

STEEP PARISH COUNCIL

CHAIRMAN: Jim MacDonald

CLERK: Jenny Hollington

Minutes of a Parish Council Meeting held at 7.30 p.m. on Monday, 5th March 2018 at Steep Village Hall

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

In Attendance: District Councillor, Nick Drew (later in the meeting)
Jenny Hollington, Clerk

There was 2 members of the public in attendance.

Minute	Item	Action
18/30	<u>APOLOGIES</u> – Apologies had been received from Cllr. Nick Hurst and County Councillor, Russell Oppenheimer	
18/31	<u>MINUTES</u> – The Minutes of the Meeting held on Monday, 5 th February 2018 were approved and signed.	
18/32	<u>DECLARATIONS OF INTEREST</u> – The Chairman reminded Councillors of their responsibility to declare any interest in any matter on the Agenda - none declared.	
18/33	<u>PUBLIC COMMENT</u> – No public comment.	
18/34	<u>STANDING ORDERS</u> – A proposed amendment to Standing Orders item 1s (Meetings) to include an additional paragraph setting out Steep Parish Council’s procedure for Co-Option of a Parish Councillor to allow sealed votes was discussed and unanimously approved.	Clerk
18/35	<u>CO-OPTION OF A PARISH COUNCILLOR</u> – Three expressions of interest in the vacant position on the Parish Council had been received. The Chairman welcomed two of the applicants to the meeting - the third applicant was unable to be present. Applicants were invited to address the meeting, and a short statement was read out on behalf of the third applicant, after which the applicants left the room whilst Councillors considered and voted. It was noted that all 3 candidates would have been a very welcome addition, but only one could be co-opted. Following the vote, Kate Ashfield was co-opted to Steep Parish Council and the declaration to accept office was duly signed and witnessed. Cllr. Ashfield was welcomed to Steep Parish Council. The Chairman thanked all the applicants for putting themselves forward and hoped that they would be prepared to stand again if another vacancy arose.	
18/36	<u>COUNTY COUNCILLOR REPORT</u> – Cllr. Oppenheimer was unable to be present at the meeting but sent his report for March which covered the following items: Council Tax – The Council Tax will rise by 5.99% from April 2018 to ensure important services are maintained. Leaf Sweeping - There is no scope for Hampshire Highways to undertake the leaf clearing work in Steep which means that alternative solutions will need to be sought. It was agreed that this issue should be followed up when both the District Councillor and the County Councillor are present.	

Snow Clearance – The Leader of HCC has praised the County’s farmers for their help in keeping roads clear of snow. Cllrs. Bridger and Cook were both thanked for their part in keeping local lanes clear.

The County Councillor’s full report for March is appended to these minutes.

18/37 IMPLEMENTATION OF ALLOWANCES AND EXPENSES POLICY – At its meeting on 5th February, Steep Parish Council approved a proposal to introduce an allowances and expenses policy for the first time, with the intention of removing any barriers there might be to residents thinking about becoming a Councillor. Following the meeting however, it had been felt by some Councillors that this could be read as implying that payment of expenses was an automatic process and a general practice of the Council. This was not the intention when the policy was approved. In response to this situation, the wording of the policy had been amended to make it clear that this is not the case and that it is only in exceptional circumstances that individual Councillors may be eligible for a contribution to costs - it is not an automatic entitlement. The proposed amendment to the wording of the policy circulated prior to the meeting was unanimously approved.

18/38 AUDIT 2017-18

- (a) The Internal Auditor’s report had been circulated prior to the meeting – there were no items of concern and the report was noted.
- (b) The Statement of Internal Control for 2017-18 had been circulated to Councillors prior to the meeting. Current internal controls are considered appropriate and the Statement was therefore approved and signed.
- (c) A copy of the Financial Regulations had been circulated to Councillors prior to the meeting. There have been no changes through the year and the Financial Regulations were therefore approved.

18/39 RISK REGISTER 2017-18 – It was agreed that the Risk Register should be up-dated to reflect the following:

- To note the new data protection regulations which come into force in May
- Play inspections are to be carried out fortnightly, not weekly, as currently stated
- The Bonfire Committee are now required to ask the Parish Council for permission to charge an entry fee to the annual bonfire and firework event.

