

STEEP PARISH COUNCIL

CHAIRPERSON: Mrs. Caroline Robinson

CLERK: Mrs. Jenny Hollington

Minutes of the Annual General Meeting held on Thursday, 10th May 2012 at Steep Village Hall following the Annual Parish Assembly

Present: Cllrs. Caroline Robinson (in the Chair) Terry Cook
Graham Banks Simon Bridger
Nick Hurst Jenny Martin
Jim MacDonald

In Attendance: Clerk - Jenny Hollington

There were 5 members of the Public present.

12/55 APOLOGIES: - County Cllr. Vaughan Clarke, District Cllr. Nick Drew, and Cllr. Suzi Openshaw,

12/56 ABSENT: Cllr. Gibson

12/56 ELECTION OF CHAIRPERSON – Cllr. Martin nominated Cllr. Caroline Robinson and this was seconded by Cllr. Cook – All AGREED. Cllr. Robinson was therefore declared Chairman of Steep Parish Council and duly signed the Declaration to Accept the Office of Chairman and took the Chair. Cllr. Cook thanked Cllr. Robinson for her continued hard work on behalf of the Parish Council.

12/57 ELECTION OF VICE-CHAIRPERSON AND ASSIGNMENT OF RESPONSIBILITIES Cllr. Jenny Martin was nominated as Vice-Chair by Cllr. Robinson and this was seconded by Cllr. Cook. - All AGREED.

The Chairman said that she had spoken to Cllr. Openshaw who has requested a period of absence from Parish Council meetings due to family circumstances. She very much wishes to continue in her role of Parish Councillor and to work on the Roads and Traffic Sub-Committee and on the Community Bus Scheme but finds attending the meetings difficult at the present time. It was pointed out that communication is difficult if a Councillor is absent from P.C. Meetings. This was discussed and it was AGREED that permission for absence should be given to Cllr. Openshaw for 3-months and then the situation reviewed. The Clerk was asked to write to Cllr. Openshaw to let her know Council's decision.

It was agreed that responsibilities should be assigned as per the previous year – apart from Cllr. Openshaw's name which was deleted from footpaths, and are as follows:

Common	Charles Gibson and Jim MacDonald
Hangers	Terry and Jim MacDonald
Footpaths	Jenny Martin
Roads and Traffic	Caroline Robinson, Graham Banks and Suzi Openshaw
I.T.	Nick Hurst
Village Hall and War Memorial	Caroline Robinson and Simon Bridger
Parish Plan Representative	Jim MacDonald

12/58 MINUTES – The Minutes of the Parish Council Meeting held on 2nd April 2012 were agreed as an accurate record of the meeting and signed accordingly.

12/59 DECLARATIONS OF INTEREST - The Chairman reminded Councillors that any interests should be recorded as necessary.

12/60 PUBLIC COMMENT – there were no comments from the public

12/61 FINANCE

- a. End of Year Accounts – The end of year accounts had been circulated prior to the meeting – there were no questions. It was AGREED the accounts should be adopted (subject to audit). The governance statement was considered and duly signed.
- b. Insurance Provision – The renewal quotation from Came & Co. had been circulated to Councillors before the meeting. It was AGREED that the insurance should be renewed for 1 year.
- c. The following cheques were approved and signed:

100172	A.G. Coles (hedging – allotment in Ridge Common Lane)	£ 72.00
100173	D. Hocking (planting on Steep Common)	£199.34
100174	N. Adams (annual play equipment inspection)	£ 48.60
100175	Came & Co. (Insurance)	£513.89
100176	Steep Parish Plan (donation)	£500.00
- d. The letter requesting funding towards Petersfield Open Air Swimming Pool was discussed and it was AGREED that this should be reconsidered at the end of the financial year when there would be a better idea of available finances. The Clerk to advise the Trustees of the pool accordingly.

12/62 SUB-COMMITTEES SET UP IN RESPONSE TO RESULTS OF PARISH PLAN QUESTIONNAIRE

- a. Roads and Traffic – Cllr. Openshaw still needs to recruit a few more people (ideally from the Island and/or Stoner Hill) and then she will call the first meeting.
- b. Steep Common – Cllr. MacDonald reported that a site meeting is due to be held on Saturday, 19th May to look at the issues raised in the Parish Plan Questionnaire – seating/picnic tables, play equipment, parking, etc., to obtain additional in-put.

12/63 ON-GOING ITEMS

- a. The Queen’s Diamond Jubilee Celebration – Unfortunately the article regarding the flower box competition had been left out of the May Newsletter and it is now too late to advertise the competition - this competition will now **not** go ahead. The sub-committee have requested permission for a small bonfire in the evening, when there is live music also planned. The Clerk was asked to speak to the Insurance Company and to organise the Risk Assessment.
- b. Repair of Circular Seat – Cllr. Gibson is dealing with this. Cllr. Cook suggested that Hugh Rowth should be approached for advice.
- c. Noticeboards – Cllr. Banks said that he would be happy to take on this project over the school summer holidays – he will report his findings in September.
- d. Community Bus Scheme – no report available.
- e. Kissing Gates – The upper kissing gate is now in position. Cllr. Martin said she would take photos and inform the Small Grant Scheme.

