

**STEEP PARISH COUNCIL**

**CHAIRMAN:** Jim MacDonald

**CLERK:** Jenny Hollington

**Minutes of a Parish Council Meeting held on Tuesday, 24<sup>th</sup> May 2016 at Steep Village Hall (held following the Annual Parish Assembly)**

**Present:** Cllrs. Jim MacDonald (in the Chair) Terry Cook Jenny Martin  
Simon Bridger Luke Spurdle

**In Attendance:** Graham Hughes and Ray Street - Steep Cricket Club  
Vaughan Clarke – County Councillor  
Nick Drew - District Councillor  
Jenny Hollington - Clerk

There were 4 members of the public in attendance.

<b>Minute</b>	<b>Item</b>	<b>Action</b>																		
16/52	<u>APOLOGIES</u> – Apologies had been received from Cllrs. Cruttenden, Fairley, Hurst and Thackrey																			
16/53	<u>ELECTION OF CHAIRMAN</u>  Cllr. Martin proposed that Cllr. MacDonald continue in post as Chairman of Steep Parish Council. This was seconded by Cllr. Cook and unanimously agreed. The declaration to accept the office of Chairman by Cllr. MacDonald was duly signed and witnessed.																			
16/54	<u>ELECTION OF VICE-CHAIR</u>  In his absence, the Chairman proposed Cllr. Cruttenden continue as Vice-Chair of Steep Parish Council. This was seconded by Cllr. Cook and unanimously agreed.																			
16/55	<u>PARISH COUNCILLOR RESPONSIBILITIES</u>  The Chairman proposed that unless anyone felt otherwise, Councillors should continue in their current roles - this was agreed. Councillor responsibilities are therefore as follows:  <table border="0" style="margin-left: 20px;"> <tr> <td style="vertical-align: top;"><b>Planning Committee</b></td> <td>Chairman – Graeme Fairley Jim MacDonald, Nick Hurst, Terry Cook, Simon Bridger and Peter Cruttenden</td> </tr> <tr> <td><b>Finance Committee</b></td> <td>Chairman – Peter Cruttenden, Jim MacDonald and Terry Cook</td> </tr> <tr> <td><b>Roads and Traffic</b></td> <td>Luke Spurdle</td> </tr> <tr> <td><b>Steep Common</b></td> <td>Luke Spurdle, Terry Cook</td> </tr> <tr> <td><b>Footpaths</b></td> <td>Jenny Martin</td> </tr> <tr> <td><b>Ashford Hangers</b></td> <td>Terry Cook, Jim MacDonald</td> </tr> <tr> <td><b>War Memorial</b></td> <td>Simon Bridger</td> </tr> <tr> <td><b>Village Hall</b></td> <td>Simon Bridger, Peter Thackrey, Jenny Martin</td> </tr> <tr> <td><b>IT/Communication</b></td> <td>Nick Hurst, Luke Spurdle</td> </tr> </table>	<b>Planning Committee</b>	Chairman – Graeme Fairley Jim MacDonald, Nick Hurst, Terry Cook, Simon Bridger and Peter Cruttenden	<b>Finance Committee</b>	Chairman – Peter Cruttenden, Jim MacDonald and Terry Cook	<b>Roads and Traffic</b>	Luke Spurdle	<b>Steep Common</b>	Luke Spurdle, Terry Cook	<b>Footpaths</b>	Jenny Martin	<b>Ashford Hangers</b>	Terry Cook, Jim MacDonald	<b>War Memorial</b>	Simon Bridger	<b>Village Hall</b>	Simon Bridger, Peter Thackrey, Jenny Martin	<b>IT/Communication</b>	Nick Hurst, Luke Spurdle	
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	<u>Working Parties</u>  <b>Planning &amp; Development</b> Peter Cruttenden, Jim MacDonald, Jenny Martin																			

**Site Assessment** Graeme Fairley, Peter Cruttenden  
**Community Resilience** Peter Thackrey, Graeme Fairley

16/56 MINUTES – The Minutes of the Meeting held on Monday, 4<sup>th</sup> April were approved and signed

16/57 DECLARATIONS OF INTEREST – The Chairman reminded Councillors of their responsibility to declare any interest in any matter on the Agenda. None declared.

