MINUTES OF A MEETING OF
Steep Parish Council
Held on Monday 5 October 2026 at 7.30pm
in Steep War Memorial Village Hall

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

Minute Ref **Item**

26/160 **Apologies for absence**
No apologies for absence were received.

26/161 **Declarations of interests**
The Chair reminded Members of their obligation to declare any interests relating to items on the agenda.
Cllr Hollington declared that Inspired-IS provides the PC email accounts.

26/162 **Approval of minutes**
To approve the minutes of the meeting held on Monday 7 September 2026.
The minutes of the meeting held on Monday 7 September were reviewed; they were then approved by Councillors and signed by the Chair.

26/163 **Public Comment**
Discussion points:
A resident thanked Cllr Nick Drew for arranging a visit by the highways portfolio lead to Steep Marsh to discuss speed limits and road conditions.
A resident raised the potential cumulative effect of planning applications for Steep Marsh on traffic and the value of an independent traffic survey.
The British Legion poppy appeal required volunteers for collections and distribution from 25 October, subject to confirmation from the British Legion.
An appeal for volunteers was proposed for the parish newsletter.
Cllrs Simon Hawkes and Andrew Inkley offered to help and to liaise with the resident.

Action:
SH & AI to liaise with the resident regarding support for the poppy appeal and volunteering arrangements.

26/164 **County Councillor and District Councillor Report**: to receive a report.

Discussion points:

Cllr Nick Drew's gave presented his report.

The highways portfolio lead was expected to visit Steep Marsh the following week to hear local concerns, including the potential effects of development and the condition of roads. The visit was to focus specifically on Steep Marsh.

Cllr Drew reported on local support for veterans, including groups and events in Liss and Petersfield, and a secure postal arrangement ("Squaddy box") intended to help former military or police personnel without a fixed address stay in contact with support services.

Cllr Drew planned to attend the Remembrance event and other local events, including the Bedales open evening.

Fly-tipping had continued despite three clearances. At least four incidents had been recorded, and the Council was awaiting a response from East Hampshire District Council officers about installing a camera.

Grant funding had been generous, but no funds remained for the current year.

Actions:

All Cllrs to continue to monitor fly-tipping and report further incidents.

Clerk to add a link to the parish website explaining how to report fly-tipping.

Cllr Nick Drew to follow up with EHDC officers regarding the proposed camera; this was recorded as pending rather than a new explicit action.

26/165 **Action Lists:** to review (All)

Discussion points:

The action list was reviewed.

Actions:

SH to create a QR code linking to the consultation information prepared by AD and published on the website.

RH to share the pothole reporting figures.

All Cllrs to ensure actions have clear deadlines.

26/166 **Correspondence received:**

a) Reducing speed in Steep Marsh

Councillors considered the points raised to be fair and important.

b) Public land Church Road

Councillors again considered the points raised fair and important. Potential use could be compared with the Common. Further information had been gathered and views may have changed. One view was that the Parish Council should

avoid losing control of the land. Councillors noted the need to consider funding and to represent parishioners' views.
Consultation information was to be included in full in the November newsletter.
Councillors noted that the correspondence had prompted further consideration and that there were several issues to weigh.

26/167 **S106 Church Road Public Open Space:** to receive an update (BH)

Discussion points

Comments on the contract had been suggested. HALC advised that the Council should avoid incurring costs from public funds until it was confident that it wished to proceed.
Consultation remained in progress. Legal advice would be needed once the options had been narrowed and a consensus or decision was emerging.

Actions:

BH to continue to oversee the item and consultation update.
Council / Clerk to seek legal advice once the preferred option or consensus is clearer; do not incur contract-related costs before the Council is confident it wishes to proceed.

26/168 **Roads and Traffic**

a) Church Road 20mph: to receive an update (AI/PN)

Discussion points:

Cllr Inkley was waiting for a timetable.
Progress was slow, and Cllr Nick Drew offered to assist with follow-up.

Actions:

AI to continue to follow up the submitted request.
Cllr Nick Drew to provide support with contact with the relevant highways team.

b) Steep Marsh traffic survey: to receive quotes and approve (SH)

Discussion points

Councillors considered whether to purchase traffic-monitoring equipment or commission a private survey. Equipment maintenance was estimated at £500 per year.
Councillors asked whether the resulting data would be considered by planning and highways decision makers. Cllr Drew was to clarify how the data would be recognised and used.
Potential monitoring locations would need approval from Highways and the police. Contacts for Speedwatch and the relevant speed-watch group were to be shared with Cllr Hawkes.
Froxfield Parish Council might be interested in sharing the cost. A Leaders' grant was also identified as a possible funding route. Updated quotations were needed.

Councillors were supportive of progressing the work, subject to further information.

