the Hawthorns. It was noted that the enclosed area is now very overgrown, with many fallen trees – Cllrs. MacDonald and Cook will look at this more closely and report back at the next meeting.

JG  
Chair  
TC

18/166 MILL MEADOW FIELD – The Landowner has advised that it is his intention to apply to SSE for funding to bury the electricity supply across the field – it was agreed that this proposal is something the Parish Council would fully support and commend.

18/167 ON-GOING ITEMS –

- Bollards in Steep Marsh – Cllr. Hurst will consult with residents in the bungalows
- Lutcombe Pond – HCC Rangers have indicated that they would be willing to liaise with SDNPA in respect of proposed repairs to Lutcombe Pond.
- New entrance to Steep Common – A meeting with Ian Janes has been organised for 21<sup>st</sup> November to discuss highways implications of moving the entrance
- B.T. Phone Box – Quotes are being sought to refurbish the B.T. Phone Box
- Liaison Meeting with Bedales parents – This is still to be arranged.

NH

Chair

JG/CL

Clerk

18/168 PRESS OFFICER UP-DATE – Cllr. Ashfield’ request for 3-months leave from the Parish Council as she is expecting her first baby in 2-weeks’ time was discussed and unanimously approved. The Chairman will write a newsletter report for the December/January edition.

Chair

18/169 CORRESPONDENCE

- HCC Parish and Town Council Investment Fund – This fund is available to support parish and town councils in setting up services – e.g. a lunch clubs for the elderly, or a minibus service.
- SDNPA – CIL Infrastructure Projects – SDNPA has now opened the call for projects for the next round of CIL spending (2019) – closing date 15<sup>th</sup> February 2019.

**In accordance with the Public (Admission to Meetings) Act 1960 the public and the press were excluded for discussion of the remaining two items:**

18/170 UP-KEEP OF THE WAR MEMORIAL

Following the advert in the local newsletter for help maintaining the planting area at the War Memorial, several applications had been received and were discussed. Tony and Suzanne Knight, parish residents, had very kindly offered their services free of charge and it was agreed to accept their very kind offer. The Chairman will write to all the applicants to thank them for their interest.

18/171 TERMS AND CONDITIONS OF EMPLOYMENT – PARISH CLERK

The Clerk was asked to leave the room for discussion of terms and conditions of employment.

An increase in the Clerk's hourly rate to £14.50 back-dated to 1<sup>st</sup> April was approved – to be reviewed in March 2019.

18/172 DATE AND TIME OF NEXT MEETING – The next meeting of Steep Parish Council will be held on Monday, 3<sup>rd</sup> December at 7.30 p.m.