

**DRAFT**

**STEEP PARISH COUNCIL**

**CHAIRMAN:** Jim MacDonald

**CLERK:** Jenny Hollington

**Minutes of the Parish Council Meeting held on Monday, 3<sup>rd</sup> February 2020 at 7.30 p.m. at Steep Village Hall**

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

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

There was 1 member of the public present through the course of the meeting.

<b>Minute</b>	<b>Item</b>	<b>Action</b>
20/20	<b><u>APOLOGIES</u></b> – County Councillor, Russell Oppenheimer, had sent apologies.	
20/21	<b><u>MINUTES</u></b> – The Minutes of the Parish Council Meeting held on 13 <sup>th</sup> January 2020 were approved and signed.	
20/22	<b><u>DECLARATIONS OF INTEREST</u></b> – The Chairman reminded Councillors of their responsibility to declare an interest in any matter on the Agenda - none declared.	
20/23	<b><u>PUBLIC COMMENT:</u></b> <ul style="list-style-type: none"><li>• A member of the public said she had arrived at the end of the Planning Meeting (held just prior to the Parish Council Meeting) in time to hear Cllr. Cook’s statement in which he resigned from the Planning Committee following comments made about him at the “Steep Together” meeting at the Cricketers. She apologised for the uncalled-for remarks and assured the Parish Council that the comments made by the individual concerned hadn’t reflected the feeling of the room.</li><li>• As Sole Trustee of the Village Hall, the Parish Council were made aware that the History Group would like to be able to hire the Village Hall during the week - currently there is limited availability around the Pre School. The Welcome Club would also prefer to hold their meetings at 2.30 p.m. rather than 3.30 p.m. as currently. It was queried whether the Pre School always require the main hall if there are only a small number of children on the premises? This query will be discussed at a Village Hall Trustee meeting in due course.</li></ul>	
20/24	<b><u>COMMUNITY MEETINGS</u></b> – <p>Approximately 50 people attended the Community Up-date Meeting organised by the Parish Council on 21<sup>st</sup> January and, in general, it was felt the meeting had gone well. The independent facilitator, Ian Swann, had been a positive addition, as had the use of the microphone. In future, consideration will be given to a horseshoe format of seating so there is less of a feeling of “us and them”. There had been some negative feedback from some members of the public who felt that people at the back were making unhelpful comments. In addition, a non-village resident had a lot to say but no knowledge of the situation.</p> <p>It was agreed that the questions raised in this second session would be captured and included in the list from the first meeting – especially the issues around the settlement boundary which need to be understood.</p>	Work Party

A few Councillors attended the “Steep Together” Meeting at the Cricketers – frustration was expressed that the questions raised there had already been answered at the Community Meeting as well as within the literature available at the Community Meeting and via the website.

20/25 COUNTY COUNCILLOR’S REPORT - Cllr. Oppenheimer was unable to be present at the meeting, but his report had been circulated prior to the meeting and is appended to the Minutes. Any questions should be addressed to Councillor Oppenheimer direct.

20/26 DISTRICT COUNCILLOR’S REPORT – Cllr. Drew reported on the following items:

- Cllr. Drew explained that he had not attended the Community Meetings as he is unable to get involved. If residents get in touch with him about issues connected with the land at Church Road, he will copy the Parish Council into his response.
- Cllr. Drew noted the regrettable resignation of Cllr. Cook from the Planning Committee – at the earlier meeting - he commented that criticism is an unfortunate part of the role, but it is never nice!
- EHDC Sports Awards – The P.C. were reminded that nominations are open.

20/27 FINANCE

(a) Internal Auditor’s Interim Report (April – December) – The report had been circulated prior to the meeting and was discussed. Four matters had been brought to the Council’s attention: VAT return – this is always completed at the end of the financial year; Salary – a small error which requires adjustment was highlighted; the PC were reminded to review risks within the financial year and website accessibility regulations need to be considered in order to comply with regulations by 23<sup>rd</sup> September – these last items will be addressed at the March P.C. Meeting

(b) Cheques – The following cheques for February payment were approved:

Chq No.		Payee	Service
100298	£161.25	Lightatouch	Interim Internal Audit
100299	£630.00	Surrey Hills Solicitors	Legal expenses – FoI request
100300	£130.00	Deborah Ashfield	Admin support – FoI request
100301	£12.60	Petersfield Town Council	Dog Bin
100302	£75.00	T. Morgan	Website Management
100303	£727.41	Jenny Hollington	Salary
Total :	£1,736.26		

20/28 STEEP COMMON – A request to site an Oak memorial plaque on the Common will be followed up by Cllr. Cook TW

20/29 CORRESPONDENCE

- E-mails re. land at Church Road - Various e-mail enquiries from members of the public have been received and will be responded to as appropriate.
- Charity Commission Enquiry – Cllr. Ashfield has spoken to a representative of the Charity Commission and they have confirmed that there are no concerns about a possible conflict of interest between the role of the Parish Council and the Parish Council as Sole Trustee of the Village Hall at this stage.
- HALC/NALC Survey related to Practitioners Guide – The Chairman will respond Chair
- SDNPA Workshop – 6<sup>th</sup> March 2020 – Viticulture Growth Impact Assessment – Cllr. Cook hopes to be able to attend TW

- HALC Annual Conference – 18<sup>th</sup> March 2020 – details were noted.
- HCC – Feedback and presentations from January Hampshire 2050 meeting – The Chairman had been unable to attend, but presentations from the meeting have been circulated for info.

20/30 LEGAL ADVICE - It was resolved to exclude members of the public and press in accordance with the Public Bodies (Admission to Meetings Act 1960) for discussion of legal advice.

Following discussion of letters received from Olephant Solicitors and subsequent advice received from Surrey Hills Solicitors, it was agreed that the Parish Council should respond as recommended via Surrey Hills Solicitors.

It was noted that as well as additional hours being worked by the Clerk, additional admin support had also been necessary in respect of the Freedom of Information request. The cost implication of the extra hours was noted and retrospectively approved in view of the 20-day deadline.

20/31 DATE AND TIME OF NEXT MEETING – The next meeting of Steep Parish Council will be on Monday, 2<sup>nd</sup> March 2020 - Steep Village Hall at 7.30 p.m.