

**DRAFT**

**STEEP PARISH COUNCIL**

**CHAIRMAN:** Jim MacDonald

**CLERK:** Jenny Hollington

**Minutes of a Parish Council Meeting held on Monday, 1<sup>st</sup> October 2018 at 7.30 p.m. at Steep Village Hall**

**Present:** Cllrs. Jim MacDonald (in the Chair) Peter Cruttenden Kate Ashfield  
Chris Laycock Jenny Martin Jeff Graham  
Simon Bridger Nick Hurst

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

There was one member of the public in attendance.

<b>Minute</b>	<b>Item</b>	<b>Action</b>
18/138	<u>APOLOGIES</u> – Apologies had been received from Cllr. Terry Cook	
18/139	<u>MINUTES</u> – The Minutes of the Parish Council Meeting held on Monday, 3 <sup>rd</sup> September 2018 were approved and signed.	
18/140	<u>DECLARATIONS OF INTEREST</u> – The Chairman reminded Councillors of their responsibility to declare any interest in any matter on the Agenda - none declared.	
18/141	<u>PUBLIC COMMENT</u> – None	
18/142	<u>COUNTY COUNCILLOR’S REPORT</u> – The County Councillor’s report had been circulated prior to the meeting. and was discussed. Cllr. Oppenheimer flagged up the new working party on plastic recycling which he has initiated – he hopes to put Hampshire at the forefront of action to reduce plastic waste. He also highlighted the crowdfunding campaign to repair the South Downs Way, details of which will be made available on the website and in the newsletter. In respect of the item on the bus services and street lighting consultation, the Chairman stressed the importance of the bus network for the elderly – sometimes this is the only way they can get out of their homes. Russell Oppenheimer confirmed that Hampshire are listening very carefully to concerns.	
18/143	<u>DISTRICT COUNCILLOR’S REPORT</u> – Cllr. Drew reported that, in response to a query from a member of the public, EHDC are encouraging more staff to work with East Hampshire based charities, enabling them to feel more in touch with East Hampshire communities. Cllr. Drew also apologised that he would be unable to attend the Remembrance Day service in Steep but said he would, as per previous years, provide a wreath to be laid on behalf of EHDC.  The Chairman asked Cllr. Drew to extend thanks to staff at EHDC for their liaison with local town and parish councils.	
18/144	<u>P-C SPECIFIC E-MAILS</u> - The Microsoft terms and conditions for non-profit organisations were circulated and discussed. The Chairman said that he has liaised with a Microsoft representative who advised him to complete the registration details to enable an eligibility check to be carried out by Microsoft. The Chairman has therefore completed and submitted the appropriate documents – a response as to eligibility should be received within 20 days.	
18/145	<u>AUDIT 17-18</u> – The Audit for 2017-18 has now been concluded and no matters of concern have	

been raised by the External Auditor. The Clerk confirmed that the relevant notice of conclusion of audit is being advertised on the noticeboards and website.

14/146 FINANCE

- (a) The bank reconciliation for September was approved and signed.
- (b) The following cheques were approved for payment:

Chq No.	Amount	Payee	Service
100210	£240.00	PKF Littlejohn	External Audit 17-18
100211	£5,022.00	Chris Budd	The Coach Road
100212	£40.00	I.C.O	Data protection
100213	£127.33	J. Graham	Refund of costs incurred -installation of picnic tables
100214	£600.93	J. Hollington	Clerk - Oct payment
100215	£1780.00	N Rook-Blackstone	Lengthsman - October
Total :		£7810.26	

18/147 REMEMBRANCE DAY SERVICE – In recent years, the Parish Council has marked 11/11 with a small service at the War Memorial followed by coffee at Village Hall. However, this year, Remembrance Day falls on a Sunday which means that this would clash with the Church Service. It was therefore agreed not to hold a service at the War Memorial this year, but that, following the Church service, the wreaths would be laid and blessed at the War Memorial. The Chairman will liaise with Rev. John Owen, to confirm arrangements

