



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 12 January 2026**4. Responsibilities:** to appoint Cllr Nayton**5. Public Comment****6. County Councillor Report:** to receive a report**7. District Councillor Report:** to receive a report**8. Correspondence**

a) Request for information letter re the Church Road development site (AD)

9. Website update: to appoint Cllr**10. Neighbourhood Plan:** to receive an update (AD)**11. SDNP Local Green Space Assessment:** to appoint Cllr**12. SSEN Transformer:** to receive an update (AD)**13. Church Road New Housing Development:** to receive suggestions for road name and agree a recommendation for EHDC**14. War Memorial works:** to receive recommended works and agree next steps (CD/SA)**15. Roads and Traffic (CD/AI):**

a) Church Road 20mph: to update (AI)

b) Signage in Steep Marsh: to update (CD)

16. Steep Marsh (AH/BH):

a) Water runoff from Brickyards (AH)

i. Proposal to fund a one-off baseline water quality test: to approve

ii. Agree to retain the test results on file to support future monitoring, enforcement, or remedial action if required

b) Traffic survey & Cameras (AH)

i. Proposal to commission an independent traffic assessment and authorise investigation and funding: to approve

c) Planning letter response SDNP-25-02138- FUL Microbrewery: to receive an update (AH)

17. Combined Project (AD)

a) S106 report: to update on progress (BH)

18. Common (SA/CD/TC/AI): to receive a written report (SA)**19. Footpaths (AI/CD):** to update on progress (AI)**20. Grant Opportunities (AI/CD):** to receive plan (AI)**21. Standard Operating Procedures:** to adopt (AD)**22. Policy/Procedures for adoption**

a) Pre Project Overview form (AD/BH)

b) IT Policy

23. Policies/Procedure for review

a) Steep PC Grant Application form (RH)

- d) PC Risk Assessment
 - e) Asset Register
24. **Finance and Admin:**
- a) to approve the HSBC bank reconciliations to 10 January 2026
 - b) to approve the Lloyds bank reconciliations to 31 January 2026
 - c) to approve Finance Summary Actuals vs Budget and list of payments & receipts report
 - d) Closure of HSBC account: to receive an update
 - e) Submission of all Digital Asset details to Clerk: to receive an update
25. **2026-2027 Budget Proposal:** to approve
26. **APM Speaker:** to receive suggestions
27. **Items for the next agenda:** to receive items
28. **Date and time of next meeting:** Monday 2 March 7.30pm