



Councillors are hereby summoned to a meeting of Steep Parish Council for the transaction of business set out below.

*D Rodgers*

**Dawn Rodgers, Clerk to the Council, 6<sup>th</sup> June 2023**

Email: [clerk@steep-pc.co.uk](mailto:clerk@steep-pc.co.uk)

**AGENDA**

1. **Apologies for absence**
2. **Declarations of interests:**  
*Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses & votes on the matter.*
3. **Approval of Minutes:** to approve the minutes of the meeting held on 15<sup>th</sup> May 2023
4. **Public Comment**
5. **County Councillor Report:** to receive a report
6. **District Councillor Report:** to receive a report
7. **Parish Council Drop In mornings:** to discuss the possibility of a parish residents drop in morning
8. **Planning Priority Statements and Open Space Assessment:**
  - (a) To decide on the formation of a working group
  - (b) To appoint members to the working group if applicable
9. **To consider the grant application for the Coronation picnic**
10. **Land at Church Road:** to receive any update from the Chair
11. **Civility Pledge:** to consider adopting the SLCC / NALC Civility pledge
12. **Cyber Essentials:** to consider the NALC recommendation to obtain certification
13. **To receive and agree the Terms of Reference for:**
  - (a) **Finance Committee:** to receive and agree the terms of reference
  - (b) **Planning Committee:** to receive and agree the updated terms of reference
  - (c) **Church Road Traffic working group:** to receive and agree the terms of reference
  - (d) **Communications working group:** to receive and agree the terms of reference
  - (e) **Policies working group:** to receive and agree the terms of reference
  - (f) **Events working group:** to receive and agree the terms of reference
14. **Facebook:** to receive an update on the Facebook page
15. **Website:** to receive an update on the parish council website
16. **Steep Village Hall:** agree whether to pay the grant in one lump sum or two payments (now & Sept)
17. **Lutcombe Pond:** to receive a report from the 19<sup>th</sup> May meeting
18. **Phase 2 management project:** to receive an update
19. **Roads and Traffic working party:**
  - (a) To agree the terms of reference
  - (b) To receive an update
20. **Steep Marsh:**
  - (a) To receive an update on a venue for the October meeting in Steep Marsh
  - (b) To agree the formation of a Steep Marsh working party
  - (c) To appoint members to the Steep Marsh working party
  - (d) To receive an update from the clerk on the noticeboard
21. **Finance:**
  - (a) to approve the bank reconciliation to 10<sup>th</sup> May 2023
  - (b) to approve cheques and direct debits for June payment
  - (c) Insurance – to confirm the Insurance renewal & that the Finance Committee will review levels of cover
  - (d) to receive a recommendation and make a decision re Online Banking
22. **GDPR and Data Protection:**
  - (a) to appoint a Data Protection Officer
  - (b) to agree for training for new councillors / the whole Parish Council
23. **Swings at Hays Cottages Grant Application:** to receive an update from the clerk
24. **Correspondence received:**
  - (a) Letter from Member of the Public re representation of Councillors across the Parish
  - (b) Russell Oppenheimer – Parish Forum: Motorbike Noise (Teams meeting 3pm)
25. **Date and time of next meeting:** Monday 3<sup>rd</sup> July 2023 at 7.30 pm at Steep Village Hall