STEEP PARISH COUNCIL

PARISH COUNCIL MEETING
MONDAY 4th November 2024, 7.30pm
STEEP VILLAGE HALL

Councillors are hereby summoned to a meeting of Steep Parish Council for the transaction of business set out below.
Sam Marchant, Locum Clerk to the Council, 25th October 2024
Email: 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 7th October 2024
4. **Public Comment**
5. **County Councillor Report:** to receive a report
6. **District Councillor Report:** to receive a report
7. **War Memorial**
   (a) to receive a written report on refurbishment action from Cllr Holmes
   (b) to receive an update on Silhouette Soldier Statue
8. **SID Warranty Extension:** to discuss for approval
9. **Defibrillator Project:** to receive a written report from Cllr Hollington
10. **Church Road Open Space Land Management**
    (a) to receive a written report from Cllr Driver
    (b) to discuss and agree next steps
11. **Church Road Traffic working group:**
    (a) to receive a written report from the working group
    (b) to agree to formally to ask the owner of Steep Village website to give access to the free online calendar for all stakeholders to share
    (c) to agree that the installation of a village gate would be beneficial and request the R&T Working Group to investigate this with HCC Traffic Engineers
    (d) to agree to write letters to Bedales, SIN and VH asking for more regular hedge cutting throughout the year.
12. **Roads and Traffic working group:** to receive a written report from the working group
13. **Footpaths:** to receive a written report from Cllr Duthie
14. **Lengthsman:** to receive a written report from Cllr Duthie
15. **Steep Common**
    (a) to receive a written report from the working group
    (b) to receive an update on the Bonfire event
16. **Steep Marsh:** to receive a written report from Cllrs Driver and Duthie – to include the outcome from the EHDC full council meeting held on 26th September
17. **HALC:** to agree proposed dates for a Cllr mediation session with a HALC representative to be circulated by the Clerk.
18. **GDPR Training:**
    (a) to confirm date as 25th November for GDPR training for all Councillors
    (b) Note the lead for GDPR, Cyber Essentials and Record Digitalisation is Cllr Holmes with Cllr Hollington
19. **Finance:**
    (a) to approve the HSBC bank reconciliations to 10th October 2024
    (b) to approve the Lloyds bank reconciliations to 30th October 2024
    (c) to note the payments lists for October
    (d) to approve cheques / direct debits payable for November
    (e) Budget 2025/2026 – to discuss expected projects for 2025/2026 and look at proposed figures
20. **Policy Review:**
    (a) to adopt Standing Orders
    (b) to adopt Financial Regulations Policy
    (c) to adopt Grievance Policy and Disciplinary Procedure
    (d) to review a draft GDPR Policy
    (e) to note a Retention Policy is required
    (f) to agree the HR TORs and agree membership of the team
    (g) to note TORS should be drafted for Footpaths and reviewed for the Planning Committee

21. **Correspondence received -** To note an email received from a teacher from Dunannie – the children are learning about the community and bringing people together.

22. **Steep Parish Clerk and Confidential Business:**
    (a) To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of agenda items 22b where publicity might be prejudicial to the special nature of the business.
    (b) To receive recommendations for PC actions from Cllr Holmes and Cllr Waley-Cohen following the report from Martine Roberts HR Department regarding PC procedures and actions to take.

23. **Date and time of next meeting:** Monday 2nd December 2024 7.30pm at Steep Village Hall