STEEP PARISH COUNCIL

PARISH COUNCIL MEETING
Monday 6th October 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, 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 Monday 17th September 2025
4. **Notice free to Co-opt/Election for the Councillor vacancy**
5. **Co-option of new Councillor**
6. **Public Comment**
7. **County Councillor Report:** to receive a report
8. **District Councillor Report:** to receive a report
9. **Roads and Traffic (PG/AH)**
   a) SID new location: to review costs and approve
   b) TORs: to adopt
   c) Steep Marsh Traffic Survey (AH)
10. **Combined working group: (AD)**
    a) Village Hall/Church Road/Open Space detailed master plan/design
    b) Contracted Designer TORs: to approve
11. **Common** (SA/PG/TC/CD)
    a) Bonfire Agreement: to approve
    b) Common Entrance: to receive all quotes for review and approve contractor
12. **Finance and Admin:**
    a) to approve the HSBC bank reconciliations to 10th September 2025
    b) to approve the Lloyds bank reconciliations to 31st September 2025
    c) to approve Finance Summary Actuals vs Budget and list of payments & receipts report
    d) to add Bank Signatories
    e) Grant Application Home-Start Butser: for approval
13. **IT / Website/ Marketing & Communication:**
    a) TORs: to adopt (AH)
    b) Website: to agree purpose/objective (AH)
    c) Document Management Policy: to adopt (AH/RH)
14. **Planning Committee TORs**: to adopt (AD)
15. **Items for the next agenda:** to receive items
16. **Date and time of next meeting:** Monday 3rd November 7.30pm