12/64 PARISH PLAN – DESIGN GUIDANCE

This document had been circulated prior to the meeting to be considered by Councillors before being published in the Village Newsletter. The Chairman thanked Peter Cruttenden for the chance to comment – it was AGREED that everyone was comfortable with the document. Councillors were reminded that there was to be a meeting between the Parish Plan Steering Group and the Parish Council on Monday, 28th May before the Parish Council Meeting – this would also be a chance for Neighbourhood Planning to be discussed.

12/65 REPRESENTATIVE REPORTS

Commons and Hangers – Play Equipment Annual Inspection Report – Cllr. MacDonald briefly reviewed the main points raised in the report:

- Erosion at the edge of the play equipment – medium risk – the soil needs to be brought up and re-seeded or turfed. Cllr. MacDonald to advise Cllrs. Cook and Bridger of the size and they will re-turf the area;
- Gate – it is recommended that a stop post be installed to stop the gate from trapping fingers – this was considered by Cllrs. but it was felt that there was an extremely low chance of this occurring and also that the post would become a trip hazard – Cllr MacDonald was asked to put into writing that the recommendation had been considered by the Council and the reasons for not installing a post;
- Hedge – It is recommended that the hedge be lowered to give better visibility – it was AGREED that the hedge will be cut back once the birds have nested.

Footpaths – Cllr. Martin had attended a meeting on Lythe Hanger with Chris White (H.C.C. – Roads and Traffic), Simon Marriott (Ranger, QECP), the Contractor currently working on the Shipwrights Way at Kettlebrook Cottages, and Anthony Littlejohn (neighbouring property) to discuss the resurfacing of BOAT 31. This project had been discussed previously but was dismissed because it was considered that proposals wouldn't withstand motorised traffic. However, it is considered that there is no better alternative, so the original proposal will be re-submitted. The Contractor will prepare a quote to be considered by H.C.C. Small Grant Scheme and the South Downs National Park Authority so that hopefully it won't require any money from the Parish Council.

Roads and Traffic – the Clerk had received an e-mail response from the Bursar at Bedales regarding the perceived increase in white vans using Church Road, saying that there has been no change in the amount of traffic from Bedales. Councillors felt that this response did not accord with the feelings of residents of Church Road and it was agreed that Cllr. Banks should raise the issue with the Bursar again in order that it could be taken further with the Outside Management Team who should rationalise traffic movement.

Bollards outside Steep School – the Chairman has followed this up with Chris White (H.C.C. Roads) who says that the delay occurred originally because the wrong bollards had been ordered, this has now been rectified and the bollards will be in position by the end of the month.

Pot Holes in Mill Lane - Chris White also confirmed that these are on the “to do” list and will be sorted out “soon”.

Horse Riding Signage in Mill Lane – Cllrs queried why we hadn't been informed that these signs were to be installed – one of which has already fallen down! The Chairman said she would write to H.C.C. about this and copy the letter to the County Councillor and District Councillor for their information.

Steep Village Hall and War Memorial – the Chairman reported that the War Memorial is looking at its best thanks to Rosemary Lilley who is continuing her hard work. The Clerk was asked to send Rosemary a thank you gift of a WH Smiths Voucher.

A complaint about rain water gushing from a blocked gutter onto a neighbouring driveway was discussed - Cllr. Bridger said he would attend to this problem as soon as it stopped raining.

A “systemiser” has been recommended to regulate the control of water flowing through the Gent's urinal – this item will be discussed further at the Village Hall AGM.

I.T. – It was agreed that Ray Street should be invited to a Parish Council Meeting to give a report and update Councillors on web related issues.

Parish Plan – Cllr. MacDonald reminded Councillors that the draft Parish Plan would be circulated shortly to be discussed at the meeting on the 28th May. All Councillors should ensure that they have read the documents so that feedback can be given to the Steering Group.

Cllr. Cook said that he was disappointed that the Parish Council had not been better represented at the recent meetings to discuss and assess support for the future of the Cricketers Pub – the current licensees

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are leaving in August after only a short time and there is a feeling that the pub will not survive because of high outgoings. It was agreed that this item should be discussed at the next Parish Council Meeting and that Councillors should give it some thought beforehand.

12/66 FORTHCOMING MEETINGS - Cllrs. Robinson and MacDonald agreed to attend the SDNPA Meeting on 30th May at Meonstoke Village Hall.

12/67 DATE AND TIME OF NEXT MEETING – Meeting with the Parish Plan Group - Monday, 28th May 2012 at 7.30 p.m. followed by Parish Council Meeting

The meeting closed at 10.00 p.m.