Chair

18/148 LENGTHSMAN WORK

- (a) Works completed – Residents at Crees Corner were delighted with the clearance of vegetation along the pavement. However, to enable the mobility scooter to access the path, it may be necessary for the vegetation to be taken further back. This issue will be added to the November agenda.
- (b) Jobs still to be completed are as follows:
  - Clear vegetation around camera sign on Bell Hill
  - Re-coat play equipment
  - Hedge cutting – Steep Common
  - Cut back vegetation around grit boxes
  - Cut back vegetation around speed signs at the bus stop, in Ridge Common Lane and cut back the hazel tree in front of the left-hand Village gate in Steep Marsh

18/149 SPEED DATA ANALYSIS – Following the September meeting, Cllr. Oppenheimer advised that HCC can offer an automatic traffic count survey (ACT) and analysis. A proposal and quote had therefore been sought and details circulated prior to the meeting - HCC propose to carry out the ATC at the three locations specified (Stoner Hill, Bell Hill and Church Road) and produce an analysis showing the average speed of vehicles, the volume of traffic, the number of vehicles travelling over the speed limit and the speed of vehicles at the 85<sup>th</sup> percentile at a cost of £687.50. The ACT will be carried out in the week commencing 12.10.18. Cllr. Drew had already agreed to pay for the survey at one of the sites from his District Councillor grant pot, and Cllr. Oppenheimer also agreed to fund one of the sites. It was therefore agreed to accept the proposal from HCC and seek District and County Councillor funding towards the project.

Clerk

18/150 HCC CUTTING LIST – Cllr. Oppenheimer confirmed that HCC have agreed that hedge cutting

will be carried out in June (as opposed to October) in Steep.

- 18/151 BONFIRE & FIREWORK DISPLAY – This year’s event is to take place on Monday, 5<sup>th</sup> November. Permission to hold the event at Steep Common, and charge an entrance fee, had been requested by the Bonfire Committee and was approved by the Parish Council. It was confirmed that, as per previous years, the Parish Council will write to residents of Church Road (from Bedales entrance to the Church) requesting that the road is kept clear of parked vehicles that evening.

Clerk

The Chairman reported that he met with Paul Garstin at the Common and the TPO Oak is looking better than it has done for many years. To further open up the area, so that the bonfire can be moved further back, some of the smaller saplings around the tree line will be removed.

- 18/152 PRESS OFFICER UP-DATE – Cllr. Ashfield will write the newsletter report for the November edition to include items highlighted during the meeting - arrangements for Remembrance Day and SDNPA crowdfunding. There will also be a reminder of the Hangers Volunteer Day on Sunday, 25<sup>th</sup> November

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18/153 CORRESPONDENCE

- E-mail re. management of Ashford Hangers – In response to correspondence expressing concern over the management of the Hangers, the Chairman agreed that resources are now more spread than previously but said he felt that the Rangers respond very quickly to P.C. concerns. As there is to be an Ashford Hangers Liaison meeting in the next few days, he undertook to find out how members of the public could communicate their concerns to the Rangers.
- Petersfield Museum – The Chairman had liaised with Doug Jones, one of the Trustees at the Museum, re the Parish Council’s concerns over the proposed icon for Steep and, as agreed, suggested that a depiction of the Hangers may be more appropriate. However, the Museum’s Trustees are keen that any icon should represent the history of Steep. Further historical alternatives were therefore discussed, with the Church being the favoured option. The Chairman will take this proposal back to the Museum Trustees.
- SDNPA Parish Workshop – Monday, 19<sup>th</sup> November – Cllrs. Hurst and Laycock will attend the workshop on behalf of Steep P.C. The Chairman will also attend in his capacity of Chair of EHAP&TC.

Chair

Chair

- 18/154 DATE AND TIME OF NEXT MEETING – The next meeting of Steep Parish Council will be held on Monday, 12<sup>th</sup> November at 7.30 p.m. (this is one week later than usual because of the Bonfire & Firework event on 5<sup>th</sup> November

The meeting closed at 9.05 p.m.