

DRAFT

STEEP PARISH COUNCIL

CHAIRMAN: Jim MacDonald

CLERK: Jenny Hollington

Minutes of a Parish Council Meeting held at 7.30 p.m. on Tuesday, 2nd May 2017 at Steep Village Hall

Present: Cllrs. Jim MacDonald (in the Chair) Terry Cook Nick Hurst
Peter Cruttenden Christopher Laycock Simon Bridger
Luke Spurdle

In Attendance: Vaughan Clarke, County Councillor
Nick Drew, District Councillor
Jenny Hollington, Clerk

There was 1 member of the public in attendance.

Minute	Item	Action
17/75	<u>APOLOGIES</u> – Apologies had been received from Cllrs. Jenny Martin and Graeme Fairley	
17/76	<u>ELECTION OF A CHAIRMAN</u> – Cllr. Peter Cruttenden nominated Cllr. Jim MacDonald as Chairman of Steep Parish Council - there were no other nominations. The nomination was seconded by Cllr. Nick Hurst and unanimously agreed. The declaration to accept the office of Chairman by Cllr. MacDonald was duly signed and witnessed. Members of the Parish Council took the opportunity to thank Cllr. MacDonald for his energy and application throughout the past year and in doing a splendid job.	
17/77	<u>ELECTION OF A VICE-CHAIR</u> – Cllr. Jim MacDonald nominated Cllr. Peter Cruttenden as Vice-Chair of Steep Parish Council, there were no other nominations. This was seconded by Cllr. Terry Cook and unanimously agreed. Cllr. MacDonald thanked Cllr. Cruttenden for his support and excellent work during the past year.	
17/78	<u>PARISH COUNCILLOR RESPONSIBILITIES</u> – The Chairman said that in the main no changes are required to Councillor roles and responsibilities for the coming year although, sadly, Cllr. Fairley has indicated that he will shortly be moving from the area and therefore standing down from the Parish Council. The Chairman said how much he has appreciated Cllr. Fairley's contribution to the work of the Parish Council in his roles as Chairman of the Planning Committee, and on the Sites Appraisal and Community Resilience Working Parties. Cllr. Chris Laycock agreed to take Cllr. Fairley's place on Community Resilience, and Cllr. Nick Hurst agreed take on the role of Chairman of the Planning Committee when Cllr. Fairley leaves.	

Roles and Responsibilities:

Planning Committee	Chairman – Graeme Fairley/Nick Hurst, Jim MacDonald, Terry Cook, Simon Bridger, Peter Cruttenden
Finance Committee	Chairman – Peter Cruttenden, Jim MacDonald, Terry Cook
Roads and Traffic	Luke Spurdle, Chris Laycock
Steep Common	Luke Spurdle, Terry Cook
Footpaths	Jenny Martin
Ashford Hangers	Terry Cook, Jim MacDonald

War Memorial	Simon Bridger
Village Hall	Simon Bridger, Jenny Martin
IT/Communication	Nick Hurst, Luke Spurdle

Working Parties

Planning & Development	Peter Cruttenden, Jim MacDonald, Jenny Martin
Community Resilience	Jim MacDonald, Chris Laycock

17/79 **MINUTES** – The Minutes of the Parish Council Meeting held on Monday, 3rd April 2017 were approved and signed.

17/80 **DECLARATIONS OF INTEREST** – The Chairman reminded Councillors of their responsibility to declare any interest in any matter on the Agenda - none declared.

17/81 **PUBLIC COMMENT** – No public comment

17/82 **FINANCE**

(a) **Internal Auditor's Report** – this had been circulated prior to the meeting and the recommendations contained within the report were discussed:

- VAT claims should be submitted half yearly – this was noted for 2017-18
- Review potential for obtaining a better rate of interest for deposit (see item (d) below)
- Asset Register to be approved by Parish Council – Clerk to add to June agenda

(b) **Annual Governance Statement** – This had been circulated to Councillors prior to the meeting and was approved and signed. Clerk

(c) **Accounting Statement 2016-17** – The accounting statement had been checked by the Internal Auditor and circulated to Councillors prior to the meeting and was approved and signed.