Clerk

18/40 FINANCE

- (a) EHDC have advised that Parish Elections will take place on Thursday 2nd May 2019 and costs will be approximately £150.00 for an uncontested election and between £1200.00 to £2000.00 per Parish for a contested election – costs were noted for the 2019 budget. There is currently £2000 ring fenced within the budget for this purpose.
- (b) The bank reconciliation for February, circulated prior to the meeting, was approved and signed. The current account balance as at 10.2.18 is £21938 (of which £5000 is HCC Lengthsman funding).
- (c) The grant application for £250 towards the Petersfield Open Air Swimming Pool was discussed – it was agreed that the request should be declined on this occasion.
- (d) The following cheques for March payment were authorised and signed:

Chq No.	Amount	Payee	Service
100169	£150.00	Lightatouch	Internal Audit
100170	£120.00	Ray Street	Website (6 months)

100171	£24.00	HALC	GDPR training
100172	£36.00	Get Mapping	Parish On-line
100173	£820.00	N. Rook Blackstone	Lengthsman - Feb
100174	£685.07	J. Hollington	Clerk - Feb + £100 Liss Lengthsman
	£1,835.0		
Total :	7		

18/41

CHANGES TO DATA PROTECTION LEGISLATION – The Clerk has attended a training course organised by HALC and notes from the session had been circulated. It was agreed that a sub-committee should be formed to look at this in greater detail. Cllr. Hurst will be asked to Chair the sub-committee with Cllrs. Ashfield and Laycock.

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18/42

LENGTHSMAN WORK – The Lengthsman has cleared the second half of the ditch in Ridge Common Lane but other work from the February worksheet is still outstanding. It was noted that the path just north of Dunhurst/Dunannie has become difficult to pass due to debris and brambles – Bedales will be asked to address this issue.

Clerk

18/43

ROADS AND TRAFFIC

- Amended Plans for Stoner/Bell Hill – The Chairman has written to Joe Folland with an update on the consultation responses received as well as sending him the details of the recent nasty accident on Stoner Hill.
- Speedwatch – The Chairman has asked residents concerned for permission to use their land/drives to site the equipment and this has been given. The speedwatch equipment, as used at Selborne, is due to be delivered on Friday morning for a free trial.
- Speed Indicator Devices – Cllr. Laycock is continuing to research speed indicator devices to be considered under Phase 2 of the Traffic Management Scheme. It was noted that Sheet Parish Council have also expressed interest in a speed indicator device and, if appropriate, it may be possible to share.
- Roadside damage at Rockpits Lane – The ditches have been repaired.
- Water Leak at Pratts Lane – This issue is on-going.
- Sandy Lane – In the absence of Cllr. Hurst, this item was deferred until the next meeting.
- Leaf Sweeping – This item will be discussed when both the District and County Councillor are present.

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18/44

FOOTPATHS

- Footpath 22a – No progress due to bad weather
- Stile at Footpath 26 – The landowner has now repaired the stile
- The Coach Road – The Chairman undertook to complete the habitat survey which is currently holding up proceedings.
- Footpath 3 (Lythe Hanger) – Tree trunks have been installed across the top of this footpath but the bottom of the path still needs to be closed off to bikers by the landowner.

Chair

18/45

STEEP COMMON

- Play Equipment – An estimate of £114 has been received from Wood Themes for a replacement of a piece of the slide. A comparison quote will be sought from Pewcorner Woodworks.
- Tree Audit – Joe Jackman has been unwell and has been unable to complete the tree audit – a date has yet to be confirmed.
- Parking – The Clerk was asked to write to the Church to remind them that parking is not

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permitted on the football pitch.

Clerk

18/46 DISTRICT COUNCILLOR REPORT – Cllr. Nick Drew reported on the following items:

- Leaf Sweeping – Cllr. Drew has discussed Steep Parish Council’s concerns with Cllr. Oppenheimer and they are struggling to find a solution to the problem of clearing Steep’s lanes. Cllr. Drew advised that it may be necessary to consider an official complaint via EHDC if Steep P.C. feel the issue is not being addressed.
- Steep Roll of Honour – Book Launch - This book, which has been researched by David Erskine-Hill, constitutes the story of 54 men from Steep whose names are inscribed on the War Memorial. The launch of the book is to take place at Petersfield Museum on 22nd March at 6.30 p.m. with all proceeds from the book sale being divided between the Royal British Legion, Help for Heroes and Friends of Steep Church.
- Council Tax – EHDC have frozen their share of the Council Tax for the forthcoming year.
- Councillor Grants – Cllr. Drew reported that his grant allocation has been fully utilised for this financial year - he will, of course, receive a new allocation for 2018-19.

18/47 ANNUAL PARISH ASSEMBLY – It was agreed to ask Dr. Mark Broadmeadow from the Forestry Commission to speak about the risks to the Hangers due to climate change. It will be necessary to book the School Hall for this meeting – date to be confirmed asap.

Chair

18/48 FORTHCOMING MEETINGS –

- EHAP&TC – Wednesday, 14th March, Hawkley Village Hall, 7.30 p.m.
- The Future of our Landscape – A panel discussion on farming and the countryside – Friday, 9th March, 7.30, Bedales School.
- Steep Roll of Honour, Book Launch (as above) – 22nd March, Petersfield Museum, 6.30 p.m.

18/49 DATE AND TIME OF NEXT MEETING – The next meeting of Steep Parish Council will be on Monday, 9th April at 7.30 p.m. at Steep Village Hall.