

**DRAFT**

**STEEP PARISH COUNCIL**

**CHAIRMAN:** Jim MacDonald

**CLERK:** Jenny Hollington

**Minutes of the Annual General Meeting held on Monday, 13<sup>th</sup> May 2019 at 7.30 p.m. at Steep Village Hall**

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

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

There were 2 members of the public present during the latter part of the meeting

<b>Minute</b>	<b>Item</b>	<b>Action</b>
19/75	<b><u>ELECTION OF A CHAIRMAN</u></b> – Cllr. Jim MacDonald was nominated as Chairman by Cllr. Peter Cruttenden who thanked Cllr. MacDonald for his commitment and exceptional contribution on behalf of the Parish Council. This was seconded by Cllr. Nick Hurst and unanimously agreed. The declaration to accept the Office of Chairman was duly signed and witnessed	
19/76	<b><u>DECLARATIONS TO ACCEPT OFFICE</u></b> - The Chairman thanked all Councillors for volunteering for another term of office and said that he felt Steep Parish Councillors made a good team. The declarations to accept the Office of Parish Councillor for Steep Parish Council were duly signed and witnessed and Members' Interest Forms collected.	
19/77	<b><u>ROLES AND RESPONSIBILITIES</u></b> – The following roles and responsibilities were agreed: <ul style="list-style-type: none"><li>• <b>Vice Chairman</b> – Cllr. Peter Cruttenden</li><li>• <b>Planning Committee</b> – Chairman, Cllr. Nick Hurst and Cllrs. Peter Cruttenden, Terry Cook, Simon Bridger, Chris Laycock and Jim MacDonald</li><li>• <b>Finance Committee</b> – Cllrs. Peter Cruttenden, Jim MacDonald and Terry Cook</li><li>• <b>Roads and Traffic</b> – Cllrs. Chris Laycock, Terry Cook and Jim MacDonald</li><li>• <b>Steep Common</b> – Cllrs. Jeff Graham, Terry Cook and Jim MacDonald</li><li>• <b>Play Equipment</b> – Cllr. Jeff Graham</li><li>• <b>Footpaths</b> – Cllr. Jenny Martin</li><li>• <b>Ashford Hangers</b> – Cllrs. Terry Cook and Jenny Martin</li><li>• <b>War Memorial</b> – Cllr. Simon Bridger</li><li>• <b>IT/Communication</b> – Cllr. Nick Hurst</li><li>• <b>Press/Publicity</b> – Cllr. Kate Ashfield</li><li>• <b>Lengthsman</b> – Cllrs. Chris Laycock and Jenny Martin</li><li>• <b>GDPR</b> – Cllrs. Nick Hurst, Kate Ashfield, Chris Laycock</li><li>• <b>Resilience</b> – Cllrs. Kate Ashfield, Jim MacDonald and Jeff Graham</li></ul>	
19/78	<b><u>APOLOGIES</u></b> – Apologies had been received from Cllr. Kate Ashfield and County Councillor, Russell Oppenheimer	
19/79	<b><u>MINUTES</u></b> – The Minutes of the Parish Council Meeting held on Monday, 1 <sup>st</sup> April were approved and signed	
19/80	<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.

19/81 PUBLIC COMMENT – None

19/82 ANNUAL PARISH ASSEMBLY – The Annual Parish Assembly held on Tuesday, 7<sup>th</sup> May had been well attended. Unfortunately, the Speaker, Laura Tong, a Ranger from SDNPA, had been taken ill on the day and was unable to come to the meeting or find a replacement at short notice. However, the evening had been a success and the various reports had covered a wide range of Parish, District and County Council activities - it had also been very useful to have time to mingle and enjoy a glass of wine with residents.

19/83 ANNUAL RETURN

- (a) Internal Auditor’s Final Report 18-19 – The Internal Auditor’s Final Report for 2018-19 had been circulated to Parish Councillors in advance of the meeting and was noted. The Internal Auditor had been pleased to report that the various records and procedures in place for the Parish Council provide an adequate standard of control - the Clerk was thanked for her diligent work on the accounts over the year.
- (b) The Governance Statement 18-19 was approved and signed
- (c) The Annual Accounting Statement 18-19 was approved and signed.

A copy of the Annual Return will be made available via the website.

19/84 FINANCE

- (a) Insurance Quotes – The Parish Council insurance is due for renewal for 1<sup>st</sup> June. Unfortunately Came & Co have not yet sent through the relevant quotes for consideration - it was therefore agreed to delegate this decision to the Finance Committee to be made before the next meeting.

Chair/  
PC/TC

- (b) Cheques for May payment were approved as follows:

Chq No.	Amount	Payee	Service
100248	£25.00	T. and S. Knight	Plants - War Memorial
100249	£21.00	PTC	Dog Bin
100250	£80.00	R. Street	Website Jan-April
100251	**	HALC	HR service - cancelled
100252	£1,872.00	Chris Budd	Repairs - Footpath 13
100253	£33.33	Lightatouch	Final internal audit 18-19
100254	£1,400.00	F. Spooner and Bill Robinson.	Lengthsman - April
100255	£758.84	J. Hollington	Clerk - April + AGM expenses
Total :	£4,190.17		

\*\* Cheque 100251 was cancelled as it was decided that the HR Service provided by HALC is no longer required.

