

**STEEP PARISH COUNCIL**

**CHAIRMAN:** Jim MacDonald

**CLERK:** Jenny Hollington

**Minutes of a Parish Council Meeting held at 7.30 p.m. on Monday, 4<sup>th</sup> July 2016 at Steep Village Hall**

**Present:** Cllrs. Peter Cruttenden (in the Chair) Terry Cook Jenny Martin  
Simon Bridger Graeme Fairley Nick Hurst

**In Attendance:** Jenny Hollington - Clerk

There were no members of the public in attendance.

Minute	Item	Action
16/83	<u>APOLOGIES</u> – Apologies had been received from Cllrs. Jim MacDonald, Luke Spurdle and Peter Thackrey	
16/84	<u>MINUTES</u> – The Minutes of the Parish Council Meeting held at the Haste Offices in Steep Marsh on Monday, 4 <sup>th</sup> June were approved and signed	
16/85	<u>MATTERS ARISING FROM LAST MEETING</u> <ul style="list-style-type: none"> <li>Meeting with representatives of BT and HCC to discuss full parish coverage of superfast broadband - Cllr. Fairley agreed to follow this up in September.</li> </ul>	GF
16/86	<u>DECLARATIONS OF INTEREST</u> – The Chairman reminded Councillors of their responsibility to declare any interest in any matter on the Agenda. None declared.	
16/87	<u>PUBLIC COMMENT</u> – There was no public comment.	
16/88	<u>FINANCE</u> <p>(a) <b>Internal Auditor Report 2015-16</b> – The Internal Auditor’s comments were noted and discussed as follows:</p> <ul style="list-style-type: none"> <li>Grants – It was recommended that accounting information is requested from applicants via the grant application form - it was agreed that Steep Parish Council’s grant application form should be amended to include this request.</li> <li>Bank Reconciliation – It is good practice for the balance of funds to be minuted at each meeting – Steep P.C. agreed that this information should be provided at all meetings in future.</li> <li>Bank Statement – It is good practice for Councillors in turn to initial the actual bank statement back to the reconciliation – it was agreed that Parish Councillors should take it in turns to do this at each meeting.</li> <li>VAT – The Parish Council has reclaimed VAT on behalf of the Village Hall not in accordance with best practice – the Clerk was asked to request advice/training from HALC in order to look into this further.</li> </ul>	Clerk Clerk All Clerk Clerk

- Clerk’s wages – The rate of pay, hours and terms of all employees should be minuted as part of the budget setting process – it was agreed that this information should be recorded in future.
  - Members Interests – One of the links on the Parish Council’s website was not functioning at the time of the internal audit – it was recommended that a link to the relevant page on the EHDC website is provided. The Clerk confirmed that she has contacted the web master and this has been actioned.
- (b) **Bank reconciliation** – the bank statement for June was circulated and signed by Cllr. Fairley with the reconciliation showing the cash book balance as £18,307.58 at 10<sup>th</sup> June (note – this amount includes £6,000 from HCC for the Lengthsman Scheme).
- (c) **To approve cheques** – the following cheques in the sum of £2923.06 were approved:

Chq No.	Amount	Payee	Service
100084	£60.00	Signs Express	No parking sign Steep Common
100085	£420.00	Neil Bower	Footpath/gate Steep Common
100086	£185.00	Do the Numbers Ltd	Internal Audit
100087	£1692.00	Chris Budd	Replacement steps - F/P 12
100088	£566.06	J. Hollington	Salary - May + AGM expenses

Bank  
sigs

- (d) **Responsibility for August payments** – It was agreed that authorisation of payments for invoices received in August should be delegated to the Finance Committee/bank signatories.
- (e) **Payment for administration of the Lengthsman Scheme** – The Clerk left the room for discussion of this item.

Steep Parish Council has received £6600 (being £1,000 for each parish in the cluster and £600 to cover administration) from HCC for the Lengthsman Scheme. Following discussion, it was agreed that the Clerk should receive payment of £50 per month (total £600) to cover the extra administration involved in running the scheme. The Clerk was asked to monitor the amount of time involved.

