



**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](mailto: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 2 February 2026

**4. Public Comment**

**5. County Councillor Report:** to receive a report

**6. District Councillor Report:** to receive a report

**7. Correspondence:** response and further actions (AD/BH)

**8. Combined Project**

a) Design ideas for land: to receive an update (RH)

**9. War Memorial (CD/SA)**

a) Restoration: to receive update

**10. Roads and Traffic (CD/AI)**

a) Church Road 20mph: update and further actions to be agreed

**11. Footpaths CD/AI**

a) Footpath 26: to receive update and further actions to be agreed

**12. Steep Common (SA/CD/TC/AI)**

a) ROSPA Inspection repairs/maintenance: to review and approve quotation

**13. Policy/Procedures for adoption**

a) IT Policy (AH/AI)

b) Standard Operating Guidelines (AD)

c) Document and Records Retention

i. to note in drafting

ii. to approve additional time for clerk to process documents

**14. Policies/Procedure for review**

a) PC Risk Assessment

b) Asset Register

**15. Finance and Admin:**

a) to approve the HSBC bank reconciliations to 10 February 2026

b) to approve the Lloyds bank reconciliations to 28 February 2026

c) to approve Finance Summary Actuals vs Budget and list of payments & receipts report

**16. 2026-2027 Budget Proposal:** to approve

**17. Items for the next agenda:** to receive items

**18. Date and time of next meeting:** Monday 13 April 7.30pm