

**STEEP PARISH COUNCIL**

**CHAIRPERSON:** Mrs. Caroline Robinson

**CLERK:** Mrs. Jenny Hollington

Minutes of a Meeting held on 6<sup>th</sup> September 2010 at Steep Village Hall at 7.30 p.m.

Present: Caroline Robinson Fran Box David Llewellyn  
Charles Gibson Nick Hurst Richard Coles  
Jenny Martin

In Attendance: Ray Street (Webmaster)  
Drake Hocking (Tree Warden)  
Jenny Hollington (Clerk)

There were 6 members of the Public present.

10/122 APOLOGIES: Terry Cook, Jo Bell, Vaughan Clarke and Jennifer Gray

10/123 MINUTES OF PREVIOUS MEETINGS – The Minutes of the AGM held on 11<sup>th</sup> May, the re-numbered Minutes of the Meeting held on 14<sup>th</sup> June, and the Minutes of the Meetings held on 5<sup>th</sup> July and 2<sup>nd</sup> August 2010 were all agreed as accurate records of the Meetings and duly signed.

10/124 DECLARATION OF INTERESTS – The Chairman reminded Councillors that any interests should be recorded as necessary.

10/125 PUBLIC COMMENT

- It was pointed out that it is difficult to make a comment on an Agenda item which is still to come, but that it was hoped the Trustees have voted favourably for the development of Allotments on the land adjacent to the Village Hall at their meeting the previous week. There is a lot of work to be done and parishioners are keen to start growing their vegetables and working on a project which will help to unite the Village.
- It was queried whether the Parish Council would stand by the electorate vote which had said “no” to housing on the land adjacent to the Village Hall and whether brown field sites could be considered for the affordable housing project.

10/126 COUNTY COUNCILLOR COMMENT – Vaughan Clarke was unable to be present but had sent in a short report:

- The possible cut of 40% in Government Funding over the next 5 years equates to an 8% cut in total income.
- Requests for salt bins have now been made and assessed, and the total is well within the budget allocated. The bins have been ordered and will be delivered shortly.
- David Kirk, the Cabinet Member in charge of Children’s Services (including schools), died suddenly in mid-August aged 63. He was a larger than life figure and will be sadly missed.
- The NHS has recently published its annual Health Profile for East Hampshire. Out of the 32 indicators, we are only below the UK average in 2, namely - the incidence of malignant melanoma, where our rate is 20 adults per 100,000 instead of 12.5 nationally, and road injuries and deaths where we have 57.1 per 100,000 instead of 51.3 nationally

10/127 MEETING WITH REPRESENTATIVES OF THE LAND REGISTRY - The Chairman reported that she and the Clerk had met with representatives of the Land Registry and sorted out the necessary paperwork to register the land owned by the Parish Council, which would include the Village Hall site, the War Memorial, and the land held in Trust. The Chairman said that it is considered necessary to register as soon as possible because of the special rate currently being offered to Parish Councils who voluntarily

register their land and that this offer may close following a review in October. She confirmed that the Allotments land would be registered under the Parish Council in the short term, but that once the new Charity is registered with the Charity Commission, the title will be transferred.

- 10/128 TRUSTEE MEETING - The Chairman reported on the first Meeting of the Trustees of the “Allotment” land which had taken place on Thursday, 2<sup>nd</sup> September. She said that it was made clear that the Trustees have a legal obligation to make the best use of the land on behalf of the beneficiaries and it had therefore been agreed that the Clerk should seek professional advice of two surveyors as to the value of the plots, being mindful of the costs of this. It had also been agreed that the Charity should be registered as soon as possible under the title Steep Relief in Need Charity and that enquiries be made for potential beneficiaries, and for means of publicising the existence of the Charity. She pointed out that concern had been expressed that the public would not make a distinction between the Council acting as a local authority and, separately, as Trustees of the Charity- however, it was clear that their duties in the two capacities were different and that their first duty as Trustees was to the objects of the Charity and not to the general community interest. It was concluded that, in view of the inherent possible conflict between the two duties, further thought should be given to arranging for a different trusteeship of the Charity. This might well lead to a trustee body to which the Council and other local bodies might be invited to nominate trustees.

Members of the public expressed their concern that this was simply a delaying tactic to prevent the development of allotments. The Chairman said that a short cut to the allotment proposals was not one of the options offered by the Charity Commission. She added that the Trustees would follow procedure as guided by the Charity Commission and Robert Venables (who had attended the meeting of the Trustees for this purpose).

It was agreed that, once approved, the Minutes of the Trustee Meeting should be made available via the website to aid transparency and for the benefit of the community. Councillor Llewellyn also asked that it be recorded that he thought it imperative that urgent consideration be given to changing the Trustees of the Charity, so that Parish Councillors could not be accused of a conflict of interest.

- 10/129 PARISH COUNCIL WEBSITE - Ray Street, Webmaster, said that the new domain name, steep-pc.gov.uk has been registered at a cost of £90 +VAT. Web hosting has also been set up to give unlimited e-mail accounts with webmail facilities. As previously quoted, the cost for setting up a new Parish Council Website will be £100 and on-going maintenance will be £20 per month. Following discussion it was agreed that the implications of e-mail security and how to deal with exceptions should be looked into further.

Nick Hurst proposed that the implementation of the website should go ahead pending further research regarding e-mail solutions and this was seconded by Jenny Martin and agreed 4-3 in favour.

The Chairman thanked Ray for all his hard work on the Village Website – a service he provides completely free of charge.

