



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

D Rodgers

Dawn Rodgers, Locum Clerk to the Council, 2nd July 2024

Email: clerk@steep-pc.co.uk

AGENDA

1. **To note the Clerk's resignation and welcome Mel Talor as locum clerk**
2. **Apologies for absence**
3. **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.
4. **Public Comment**
5. **Approval of Minutes:** to approve the minutes of the meetings held on 13th May 2024, 20th May 2024, 3rd June 2024 and 17th June 2024
6. **Public Comment**
7. **County Councillor Report:** to receive a report
8. **District Councillor Report:** to receive a report
9. **Church Road – Open Space Land Management:**
 - (a) To receive comments from councillors following the meeting with Stuart Wilson (WDH) and James Rush (SIN)
 - (b) To agree next steps including a meeting with Sarah Round, SDNPA Principal Development Management Officer
10. **Church Road Traffic working party:** to agree next steps following the end of the consultation period
11. **Clerk recruitment:**
 - (a) To agree wording of the job spec and description (same as previously agreed wording, amended dates)
 - (b) To agree where to place the advertisement
12. **GDPR project – to receive an update on progress including terms of reference**
13. **To note the annual review of Register of Interests as requested by EHDC**
14. **To agree to the Finance Committee updating the Standing Orders, Financial Regulations, Risk Register and Asset Register in conjunction with the locum clerk, presenting to the full council in September**
15. **Roads and Traffic working party:** to receive a report from Cllr Holmes
16. **Steep Marsh:**
 - (a) To receive an update from Cllrs Driver and Duthie re Brickyards
 - (b) To agree a deputation to attend the EHDC full council meeting on Thursday 25th July at 6.30pm to provide a public comment regarding Brickyards issues (as agreed at the Steep Marsh meeting)
 - (c) To note the wording of the public comment above will be agreed by the council via email and submitted to Democratic Services no later than noon 3 working days prior to meeting
17. **To agree actions and a response to letter from member of the public concerning the Millenium bench**
18. **Steep Common – to receive the following updates:**
 - (a) Entrance resurfacing works, maintenance and repair of playground equipment and repair to circular tree bench
19. **Defibrillator project:** to receive a report from Cllr Hollington and agree next steps for funding
20. **To discuss & agree requesting assistance from HALC in helping the council work together cohesively**
21. **Finance:**
 - (a) To approve the HSBC bank reconciliations to 10th June 2024
 - (b) To approve the Lloyds bank reconciliations to 30th June 2024
 - (c) To note the payments lists for June
 - (d) To approve cheques / direct debits payable for July
22. **Correspondence received:**
 - (a) EHAP&TC AGM 10th July at 7.30pm, Liss Village Hall
 - (b) To note a FOI request has been received
 - (c) To note letter of complaint received from member of the public now sent to monitoring officer
23. **To note previously agreed meeting calendar, updated to include agreed Parish Drop In dates**
24. **Date and time of next meeting:** Monday 2nd September 2024 7.30pm at Steep Village Hall