



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

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. **Public Comment**
4. **Approval of Minutes:** to approve the minutes of the meeting held 2nd September 2024
5. **Public Comment**
6. **County Councillor Report:** to receive a report
7. **District Councillor Report:** to receive a report
8. **Parish Drop-in 21st September:** to receive feedback from the drop in and agree next steps
9. **War Memorial:**
 - (a) to receive costs and agree replacement silhouette soldier
 - (b) to discuss Remembrance Day arrangements
10. **Defibrillator Project:** to receive a written report from Cllr Hollington
11. **Church Road Open Space Land Management:** to receive a written report from Cllr Driver
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 review the bonfire event risk assessment and policy
16. **Steep Marsh:**
 - (a) to receive a written report from Cllrs Driver and Duthie
 - (b) to receive a written report on the EHDC full council meeting held on the 26 September from Cllr Driver
17. **Cllr Training:** to discuss and approve in principle for Councillors to join NFP Workshops
18. **HALC:** to receive proposed dates for a Councillor session with a HALC representative to resolve tensions within the PC from Cllr Holmes and approve funding up to the limit of £300
19. **Finance:**
 - a. to approve the HSBC bank reconciliations to 10th September 2024
 - b. to approve the Lloyds bank reconciliations to 30th September 2024
 - c. to note the payments lists for September
 - d. to approve cheques / direct debits payable for October
 - e. to report Notice of Conclusion of Audit 2023/24 & BDO comments
20. **2025 Calendar for meetings:** to approve proposed dates
21. **Confidential Business and Steep Parish Clerk:**
 - (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 21b, 21c, 21d and 21e where publicity might be prejudicial to the special nature of the business.
 - (b) to inform the PC of an FOI request and action taken by the Clerk
 - (c) to advise the PC that steps are being taken regarding a complaint - to include the option of taking advice from a third party and approve in principle the fees of up to £1200 for independent professional advice, following HALC advice
 - (d) GDPR Training for Councillors – to discuss quotation and approve funding
 - (e) to receive a recommendation from the selection process and approve the appointment of the new Parish Clerk
22. **Date and time of next meeting:** Monday 4th November 2024 7.30pm at Steep Village Hall