19/85 PLANNING COMMITTEE – TERMS OF REFERENCE – The Terms of Reference for the Planning Committee had been circulated prior to the meeting and were reviewed. In view of a recent issue that had come before the Planning Committee, the Chairman highlighted the system of administration which specifies that applications regarded as potentially controversial by two Councillors will be classified as Category 1 and will be handled by the full Parish Council in a

normal scheduled meeting. It was suggested that this should also apply to any planning application made by a Parish Councillor (unless very minor) and this was agreed. It was also noted that any Parish Councillor (not just a member of the Planning Committee) can request an application be discussed by full Council. The Clerk was asked to ensure that all Councillors are aware of each planning application as it comes in, as well as via agenda. It was also noted that the document specifies a membership of 5 on the Committee and currently there are 6 – it was agreed that the document should be amended to read “a minimum of 5”. The Clerk was asked to re-circulate the amended document for final approval at the next meeting.

Clerk

19/86 SDNPA LOCAL PLAN – The former allotment site in Church Road has been the subject of specific proposals in the Local Plan to include the land (with a small parcel of land at the Village Hall) within the settlement boundary. In effect, this will mean the land will be available for development and SDNPA have assessed the land as having a potential for 8-12 houses and 20% of the site to be maintained permanently for public use. Current signs are that these proposals will go through and the Inspector’s report is expected imminently. As the Steep in Need Trustees start to develop their proposals for the site, it will be important that the Parish Council provides guidance in terms of the needs and wishes of the community. It was proposed that SIN Trustees should be asked if the Parish Council could be represented at their meetings – If agreed by SIN Trustees, Cllr. Jeff Graham will act in this capacity for the Parish Council (although due to the ad hoc dates and times of their meetings, Cllr. Simon Bridger will provide back-up if Cllr Graham is unable to attend a meeting). Consultation with residents will be of paramount importance and it is hoped that SIN Trustees will work with the Village Hall Trustees and the Parish Council to ensure village residents are kept fully informed.

JG/SB

19/87 COUNTY COUNCILLOR REPORT – Cllr. Oppenheimer had sent apologies as he was unable to be present - he had nothing further to report since the Annual Parish Assembly the previous week.

19/88 DISTRICT COUNCILLOR REPORT – Cllr. Drew reported that there is now a healthy mix of representation at EHDC following the election - 10 seats are Labour, Liberal or Independent. More information on roles and responsibilities will be available after the first EHDC meeting on 16<sup>th</sup> May.

On specific Steep matters, Cllr. Drew reported that a decision has not yet been made on the recent planning application in Steep Marsh. In response to a question from a member of the public, SDNPA have advised that the number of affordable houses proposed for land at Church Road is 3 – Cllr. Drew suggested that the Parish Council may wish for this to be increased?

A vote of thanks was proposed for Cllr. Drew – Steep P.C. is very fortunate to have a District Councillor who takes such an interest and follows up on everything that is asked of him.

19/89 LENGTHSMAN – Cllr. Laycock confirmed that he met with the new Lengthsmen, Frank Spooner and Bill Robinson, to show them around the parish and explain the general types of work that will be required. It was noted that Footpath 1 (Ridge Common Lane) requires cutting back as it is currently in-accessible - this will be added to the next worksheet. Cllr. Cook said he would like to meet with the Lengthsmen to discuss the drainage issue in Mill Lane.

CL/  
TC

19/90 FOOTPATHS – The resurfacing of part of Footpath 13 has now been completed. However, it was queried whether it would be appropriate to consider improving the surface of the path further up towards Island Farm Lane – Cllr. Martin said she would have a look and report back at the next meeting.

JM

19/91 LUTCOMBE POND – Cllr. Oppenheimer has secured HCC funding for the repair of the leak at Lutcombe Pond and HCC Ranger, Pete Durnell, is currently liaising with specialist companies and seeking tenders for the work.

- 19/92 STEEP COMMON – Cllr. Graham reported that he met with HCC Ranger, Pete Durnell, to discuss a management strategy for the Common. HCC have a very different perspective of the natural habitat and Cllr. Graham was advised that work should only be carried out if close to a heavily used footpath. Cllr. Graham will look again at the tree survey in relation to the Hangers Way and come back with a revised risk-based proposal for tree work. Cllr. Cook expressed concern over the HCC policy of leaving fallen Ash trees – the Chairman confirmed that this is a science led policy as in the past insufficient deadwood had been left to maintain a healthy population of insects. JG
- 19/93 ROADS AND TRAFFIC –
- Stoner Hill** – Confirmation has been received from HCC that the 30mph speed limit is to be extended to Island as part of the proposed second phase of Community Funded Initiative measures in Steep. The Chairman proposed a vote of thanks to Cllr. Oppenheimer who has been instrumental in obtaining HCC support for this measure.
- It was noted that the old Post Box has been stolen from Island – the Clerk was asked to write to the Post Office to see what action is to be taken. Clerk
- Ridge Common Lane** – The Chairman and Cllr. Laycock will meet to consider the condition of the lane and discuss further with Joe Lait, the local Engineer. Chair  
CL
- Leaf Sweeping** – Nothing further has been heard from EHDC about when Steep’s lanes will be swept although it was noted that Hawkey’s lanes have now been done. It was agreed that the Chairman should write to Nick Drew again about this issue. Chair
- Hedges** – Overgrown hedges continue to cause problems in the narrow rural lanes of the parish – the Clerk was reminded to write to residents whose hedges are causing problems. Clerk
- 19/94 CORRESPONDENCE
- Code of Conduct Training – The Clerk was asked to liaise with the EHDC Monitoring Officer to organise a training session for Steep (and possibly Sheet) Councillors. Clerk
- 19/95 DATE AND TIME OF NEXT MEETING – The next meeting of Steep Parish Council will be held on Monday, 3<sup>rd</sup> June 2019 at 7.30 p.m.
- The meeting closed at 9.40 p.m.