STEEP PARISH COUNCIL

PARISH COUNCIL MEETING
Wednesday 17th September 7.35pm
STEEP VILLAGE HALL

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

Sam Marchant, 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. **Approval of Minutes:** to approve the minutes of the meeting held 7th July 2025
4. **Acknowledgement of the resignation of Freya Simpson**
5. **Acknowledgement of the resignation of Paul Garstin**
6. **Notice that the Parish Council is free to Co-opt for the Councillor vacancy**
7. **Co-option of new Councillor/s**
8. **Vice Chair: to appoint**
9. **Planning Committee Chair: to appoint**
10. **Responsibilities:** to appoint
    a) Roads & Traffic Working Group
    b) Steep Marsh Working Group
    c) Footpaths (Support) Working Group
    d) War Memorial (Support) Working Group
11. **Public Comment**
12. **County Councillor Report:** to receive a report
13. **District Councillor Report:** to receive a report
14. **Councils and the South Downs National Park Authority launch joint call for sites to meet Gypsy, Traveller, and Travelling Showpeople accommodation needs**: open from 5 August to 5 October 2025
15. **River Rother Communities & Parishes Event Tuesday October 7th 2025**
16. **EHDC Grant Funding Opportunities:** to note those currently open
17. **Roads and Traffic (PG/AH)**
    a) To receive a written report
    b) 20mph Church Road project update
    c) Traffic Survey for Steep Marsh: to note cost and agree action
    d) Lead Cllr: to appoint
    e) TORs: to adopt
18. **Steep Marsh:** To receive a written report (AH)
19. **Combined working group (AD)**
    a) To receive a written report with recommendations for next steps
    b) To note developers' letter to residents on update of works and management plan
20. **Common** (SA/PG/TC/CD)
    a) To receive a written report
    b) Bonfire Agreement: to approve
    c) Common Entrance: to receive a third quote and update on SDNP
    d) Tree works: to receive three quotes and approve
    e) Exercise Group hire: to review trial agreement
21. **Finance and Admin:**
    a) to approve the HSBC bank reconciliations to 10th August 2025

b) to approve the Lloyds bank reconciliations to 31st August 2025
c) to approve Finance Summary Actuals vs Budget and list of payments & receipts report
d) Conclusion of Audit 2024-2025
e) Letter of Engagement, Tim Light Lightatouch, Internal Audit Services for 2025/26
f) To approve transfer of remaining funds in the HSBC account
g) CiLCA Training: to approve
h) Budget drafting: to ask for project ideas for 2026/27

22. **Safeguarding Vulnerable Adults & Children Policy:** for adoption (RH/AD/AH)
23. **Remembrance Service:** to note plans
24. **Items for the next agenda:** to receive items
25. **Date and time of next meeting:** Monday 6th October 7.30pm