Actions:
Cllr Nick Drew to speak to Froxfield Parish Council about sharing the cost.
Cllr Nick Drew to consult Highways about suitable equipment locations and whether the data would be recognised in decision-making.
SH to obtain updated quotations by the November meeting.
SH to investigate grant funding.
Clerk to send Speedwatch / relevant speed-watch contacts to Cllr Hawkes.

c) Pothole reporting day: to receive an update (RH)
Discussion points:
Six potholes were reported. Cllr Drew noted a hole near the waterworks that was large enough to be compared with a tennis ball.
Where the road surfaces week breaking up, the issue may be addressed through the highways maintenance programme. Reports should be submitted and Cllr Drew informed so he can support follow-up.

Action:
All Cllrs/residents to report potholes through the Ourhants app or HCC website and to notify Cllr Nick Drew where follow-up support was needed.
RH to continue to coordinate updates on the pothole-reporting item.

26/169 **Steep Marsh water testing:** to agree to action (SH)
Discussion points:
Councillors considered that water-quality testing was not a Parish Council responsibility and that suspected pollution should be reported to the Environment Agency.
The Environment Agency had visited following reports of pollution; the reports were described in the meeting notes as unfounded.
Planning enforcement and compliance with drainage requirements could be considered where relevant.

Action:
Clerk to remove this item from the next meeting agenda.

26/170 **War Memorial:** to receive an update (AI)

Discussion points:

Emails had been sent to specialist ceramic war memorial companies. Responses were awaited.

Action:

AI to continue to progress the enquiries and report back when responses are received.

26/171 **Common**

a) Bonfire Agreement: to note signed (SA)

Discussion points:

The Bonfire Agreement had been signed and was noted.

Actions:

None.

b) Events Management: to note in drafting (AD)

Discussion points:

The Events Management document remained in draft.

Actions

AD to continue drafting the Events Management document.

c) PTC Ground Services: bin emptying contractor needed

Discussion points:

The Clerk was to contact contractors and arrange a replacement bin-emptying service. At least four bins were identified but there was thought to be more. The school wished to formalise an agreement for hedge and grass cutting. The headteacher was to be contacted. Cllr Cook was willing to help with the agreement and asked for assistance from Cllrs Askew and Driver.

Actions

Clerk to liaise with contractors and arrange a replacement bin-emptying service.
PN to map the locations of all bins for the Clerk.
TC/SA/AD to contact the school headteacher to discuss a formal hedge- and grass-cutting agreement.

26/172 **Email accounts:** to note work continuing (AI)

Discussion points:

Cllr Inkley was exploring a move to a different email provider. Information was needed from Inspired-Is to ensure the Council retained control of its domain. It was confirmed that the domains had been transferred, but access remained important.

Actions:
AI to treat the email/domain access issue as a priority and establish what information or access is required from Inspired-Is.

26/173 **Remembrance Service:** to note plans

Discussion points:
Plans included inviting the village school, arranging a bugler from Bedales and providing refreshments in the hall afterwards.
A wreath was to be ordered from the Poppy Appeal. Cllr Haywood agreed to lay the wreath at the War Memorial.

Actions:
Clerk to invite the village school and coordinate the bugler and refreshments.
Clerk to order the wreath.
BH to lay the wreath at the War Memorial on the day.

26/174 **Finance and Admin:**

a) Approve Lloyds bank reconciliations to 30 September 2026
The Lloyds bank reconciliations to 30 September 2026 were approved.

b) Receive Finance Summary Actuals vs Budget and list of payments & receipt report.
The Finance Summary Actuals vs Budget and list of payments and receipts report were approved.

c) Conclusion of Audit 2025-26: to note conclusion of audit and action to be made

Discussion points:
The RFO informed Councillors that the Conclusion of Audit had been received from BDO with one comment to note to adopt an IT policy.

The Notice of Conclusion of Audit had been displayed on the PC website and noticeboard as required.

Actions:
Progress the IT policy asap.

d) Budget 2027-28: to review first draft

Discussion points:
Councillors were asked to submit projects and cost estimates for inclusion in the draft budget. A finance meeting was to be arranged.

Actions:
All Cllrs to provide proposed projects and cost estimates.
Clerk to arrange a finance meeting.

e) Lengthsman: to approve release of £2867.50 accumulated HCC funds to Froxfield PC

Discussion points:
The release of £2,867.50 in accumulated Hampshire County Council funds to Froxfield Parish Council was agreed.

Action:
Clerk to arrange the agreed transfer.

26/175 **Policies for adoption**

a) GDPR (PN)
The GDPR policy was approved.

b) Whistle blowing (PN)
The Whistle-blowing policy was approved.

26/176 **Policies to note in drafting**

a) IT Policy (AI)
Further work was required. Cllr Hollington had provided feedback identifying significant issues, and a meeting was needed to discuss them.

b) Data Retention (PN)
The Data Retention policy remained in progress, with a meeting to be arranged.

26/177 **Items for the next agenda:** to receive items
The following items were identified for the next agenda:

Full draft budget for the precept to be considered for approval.

Cllr Robin Hollington — Inspect all noticeboards and assess what maintenance work is required. Cllr Hawkes offered to re-oil the noticeboard in Steep Marsh.

26/178 **Date and time of next meeting:** Monday 2 November 2026 7:30pm

The meeting closed at 9:10pm