(d) **Deposit Account Interest** - It was noted that there had been no interest paid on the deposit held with HCC for the last 6-month period and, as per the Internal Auditor's recommendation above, alternative options considered. Of the various options available, the best one for Steep Parish Council's requirements is currently the Cambridge Building Society (0.15%) which, based on current savings, would generate approximately £20 per year. However, Councillors discussed this and felt that this amount hardly warranted the time and effort involved in setting up the new account. It was agreed that, until interest rates improve, the money should be left with HCC.

(e) The grant application from the organisers of the Petersfield Shakespeare Festival held at Bedales was discussed. The Festival is a fantastic event involving many local people which brings Shakespeare to life and a donation of £100 was unanimously approved. District Councillor, Nick Drew, agreed to match fund this amount.

(f) Cheques for May payment were approved as follows.

Chq No.	Amount	Payee	Service
100123	165.00	Lightatouch	Internal Audit
100124	950.00	Nick Rook-Blackstone	Lengthsman Scheme (April)
100125	580.07	J. Hollington	Clerk (March)
100126	£11.60	HMRC	Tax
100127	100.00	Petersfield Shakespeare Fest	Grant
Total	1806.67		

17/83 **CLERK'S PERFORMANCE REVIEW** - The Chairman and Clerk had met to discuss any issues involved in the Clerk's role and, as a result, it was agreed to look into whether HALC offer any

excel spreadsheet training, or can recommend an accounts package, to make this part of the job less time consuming and easier to manage.

Chair

LENGTHSMAN SCHEME

17/84

- (a) **Lead Cluster Agreement** - The HCC Lead Cluster agreement was approved and signed
- (b) **Review of the Lengthsman Scheme** - It was agreed to hold a review meeting with the Lengthsman on Monday, 15th May at 7.00 p.m. Other parishes in the cluster will be invited to send a representative to ensure fair representation. The Chairman agreed to attend to represent Steep P.C. as lead parish.
- (c) **Lengthsman Work Priorities** - Work priorities were agreed as follows:
 - Cut back vegetation around the Village entry gates at Steep Marsh and from signage across the parish;
 - Levelling the ground at the top of Mill Lane in preparation for the new map board
 - Surfacing Footpath 1 (in conjunction with HCC)

Clerk/
Chair

ROADS AND TRAFFIC –

17/85

- (a) **Leaf Sweeping** – An e-mail received from EHDC explained that the lorry spotted in the parish which was thought to be leaf sweeping, was in fact preparing the roads for the surface dressing which has recently been carried out. It was agreed that the Chairman should respond to this further communication as, apart from anything else, it means that the lanes have still not been swept of leaves despite this being promised for the last 2-years!
- (b) **Hampshire Highways** - The issue of the continuing lack of communication from HCC about work being carried out within the parish was also raised. There had been no advanced warning of the closure of the lanes for re-surfacing and this had caused access problems for residents needing to attend appointments and expecting carers, etc. who had been unable to get in or out of properties/lanes. Road signage in advance of planned work is always required and where possible, access for residents should be maintained. It was agreed that the Chairman should raise this issue again, and potentially also raise it via the EHAP&TC meeting to strengthen concerns.
- (c) **Enforcement Issues** – The new yew hedge has been removed from the corner at Mill Lane. The old hedge now needs to be cut back. The Clerk was asked to follow this up via Joe Lait.
- (d) **Steep Marsh Passing Places** – The recently renovated passing places are now being used for car parking. This issue will be discussed further at the Steep Marsh Meeting being held in June.
- (e) **Speedwatch** – The Chairman reported that he had stopped to speak to the volunteers at Itchen Stoke, where the Scheme is proving very successful and average speed has been reduced. He felt that it would be worth investigating whether there are enough volunteers within the parish to support the Scheme. It was agreed that an open meeting should be held on Tuesday, 20th June at the Village Hall to discuss traffic management on Stoner Hill and the Speedwatch Scheme. This will be advertised via the newsletter and website

Chair

Chair

Clerk

Chair

17/86 FOOTPATHS – In Cllr. Martin's absence, it was agreed that this item should be deferred until the next meeting.

17/87 MAP BOARD – Cllr. Laycock will continue to research design and quotes for further discussion at the June Meeting.

CL

17/88 DATE OF NEXT PARISH COUNCIL MEETING – The next Parish Council Meeting will be held on Monday, 5th June in Steep Marsh – venue to be confirmed.

The meeting closed at 9.58 p.m.