MINUTES OF A MEETING OF
Steep Parish Council
Held on Monday 1 June 2026 at 7.30pm
in Steep War Memorial Village Hall

Present: Councillors Charlotte Duthie (Chair), Shannon Askew, Robin Hollington, Terry Cook, Andrew Inkley, Barry Haywood and Paul Nayton.
County and District Councillor Nick Drew.
Sam Marchant (Clerk)
Two members of the public

Minute Ref	Item

26/107 Apologies for absence

Apologies were received from Cllr Alison Driver who hoped to join the meeting later in the evening.

26/108 Declarations of interests

Cllr Hollington declared an interest as his business supplies the Council's email accounts.

26/109 Approval of minutes

i. To approve the minutes of the meeting held on Tuesday 5 May 2026.
The minutes of the meeting held on Tuesday 5 May were reviewed; they were then approved by Councillors and signed by the Chair.

ii. To approve, in principle, the minutes of the Annual Parish Assembly meeting held 11 May 2026.
The minutes of the Annual Parish Assembly meeting held on Monday 11 May were reviewed, they then approved in principle by Councillors.

iii. To approve, in principle, the minutes of the Annual General Meeting held 11 May 2026.
The minutes of the Annual General meeting held on Monday 11 May were reviewed, they then approved in principle by Councillors.

26/110 Co-option of New Councillor

No applicants had come forward to date.

26/111 Public Comment

Discussion points:
Former councillor and former Chair Jim McDonald addressed the Council. He expressed concern about a leaflet reportedly distributed at the Annual Parish Assembly and stated that, in his view, it lacked context and revisited matters that

the Council had previously considered to be inaccurate. He emphasised that the Council had not sought to withhold information from residents and that discussions with the SDNPA had formed part of wider consultation processes involving multiple parishes.

Discussion also covered previous information requests, ICO involvement, and the amount of officer time and public money that had already been spent responding to allegations which he considered to be unfounded.

In conclusion, Mr McDonald stated that he believed the Council should not entertain any further correspondence relating to these matters from the complainant/requester and that, in his view, the case should be considered closed.

A resident asked for progress on the water contamination issues and traffic survey which had been discussed at the February meeting – talking about the water problems and traffic problems.
It was explained that the Chair had written to the Environment Agency and received confirmation that they would not be taking the report any further. With regard to the traffic survey, this had been the responsibility of a former Councillor and not yet been pursued any further.

Action:
Cllr Duthie to follow up previous traffic survey matters and contact relevant parties. Cllr Drew offered support with this. CD/ND

Cllr Driver joined the meeting at 19:45.

26/112 **County Councillor Report**: to receive a report – Combine items for future.
County Councillor Drew reported on committee work, grant funding opportunities, local government reorganisation and highways engagement. Councillors discussed the possibility of grant support for a highways survey and the importance of engaging with HCC Highways before planning applications are submitted.

26/113 **District Councillor Report:** to receive a report
Discussion covered district grants, litter clearance, communications relating to the Stoner Hill closure, tree planting initiatives, leisure centre improvements, Church Road 20mph proposals and support for War Memorial funding applications.

Actions:
AI to email ND regarding support for the War Memorial project and traffic initiatives. (AI)

26/114 **SDNP Local Plan Consultation 12 May – 23 June:** to agree to respond
Councillors discussed the consultation period and recent presentation attended by Cllr Driver. It was noted that no land allocations had yet been assessed for Steep. The Council agreed to submit a response.

Action:
Clerk to action response to consultation.

26/115 **S106 Church Road Public Open Space:** to receive an update (BH)
Discussion points
Cllr Haywood presented an update. Councillors discussed long-term maintenance liabilities, contractual arrangements, insurance implications and clarification from the SDNPA regarding future responsibilities.

Actions:
Councillors to submit comments to BH
BH to obtain quotations and a draft contract
PC to provide information to residents before any decision.
PC to invite developer and SDNPA representatives to attend a future meeting or public session.

26/116 **Church Road 20mph:** to receive an update (AI/PN)
Discussion points:
Cllr Inkley reported on progress and wider traffic-calming options. Further consultant input may be required due to the development of the proposal.

Action:
AI to continue progressing the application and obtain updated costings.

26/117 **War Memorial:** to receive an update (AI)
Cllr Inkley reported that costs for inscriptions had been received and a flooring quotation was being sought. Grant applications would proceed once quotations were available. Councillors recorded thanks to Cllr Inkley for work undertaken.

Action:
AI to obtain quote and progress grant applications.

26/118 **Footpaths:** to receive an update (CD)
Cllr Duthie confirmed that the was nothing to report however some footpaths had become a little overgrown.

26/119 **Common:**

i. Bonfire Agreement: review and for reissue to the Bonfire Committee for mutual agreement

Discussion points:

Councillors discussed traffic management, parking, emergency access and marshalling arrangements. Cllr Askew to liaise with the Bonfire Committee and Cllr Hollington to provide additional points for inclusion in the agreement.

Actions:

RH to provide additional points

SA to liaise with Bonfire Committee

ii. Event Agreement: to note required for draft

Discussion points:

Councillors considered that an agreement was required.

Actions:

Cllr Driver to prepare a draft.

iii. Primary School Fencing: to discuss and agree response

Discussion points:

The Common team hoped to meet with the Headteacher to discuss responsibilities, hedge maintenance and fencing proposal.

Actions:

CD to arrange meeting.

26/120 **Finance and Admin:**

a) Audit documents 2025/26

i. Internal Audit Report

The RFO reported that the Annual Internal Audit Report had been completed by Tim Light, Lightatouch, and would be submitted to the External Auditor BDO. All audit documents would be available on the Parish Council website. It was noted that an IT policy was required as soon as possible.

Action:

AI and PG to finalise IT policy for adoption.

ii. Section 1 – Annual Governance Statement
Councillors considered and approved 1-9 to be ticked 'Yes' and 10 to be ticked 'No' on the Annual Governance Statement, this was then signed and dated by both the Chair and the RFO.

iii. Section 2 – Accounting Statement
Councillors approved the Annual Accounting Statement, and this was then signed by the Chair.

iv. Notice of Exercise of Public Rights and Publication
The RFO gave Noice for the Exercise of Public Rights and Publication to commence on Friday 19 June and ending on Thursday 30 July 2026.

v. Conflict of Interest with BDO
Councillors confirmed that there were no conflicts of interest with BDO to report, and the form was completed and signed by the Chair and RFO.

b) To approve the Lloyds bank reconciliations to 31 May 2026
Approved.

c) To approve Finance Summary Actuals vs Budget and list of payments & receipt report.
Approved.

26/121 Policies for adoption

i. Vexatious Policy

Discussion points:

The Vexatious Policy was adopted unanimously.

Action:

Clerk to publish on website and document file.

26/122 Confidential Business:

a) to pass resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of agenda items16b and 16c where publicly might be prejudicial to the special nature of the business.
Resolution was passed.

b) to receive all correspondence and advice relating to the enquiry regarding the Land at Church Road
Councillors considered correspondence circulated relating to Church Road land matters.

c) to agree action to be taken
The Council voted 4–3 in favour of forwarding the letters as requested with appropriate caveats, making clear that the correspondence reflected parishioners' concerns rather than a formal Parish Council position.

26/123 **Items for the next agenda:** to receive items
Items as identified throughout the meeting.

26/124 **Date and time of next meeting:** Monday 6 July 2026 7:30pm

The meeting closed at 9:20pm.