

**MINUTES**  
**Steep Parish Council Meeting**  
**Monday 25<sup>th</sup> March 2024 at 8.15pm**

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

**Also present:** Sandra Humphrey, Clerk

<b>Minute</b>	<b>Item</b>
24/61	<b>Apologies for Absence</b> Apologies were accepted from Cllr Waley-Cohen
24/62	<b>Declarations of Interest</b> Councillors were reminded of the declaration as received on the agenda. Cllr. Robin Hollington advised that his company, Inspired Information Services, manages the e-mail system for the Parish Council.
24/63	<b>Approval of Minutes</b> The Minutes of the meeting held on 4 <sup>th</sup> March 2024 were accepted as a true record with all in favour subject to the following amendments/additions. Cllr Driver asked for 24/43 Land at Church Road – replace ‘more ditches’ with ‘a ditch’. And remove paragraph ‘splitting 4 beds into 2 x 2 bed’. The Chair proposed that the paragraph ‘She felt that SDNP are having an undue influence on the matter’ be removed as this was irrelevant. This was seconded by Cllr Garstin, with Cllr Cook in favour, Cllr Driver and Duthie objected. to its removal. Cllr Askew: 24/48 point (d) remove Action R&T as not their action. Also 24/43 Ellis field – replace ‘they had no objection’ to ‘they had raised an objection to visibility’.
24/64	<b>Public Comment:</b> No public present.
24/65	<b>Finance:</b> (a) To Approve cheques for March Payment (previously circulated) were approved (appendix A)
24/66	<b>Audit 23-24:</b> to review and approve the following documents: (a) Risk Register (b) Standing Orders (c) Statement of Internal Controls 23-24 (d) Asset Register 23-24 These were all previously circulated, they were discussed and found to need amending it was agreed. That these will be presented again at the April meeting with all in favour.
24/67	<b>Annual Parish Assembly and AGM 2024</b> Agreed for Monday 13 <sup>th</sup> May at 7 pm with all in favour. Fran Box and Susie Collingridge will talk about 900 years of Steep Parish Church Cllr Martin agreed to arrange the wine and snacks. This will then follow on with the AGM to elect Chair, Vice Chair, Committees. <b>Date and time the Next Meeting:</b> - Monday 8 <sup>th</sup> April Steep Village Hall at 7.30 pm
24/60	<b>The meeting closed at 9.09 pm</b>

Appendix A

**Cheques – payments 2024(already issued since last PC meeting)**

<b>Chq No.</b>	<b>Amount</b>	<b>Payee</b>	<b>Service</b>
<b><u>Cheques - Mar payment</u></b>			
<b><u>2024</u></b>			
100567	£648.00	APH	Ash Tree War Memorial
100577	£1,101.20	Sandra Humphrey	Clerk Salary
100578	£322.13	HM Revenue & Customs	Mar Tax and NI Due
100579	£1,767.00	Auto Speed watch inv 270	Speed Cameras
100580	£60.84	Petersfield Town Council	Bin empty Jan/Feb/Mar
100581	£600.00	Steep war memorial hall	2 grants recd from EHDC 24/58
100582	£350.00	Steep and Stroud Newsletter	Grant approved Meeting 4th March min ref 24/57
100583	£100.00	Saving Lives Together	Donation approved Meeting 4th March min ref 24/49
<b>TOTAL</b>	<b>£4,949.17</b>		