16/58 PUBLIC COMMENT – None.

16/59 STEEP CRICKET CLUB – The Chairman explained that Steep Parish Council had been asked for a letter of support by the Cricket Club. As the Parish Council are unaware of recent Club activities they had invited club representatives to up-date them on what has been going on:

Graham Hughes (Vice-Chair) and Ray Street (Fixtures Secretary/website manager) were introduced. Mr. Hughes explained that the Club plays 3-games a week on average and has a following of approximately 1000 people who come into Steep to enjoy the cricket and area. The club provides a welcoming, social atmosphere in beautiful surroundings and is proud to have been accredited with the ECB Club Mark (an award which identifies clubs providing safe, fun and child friendly environments in which cricket can thrive). The Club's coaches engage with local schools and there is now a membership of over 150 juniors (aged 7-19) from across the area.

The pavilion has recently undergone a change of colour and this is part of the refurbishment of the 25-year old building. Funding for this was achieved via a grant from the Big Lottery and a £5000 contribution from the Club's finances.

Looking to the future, the Club is hoping to raise £9,000 to provide an artificial wicket for junior members and this is where the Parish Council's affirmation that the Club is a benefit to the community would be appreciated. The Chairman confirmed that he would have no hesitation in giving his whole hearted support to the Club and this was unanimously agreed by the Parish Council – the Clerk was asked to draft a letter in conjunction with the Club as soon as possible.

It was pointed out that EHDC Cabinet Grants for up to £25,000 are available and club representatives invited to contact Cllr. Nick Drew for information.

16/60 FINANCE

- (a) Precept – This year an EHDC administrative error resulted in Steep residents receiving an incorrect Council Tax bill, showing an increase in the amount of tax relating to Steep. This was a surprise to the Parish Council who had agreed that there should be no increase and that the precept should remain at £14,000 for 2016-17. On enquiry, it appears that the incorrect tax base had been used to calculate the amounts owing. In order to resolve the problem, EHDC has now issued new bills to Steep residents showing the correct charge, together with a covering letter explaining their error.
- (b) Internal Audit – Unfortunately the Parish Council's regular Internal Auditor is unable to carry out the audit for 2015-16 due to illness. In view of timings, the Clerk has arranged that Eleanor Greene, from Do the Numbers, will carry out this year's internal audit on 14<sup>th</sup> June. The new agreement with Do the Numbers was approved and signed.
- (c) Governance Statement 2015-16 – The Governance Statement 2015-16 had been circulated to all Councillors prior to the meeting. There were no queries and the statement was therefore approved and signed.

- (d) Annual Return 2015-16 – Section 2 – There is a small query with regard to the figures for the year 2015-16. It was agreed to defer signing the Annual Return until the meeting on 6<sup>th</sup> June when the Clerk would have had an opportunity to speak to Eleanor Greene.
- (e) Insurance Provision 2016-17 – Each year 3 quotes from different insurance companies are obtained for comparison purposes. This year Zurich confirmed that they are unable to compete with the price offered by Hiscox of £364.02 (less if a 3-year long-term agreement is signed, bringing the cost down to £345.82). The service and advice offered by Hiscox, via Came & Co. is considered appropriate and the price competitive - it was therefore agreed to sign up to the 3-year long term agreement.
- (f) The following cheques were approved and signed for May payment:

Chq No.	Amount	Payee	Service
100075	£12.60	Petersfield Town Council	Dog waste collection
100076	£3.00	Hant Assoc Local Councils	Postage – free booklets
100073	£1057.57	J. Hollington	Clerk – April/May + expenses
100074	£345.82	Came & Co	Insurance
100075	£20.00	Steep School	Hire of facilities – community event

16/61 THE LENGTHSMAN SCHEME

Councillor Martin reported that she and representatives of Sheet and Buriton Parish Councils had interviewed 2 excellent candidates for the role of Lengthsman. Following this, it had been agreed to offer the position to the more local candidate – Nick Rook Blackstone – who accepted the position. A contract will now be sent for signature and once this is received, work across the cluster will be able to start. The Clerk will co-ordinate the worksheets for the parishes and liaise with Nick Rook Blackstone.

