

**MINUTES**  
**Steep Parish Council Annual Meeting**  
**Monday 15<sup>th</sup> May 2023 at 7.30pm**

**Present:** Cllrs. Jenny Martin (in the Chair), Terry Cook, Charlotte Duthie, Freddie Holmes, Robin Hollington, Shannon Askew, Harriet Waley-Cohen, Paul Garstin

**Also present:** Dawn Rodgers, Clerk  
10 members of the public (MoP)

- Minute Item**
- 23/86 **Apologies for Absence**  
Cllr Alison Driver.
- 23/87 **Nominations for Chair**  
**Resolved:** Jenny Martin was unanimously elected as chair for the ensuing year.
- 23/88 **Nominations for Vice-Chair**  
**Resolved:** Harriet Waley-Cohen was unanimously elected as vice-chair for the ensuing year.
- 23/89 **Declarations of Interest**  
The declaration from the agenda was read to all.
- All new councillors were welcomed and thanks were given to the retiring Chair, Jim MacDonald, for his long service and dedication to the council and residents of Steep Parish.
- 23/90 **Approval of Minutes**  
**Resolved:** The minutes of the Parish Council meeting of 3<sup>rd</sup> April were approved as an accurate record.
- 23/91 **Public Comment:**  
MoP 1 gave thanks to outgoing councillors, and to Jim MacDonald for his diligence and patience as Chair. MoP 1 also asked if the roads in Steep Marsh could be treated as a priority. They also brought the uncertain future of the Humphrey Holdings chicken farm site to the attention of the council.
- MoP 2 mentioned the flooding on the corner in Steep Marsh. It was noted by Cllr Holmes that a road closure order had been applied for so that works could be performed safely.
- MoP 3 asked if the Village Hall was a registered charity. It is, and the registered charity number can be found on the village hall website.
- MoP 4 asked if councillors could introduce themselves, which they did.
- 23/92 **To appoint a Chair of the Finance Committee**  
**Resolved:** Cllr Hollington was appointed chair.
- 23/93 **To appoint a Chair of the Planning Committee**  
**Resolved:** Cllr Driver was appointed chair.
- 23/94 **To approve appointments to the following Committees:**  
**(a) Finance Committee**  
**Resolved:** Cllrs Driver, Waley-Cohen and Garstin were appointed.  
**(b) Planning Committee**  
**Resolved:** Cllrs Holmes, Duthie, Garstin and Askew were appointed.
- 23/95 **To review the Terms of Reference for the Finance Committee**  
The committee will draft ToR and agree them at their first meeting, and then present to the Council for approval.

***ACTION: Finance Committee***

- 23/96 **To review the Terms of Reference for the Planning Committee**  
Clarification was sought as to who defines whether a planning application referred back to the full council. This is decided by the clerk, the planning chair and the chair of the council. The planning committee will review the existing ToFR, agree them at their first meeting and then present to the Council for approval.  
***ACTION: Planning Committee***
- 23/97 **To appoint two councillors to the Church Road Traffic Management Working party**  
It was explained that the previous working group had thought that no action could be taken until after the planning permission for the Church Road site was known. However, the council had disagreed, and stated the working party should be investigating options to alleviate problems both now and in future if development took place.  
**Resolved:** Cllrs Duthie and Hollington were appointed. Stakeholders from Bedales, Steep School and the Church should be approached to sit on the committee. The first order of business would be to agree the Terms of Reference for presenting back to the Council for approval.  
***ACTION: Cllrs Hollington and Duthie***
- 23/98 **To note dormant working groups:**  
(a) Church Road Site working group
- 23/99 **To consider the appointment of additional Working Groups and their Terms of Reference:**  
(a) Roads and traffic working group  
Cllr Holmes explained the role, as she was solely responsible for this previously.  
**Resolved:** Cllr Holmes will lead the working group, with Cllrs Driver and Askew appointed. ToFR will be drafted and then presented to the Council for approval.  
***ACTION: Cllrs Holmes, Driver and Askew***  
(b) Policies working group  
Cllr Hollington stated a potential conflict of interest with policies related to his IT business.  
**Resolved:** Cllrs Driver, Martin and Hollington were appointed. ToFR will be drafted and then presented to the Council for approval. Cllr Hollington will advise appropriately when conflict of interest arises, and it was agreed he could advise but not vote on those policies.  
***ACTION: Cllrs Driver, Askew and Hollington***  
(c) Events working group (renamed from recreation to avoid confusion)  
The clerk explained that in order for events to be insured under the councils' insurance policy, the council, a working party or a subcommittee of the council must be the sole organiser of the event. Working parties should consist of at least two councillors. For continuity of understanding what criteria needed to be fulfilled (insurance, risk assessments etc), the same councillors should sit on all events.  
**Resolved:** Cllrs Waley-Cohen and Garstin were appointed. ToFR will be drafted and the presented to the Council for approval.  
***ACTION: Cllrs Waley-Cohen and Garstin***
- 23/100 **To consider existing signatories and adding new signatories on the Council bank accounts**  
**Resolved:** Cllrs Martin and Cook would remain as signatories, and Cllrs Hollington and Holmes would also be added.  
***ACTION: Clerk***
- 23/101 **To consider and appoint the Responsible Councillor(s) for:**  
(a) Steep Common  
**Resolved:** Cllrs Cook, Askew and Garstin were appointed. Cllrs will liaise with former councillor Jeff Graham on the play equipment checks, etc.  
(b) War Memorial  
**Resolved:** Cllrs Waley-Cohen and Askew were appointed.  
(c) Steep Village Hall  
**Resolved:** Cllr Hollington was appointed.  
(d) Footpaths and Rights of Way  
**Resolved:** Cllr Duthie was appointed.  
(e) HR & Staffing

**Resolved:** Cllrs Martin and Hollington were appointed.

(f) Communications (e.g., Newsletter, Website and Social Media)

**Resolved:** Cllrs Waley-Cohen and Holmes were appointed.

(g) Ashford Hangers

**Resolved:** Cllrs Cook and Duthie were appointed.

(h) Lutcombe Pond

**Resolved:** Cllrs Martin, Holmes and Garstin were appointed.

(i) Lengthsman

**Resolved:** Cllr Duthie was appointed

(j) I.T.