Clerk

16/89 ROADS AND TRAFFIC – There has been no feedback from HCC on any of the roads related issues since the June P.C. meeting. Cllr. Spurdle will be asked to continue to chase this and to circulate a note up-dating Parish Councillors as soon as possible. In addition, there has still been no response from EHDC to the letter about sweeping the lanes. The Clerk was asked to follow this up via Cllr. Drew.

LS  
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16/90 FOOTPATHS

A working party consisting of Cllrs. Martin, MacDonald and Cruttenden had met to discuss and prioritise the next phase of footpath improvements within the parish. Their report/recommendations had been circulated to Councillors prior to the meeting and were discussed/approved as follows:

- Resurfacing of Footpath 13 – total cost £1570 – approved
- Footpath 36 – resurfacing – total cost £880 – more expensive than thought - it was agreed to apply to HCC SGS for match funding to enable this project to go ahead.
- Permissive path on Steep Common – sign posting and surface work – total cost £780 – more expensive than thought – it was agreed to wait to assess the budget before

Clerk

commencing this work. In the meantime, the Clerk will contact EHDC to see if there is a possibility of further match funding from the environmental fund as this is a new path.

Clerk

- Footpaths 22a and 24 – A meeting is still to be arranged with the landowner/HCC to discuss problems on footpath 22a and 24 through Taylor’s Copse.

A report on the walk through the Ashford Hangers with Pete Durnell and Hazel Christie (HCC Countryside Service) on 15<sup>th</sup> June, which had been circulated to all Councillors prior to the meeting, was noted and is appended to these minutes.

16/91 STEEP COMMON

**Community Event** – The sun shone for the Queen’s 90<sup>th</sup> Birthday celebration held on Steep Common on Saturday, 11<sup>th</sup> June, ensuring a good turn out and a lovely and successful occasion. A huge vote of thanks were due to Selina Garstin and Phyllida Barnes who shouldered the burden of organisation and created a typically English village family event of which the Queen would be proud! Everyone enjoyed the barbeque, tea and cakes, ice creams, pet show, games and competitions - and the fun! Well done to all involved.

**Annual Play Inspection** – A working party consisting of Cllrs. MacDonald, Spurdle and Cook had met to discuss the Annual Play Inspection report. Their recommendations were discussed and agreed as follows:

- Poor sight lines – it was agreed that the hedge should be trimmed back as far as possible and the height reduced. TC
- Suggested dog control/ban – The Common is popular with dog walkers and the installed dog waste bin is well used. There is no evidence of conflict between dogs and other users. It was agreed that a dog control ban is not necessary.
- Gates – the comments/recommendations were noted and the following actions agreed (as gates are very rarely opened) – Hinge plate to be checked and repaired if necessary. Drawing pins and staples to be removed as soon as possible and the possibility of installing an extra rail across the bottom of the gate looked into. TC
- Goals – These were installed and are used by the School – the comments will be passed directly to the Head Teacher. Chair
- Planting – The holly alongside the swing is checked regularly and trimmed as required. The Tree Warden will be asked to look at the overhanging tree to see if an inspection is necessary. Chair/  
DH

16/92 : DEVOLUTION – The Chairman attended the HALC Board Meeting on 24<sup>th</sup> June at which John Coughlan, the CEO of Hampshire County Council had given a presentation on the current, situation A full report of this meeting was circulated to Councillors prior to the meeting and is appended to the minutes..

16/93 CLERK’S ANNUAL LEAVE – The Clerk’s annual leave from 5<sup>th</sup>-9<sup>th</sup> September was approved. It was agreed that the date of the September Parish Council Meeting should be changed to Monday, 12<sup>th</sup> September to accommodate this.

16/94 DATE OF NEXT MEETING – The next meeting of Steep Parish Council will take place on Monday, 12<sup>th</sup> September at 7.30 p.m. at Steep Village Hall.

The meeting closed at 8.25 p.m.