Clerk

Steep Parish Council now needs to prioritise the work it would like carried out – it was agreed that Councillors should send their proposals to Cllr. Martin and a sub-committee comprising Cllr. Martin, Cllr. MacDonald and Cllr. Spurdle will meet to agree priorities and inform the Clerk.

JM/  
Chair/  
LS

16/62 STEEP COMMON

- (a) Community event to celebrate the Queen’s 90<sup>th</sup> birthday – Saturday, 11<sup>th</sup> June from 2.00 p.m.- The Clerk confirmed that plans for this event are progressing well and that a wide variety of competitions, games and refreshments are being planned, with a fancy dress theme of Hats and Handbags! A risk assessment, required by Hiscox for insurance purposes, will be carried out in the next 2-weeks. The School have agreed that their kitchen facilities can be used to support the event and the main hall used as a back-up facility in case of bad weather. A temporary event licence has been applied for.
- (b) No Parking signage for gates – the sign is under construction – the Clerk will continue to chase this.

Clerk

16/63 ROADS AND TRAFFIC

- (a) Road Sweeping – No response has been received from EHDC to the P.C. letter requesting an immediate sweep of the lanes – Cllr. Drew will chase this issue.
- (b) Mill Lane Corner – Andrew Wood (HCC) has been in contact with the new residents on the corner with regard to the removal of the yew hedge. A team from HCC has cleared the opposite corner but unfortunately in carrying out this work they have blocked the gully that drained water from the War Memorial. This will need to be monitored.

Dist  
Cllr.

With regard to the general condition of parish lanes, Cllr. Spurdle said that he has spoken to Connor Morris who has confirmed that the potholes in Steep Marsh are due to be addressed in the next couple of months as will the flushing through of the drain at Elmwood Corner. A couple of new roads issues have been raised recently and these will be discussed further at the next Parish Council Meeting.

16/64 FOOTPATHS

- (a) Footpath issues - A report had been circulated for consideration by Councillors prior to the meeting and is appended to these Minutes. Cllr. Martin pointed out that Steep has far more footpaths than any other local parish and the problem is deciding work priorities. It was agreed that Cllrs Martin, MacDonald and Cruttenden should meet to discuss the issues raised in the report in more detail and agree work priority and funding options and report back at the next meeting. It was noted that some of the maintenance projects could potentially form part of the Lengthsman's work.

Chair  
PC/  
JM

- (b) Walks Pamphlets – Cllr. MacDonald undertook to complete his contribution to this project prior to the sub-committee meeting above. Grant funding options for the pamphlets will be looked into.

Chair

16/65 MEETINGS ATTENDED

- EHDC Community Resilience – The Chairman and Philip Mileham attended this meeting which was presented by members of the emergency services, including the Environment Agency and Scottish and Southern Energy. The aim is for all parishes to produce a community plan using local knowledge/contacts so that emergency services have something to work to if/when an emergency arises. Cllr. Graeme Fairley is leading the working party for Steep – a draft document is currently being prepared and will come before the Parish Council for comment/approval in due course.
- SDNPA Workshop – The Chairman and Clerk attended this meeting which aimed to answer any questions from Parish Councils and included workshops focussed on the Planning Consultee website access, as well as planning enforcement.

GF

16/66 DATE OF NEXT MEETING – The next meeting of Steep Parish Council will take place on Monday, 6<sup>th</sup> June at the Haste Offices in Steep Marsh at 7.00 p.m.

The meeting closed at 10.00 p.m.