Cllr Hollington stated a potential conflict of interest with I.T. items related to his IT business.

**Resolved:** Cllrs Holmes, Waley-Cohen and Hollington were appointed. Cllr Hollington will advise appropriately when conflict of interest arises, and it was agreed he could advise but not vote on those items.

(k) Phase 2 Traffic Management project

**Resolved:** Cllr Holmes remains responsible.

(l) Swings at Hays Cottages project

**Resolved:** Cllrs Driver and Askew will lead, liaising with former councillor Jeff Graham who previously was responsible for this project.

23/102 **Finance:**

(a) To enter in the minutes the approved the bank reconciliation for April

**Resolved:** approved bank recs were accepted.

(b) To enter in the minutes the approved cheques and direct debits list for May payment

**Resolved:** approved cheques and DD were accepted.

(c) To approve cheques and direct debits for late May payment

**Resolved:** The attached cheque list and direct debits (Appendix A) were approved for payment

(d) To note Actual to Budget figures to end of financial year 22-23

**Resolved:** The previously circulated report was accepted.

(e) To approve and sign the Annual Return 22-23

**Resolved:** The YE figures were accepted (as agreed by the internal auditor)

(f) To consider and sign the Governance Statement 22-23

**Resolved:** Signed by the chair and clerk

(g) To approve the Accounting Statements 22-23

**Resolved:** signed by the chair and clerk

(h) To confirm date for the period of Notice of Public Rights and date of announcement

**Resolved:** Approved by the council

(i) To confirm there is no conflict of interest with BDO (external auditors) and sign form

**Resolved:** No conflict was identified and the form was signed.

23/103 **Petersfield Town Council - New Councillor Training on 5<sup>th</sup> June 2023**

The clerk corrected this would be run by PTC, not EHDC. Location will be the Festival Hall, arrival from 6:30pm for a 7pm start.

**Resolved:** Cllrs Martin, Duthie, Hollington, Askew, Driver, Garstin and Waley-Cohen to attend.

**ACTION:** Clerk

23/104 **June Parish Council meeting**

**Resolved:** The June Planning and Full Council meetings will be moved to 12<sup>th</sup> June 2023 on account of the above training.

23/105 **To review and confirm the Calendar of Meetings for the rest of 2023**

**Resolved:** the meetings for the rest of the year are confirmed as:

Monday, 3<sup>rd</sup> July 2023

Monday, 4<sup>th</sup> September 2023

Monday, 2<sup>nd</sup> October 2023

Monday 6<sup>th</sup> November 2023

Monday 4<sup>th</sup> December 2023

23/106 **To agree a date for the next Village Hall Trustee meeting**  
**Resolved:** Date agreed as Wednesday 31<sup>st</sup> May 2023 at 7.30pm.

**Date of next meeting:** The next meeting will be held on **Monday 12<sup>th</sup> June 2023** at 7.30 p.m.

The meeting closed at 9.29pm.

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## Steep Parish Council Meeting – 15.05.2023

**Cheques - May 2023 (already signed due to late meeting)**

Chq No.	Amount	Payee	Service
100514	£2,077.20	Nick Culhane Highways Consultant	HCC pre-app application and associated works
100515	£783.33	Dawn Rodgers	Clerk Salary and Lengthsman Admin
100516	£83.24	Dawn Rodgers	Office supplies expenditure
100517	£117.63	June Gurney	APA Refreshments and service
100518	£184.00	Steep Village Hall	Parish Council Meetings - Hall hire
100519	£45.00	P Reynolds	Fair Account - Internal Audit
<b>Subtotal</b>	<b>£3,290.40</b>		

**Direct Debits - April 2023 (notification received after April PV meeting - already signed off)**

Invoice	Amount	Payee	Service
INV-IIS0003196	£109.20	Inspired Information Services Limited	Email, Office 365 licenses, Virtual Phone number, etc
<b>Subtotal</b>	<b>£109.20</b>		

**Cheques - May 2023 (for signature)**

Chq No.	Amount	Payee	Service
100520	£0.00	Mistake on cheque - cheque not used	
100521	£1,073.82	BWP Creative Limited	Website balance, plus hosting and planning software cost
100522	£690.00	Hart Tree and Landscaping Services	Lengthsman services
100523	£306.72	J D Graham	SpeedWatch Hi vis, tablet and tablet protection (offset by EHDC grant)
<b>Subtotal</b>	<b>£2,070.54</b>		

**Direct Debits - May 2023 (for signature)**

Invoice	Amount	Payee	Service
INV-IIS0003242	£109.20	Inspired Information Services Limited	Email, Office 365 licenses, Virtual Phone number, etc
<b>Subtotal</b>	<b>£109.20</b>		
<b>TOTAL</b>	<b>£5,579.34</b>		

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