

**DRAFT**

**STEEP PARISH COUNCIL**

**CHAIRMAN:** Jim MacDonald

**CLERK:** Jenny Hollington

**Minutes of the AGM held via Teams on Monday, 4<sup>th</sup> May 2021 (following the Annual Parish Assembly).**

**Present:** Cllrs. Jim MacDonald (in the Chair)  
Kate Ashfield Terry Cook Peter Cruttenden  
Jeff Graham Freddie Holmes Nick Hurst  
Jenny Martin Jonathan Turk

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

There were 2 members of the public present at the meeting.

<b>Minute</b>	<b>Item</b>	<b>Action</b>
21/81	<b><u>APOLOGIES</u></b> – Apologies had been received from County Councillor, Russell Oppenheimer.	
21/82	<b><u>ELECTION OF A CHAIR</u></b> – Cllr. Jim MacDonald had indicated his willingness to stand as Chairman of Steep Parish Council for another year. Cllr. Cruttenden commended Cllr. MacDonald’s personal resilience, patience, attention to detail and good humour throughout the previous, particularly difficult, year and offered a heartfelt thank you on behalf of Steep Parish Councillors. He was pleased to propose Cllr. MacDonald as Chair of Steep Parish Council, this was seconded by Cllr. Cook and unanimously agreed. Declaration to Accept Office to be signed after the meeting due to Covid-19 restrictions.	Clerk Chair
21/83	<b><u>RESIGNATION OF TWO PARISH COUNCILLORS</u></b> – Cllr. Cruttenden announced his reluctant decision to stand down as a Steep Parish Councillor with effect from the close of the meeting, to concentrate on personal priorities. He wished his fellow Councillors well and thanked them for their support over his 20-year involvement. Cllr. Cruttenden was thanked for his tremendous efforts on behalf of the Council – he will be sorely missed and a very difficult act to follow!  Cllr. Ashfield also announced her decision to stand down as a Steep Parish Councillor due to family commitments. Cllr. Ashfield’s input will be very much missed by all on Steep Parish Council. Councillors wished her and her young family well.  The Clerk will notify EHDC and advertise the appropriate Notice of Vacancies via the noticeboards and website.	Clerk
21/84	<b><u>AREAS OF RESPONSIBILITY</u></b>  <b>Vice Chair</b> – Cllr. Jenny Martin was nominated by Cllr. MacDonald and seconded by Cllr. Graham.  <b>Committees</b> – Membership of the Planning and Finance Committees were agreed as follows: <ul style="list-style-type: none"><li>• <b>Planning</b> – Chair – Cllr. Nick Hurst, Cllrs. Jim MacDonald and Jonathan Turk. Cllr. Jeff Graham agreed to take a temporary role on this Committee (until a new Councillor can replace him).</li><li>• <b>Finance</b> – Cllrs. Jim MacDonald, Terry Cook and Jonathan Turk</li></ul>	

**Responsibilities** – Responsibility for the various roles within the Council were assigned as follows

- **Steep Common** – Cllrs. Jeff Graham, Terry Cook and Jim MacDonald
- **Footpaths** – Cllr. Jenny Martin
- **Ashford Hangers** – Cllr. Terry Cook
- **Steep War Memorial** – Cllr. Freddie Holmes
- **Steep Village Hall** – Cllrs. Jeff Graham, Jenny Martin, and Terry Cook
- **I.T.** – Cllr. Nick Hurst
- **Roads and Traffic** – Cllr. Jonathan Turk
- **Lengthsman** – Cllr. Terry Cook
- **Social Media** – Cllr. Freddie Holmes
- **SIN Liaison** – Cllr. Jim MacDonald

**Working Groups:**

- **Open Space Working Group** – Cllrs. Graham and Hurst (although group not currently active)

21/85 MINUTES – The Minutes of the on-line Teams Meeting held on Monday, 1<sup>2th</sup> April 2021 were approved – the Minutes will be signed by the Chairman after the meeting due to Covid-19 restrictions.

21/86 DECLARATIONS OF INTEREST – The Chairman reminded Councillors of their responsibility to declare any pecuniary interest in any matter on the Agenda – none declared. The Parish Council is also Sole Managing Trustee of the Village Hall and the Chairman noted the possible conflict of interest between the two roles.

21/87 PUBLIC COMMENT – None

21/88 FINANCE -

(a) End of Financial Year Actual to Budget Figures – A spreadsheet showing the end of year figures and a commentary outlining the key differences had been circulated prior to the meeting and was reviewed (attached). There were no concerns raised.

(b) Internal Auditor’s Report 20-21 – The Internal Auditor’s report had been circulated prior to the meeting and was noted. No areas of concern had been raised.

(c) Governance Statement – The Governance Statement 20-21 circulated prior to the meeting was considered and approved - to be signed by the Chairman and the Clerk following the meeting due to Covid-19 restrictions.

Clerk  
Chair

(d) Accounting Statements 20-21 – The Accounting Statement for the financial year 20-21 had been circulated prior to the meeting and was approved – to be signed by the Chairman and the Clerk following the meeting due to Covid-19 restrictions.

Clerk  
Chair

(e) Notice of Electors’ Rights – The Clerk confirmed that all the audit documentation would be made available for inspection from Monday, 14<sup>th</sup> June – Friday, 23<sup>rd</sup> July. The notice of electors’ rights would be advertised appropriately via the website and noticeboards in advance of those dates.

Clerk

- Cheques – Cheques for May payment were approved as follows:

Chq No.		Payee	Service
100389	£29.40	Petersfield Town Council	Bin collections Jan-March
100390	£57.50	Lightatouch	Internal Audit (Jan - March)
100391	£75.00	Tom Morgan	website (Feb - April)

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100392	£460.26	Came & Co	Insurance
100393	£740.07	Jenny Hollington	Clerk + expenses
	£1,362.23		

- 21/89 LENGTHSMAN– Following recent interviews, Tom Hartley has been appointed as the new Lengthsman for the Steep cluster. Tom has experience of the role, having helped the previous Lengthsman out from time to time.
- 21/90 FOOTPATHS – Cllr. Martin confirmed that she is in the process of obtaining quotes for the various maintenance projects identified in the footpath survey and these will be discussed in more depth at the June Parish Council meeting. In the meantime, she will research grants available from SDNPA and HCC. JM
- 21/91 STEEP COMMON – Steep Parish Council has been allocated £6515 S.106 monies from EHDC towards essential tree work on the Common due to Ash die-back. Phase 1 of the work has already been carried out because of the urgency of the work. Cllr. Graham will organise Phase 2 of the work to take place at the end of the summer. JG
- 21/92 COUNTY COUNCILLOR REPORT – There was no County Council report for this month due to the County Council election purdah.
- 21/93 DISTRICT COUNCILLOR’S REPORT – Cllr. Drew highlighted the following points:
- Planning Training Sessions – Cllr. Drew continues to chase this item and hopes to be able to share details shortly
  - SDNPA Dark Skies Policy – Protection of the Dark Night Sky will be given higher priority when considering planning applications within the National Park.
- 21/94 SDNPA DARK SKIES WEBINAR – Cllr. Holmes had attended the on-line webinar on behalf of Steep P.C. – a more detailed up-date will be given at the June Meeting. FH
- 21/95 DATE AND TIME OF NEXT MEETING – The next Meeting of Steep Parish Council will be on Monday, 7<sup>th</sup> June 2021 at Steep Village Hall at 7.30 p.m.

The meeting closed at 9.00 p.m.