- 10/139 TREE WARDEN'S REPORT - Although previously it had been agreed that the new bench for the Common should be sited near the play equipment, Drake explained that the South Downs Joint Committee - who are funding the project - would prefer it to be positioned next to the new interpretive sign board (as this is part of the same project). The proposal from SDJC is that the bench should be placed as you enter the woodland. The various advantages/disadvantages of the two footpaths were discussed.

Jenny Martin proposed that in view of the above, the bench should be positioned on the Hangers Way Footpath as you enter the woodland. This was seconded by Richard Coles and all agreed.

Drake confirmed that following discussion with Charles Dandridge, agreement has been reached for a combined Management Plan and application to the Forestry Commission, for the Site of Importance for Nature Conservation (SINC).

10/140 VILLAGE HALL EXTENSION - It was agreed that this item should be discussed by the Trustees for the Village Hall at a separate meeting to follow on from the Parish Council Meeting.

10/141 HANGERS WAY FOOTPATH - Jenny Martin explained that H.C.C. Small Grants had pledged £1,400 match funding towards the repair of Footpath 20 and that the Parish Council is also in receipt of £1,000 County Councillor grant towards the work. However, it is now understood that the two grants are not allowed to be used in conjunction with each other. Jenny Martin therefore suggested that the most cost effective way to fund the project would be to use the H.C.C. Small Grant money, and for the Parish Council to pledge the remaining £1,400. The Clerk could then ask the County Councillor if it would be possible to use his grant for another project. Following discussion it was agreed that, if the match funding could not be found from any other source, the Parish Council would fund the difference.

10/142 ANNUAL INSPECTION – PLAY EQUIPMENT REPORT - The Annual Inspection Report was discussed. It was agreed that Charles Gibson and Terry Cook should deal with any issues raised in the Report, using a local firm where possible.

10/143 STANDING ORDERS -The draft Standing Orders which had been circulated prior to the meeting, were discussed. It was agreed that the mandatory items should be consolidated into one shorter document and the remaining items could then form a guidance document – the Clerk to implement.

#### 10/144 REPRESENTATIVE REPORTS

**Common and Hangers** – Jenny Martin said that she had been advised by Jim Hobson to apply for a Small Grant to enable work to be carried out to Bridleway 16 which runs from Lutcombe Bottom to Cockshot Lane which is currently impassable because the gulley has been washed out. The total cost of the project is £1,876 some of which is made up of Volunteer hours. Jenny still needs to find £450 to enable the project to go ahead. In view of the fact that the Parish Council has already pledged £1,400 to Footpath 20, Councillors were concerned about paying out a further £450 on this project. Nick Hurst proposed that the Parish Council contribute £150 and this was agreed. Jenny Martin undertook to source other funding from Froxfield Parish Council and Sue Montilla.

**Footpaths** - Nothing further to report.

**Roads and Traffic** – The build out point opposite Steep School is incomplete. David Llewellyn undertook to follow this up with Gary Hedges.

**Steep Village Hall and War Memorial** – The Village Hall has been closed down over the summer. It was commented that the War Memorial is looking lovely and that Rosemary Lilley has been working very hard. Fran Box also pointed out that the Steep Memorial is the second earliest War Memorial in existence.

**I.T.** – Nick Hurst asked for his portfolio to be included on future agendas. The e-mail correspondence regarding the loan of equipment from EHDC to aid in the electronic planning application process was discussed. It was agreed that Nick should investigate the options further and report back at the next meeting.

#### 10/145 PLANNING APPLICATIONS

The following current planning applications were discussed and decisions agreed:

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24587/001	7.9.10	<b>New Truncated pitch roof to existing flat roof double garage</b>	Island Croft, The Island, Steep GU32 1AE SDNP	No Objection
49543	15.9.10	<b>Two storey extensions to all sides, replacement garage to west side and porch to front</b>	Island Millstone, The Island, Steep, GU32 1AE SDNP	Comment
38463/002	20.9.10	<b>First floor extension and new conservatory to rear following demolition of porch</b>	14 Mill Lane, Sheet, GU32 2AJ	No Comment
24111/007	24.9.10	<b>Replacement Dormer Window</b>	Bridgeside, Mill Lane, Sheet GU32 2AJ	No Comment

10/146 FINANCE:

The Clerk reported that as at 5.8.10, there was £4,104.71 in the Co-Operative Current Account following the transfer of £3,000 from H.C.C. This also includes £1,000 County Councillor Grant. The half yearly precept payment of £3,000 is due in during September. She pointed out that if a transfer of allotment money is made to the new Charity Account it may be necessary to transfer more money from the H.C.C. account.

The following payments were made in accordance to the budget: J. Hollington (Salary and Expenses), C. Robinson (refund of donation to R.M.A. + expenses), Mythic Beasts (website), Information Commissioner, N.W. Adams (Play Equipment inspection), and Land Registry (allotment land) – Total £1915.00

Donations towards the cost of the Newsletter and Churchyard Maintenance were discussed and agreed. A letter from Victim Support requesting a donation was also discussed but not considered appropriate.

10/147 CORRESPONDENCE

- Agenda - East Hampshire Association of Parish and Town Councils – Meeting to be held on 8<sup>th</sup> September at Liss Village Hall at 7.30 p.m. – no-one was available to attend this meeting.
- South Downs National Park Authority – Consultation 16<sup>th</sup> July – 15<sup>th</sup> October – Working Together – Town and Parish Councils/Meetings and the SDNP Authority – David Llewellyn undertook to complete the survey.

10/121 DATE OF NEXT MEETING – Monday, 4<sup>th</sup> October 2010 at 7.30 in the Village Hall (short meeting)