STEEP PARISH COUNCIL

PARISH COUNCIL MEETING
Monday 3 November 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 20 October 2025
4. **Acknowledgement of the resignation of Debora Harding**
5. **Co-option of new Councillor**
6. **Responsibilities/Working groups:** to appoint
   a. Grant Opportunities
   b. Steep Common
   c. Roads & Traffic
   d. HR
   e. Finance
   f. IT & Website/Social Media/Communications
7. **Public Comment**
8. **County Councillor Report:** to receive a report
9. **District Councillor Report:** to receive a report
10. **SSE Transformer proposal**: to receive and agree next steps (AD)
11. **Roads and Traffic (AH/AI/CD)**
    a) Church Road 20mph: to update (SM)
    b) Steep Marsh Traffic Survey: to include update on data protection compliance and implementation (AH)
12. **Combined working group: (AD/RH/SA/CD):** to receive recommendations and agree next steps
13. **Common (SA/TC/CD)**
    a) Bonfire Agreement: to note completion (SA)
    b) To receive a written report (SA)
14. **Standard Operating Procedures:** to adopt (AH)
15. **Digital Asset Security and Governance:** overview and solutions (DH)
16. **Village Hall/SWMVHC**: to receive a verbal report (AH)
17. **Finance and Admin:**
    a) to approve the HSBC bank reconciliations to 10th October 2025
    b) to approve the Lloyds bank reconciliations to 31st October 2025
    c) to approve Finance Summary Actuals vs Budget and list of payments & receipts report
18. **Draft Budget and Precept Proposal:** present draft for feedback prior to approval at December meeting (SM)
19. **Items for the next agenda:** to receive items
20. **Date and time of next meeting:** Monday 1 December 7.30pm