

**DRAFT**

**STEEP PARISH COUNCIL**

**CHAIRPERSON:** Mrs. Caroline Robinson

**CLERK:** Mrs. Jenny Hollington

Minutes of the Parish Council Meeting held on Monday, 4<sup>th</sup> March 2013 at Steep Village Hall at 7.30 p.m.

Present: Cllrs. Jenny Martin (in the Chair)  
Graham Banks

Nick Hurst  
Charles Gibson

Simon Bridger  
Jim MacDonald

In Attendance: County Councillor – Vaughan Clarke  
Clerk - Jenny Hollington

There were no members of the public present.

13/32 APOLOGIES: Clls. Caroline Robinson, Terry Cook and Suzi Openshaw.

13/33 MINUTES: - The Minutes of the Parish Council Meeting held on 4<sup>th</sup> February and the Extraordinary Meeting held on 18<sup>th</sup> February were approved and signed accordingly.

13/34 DECLARATIONS OF INTEREST - The Chairman reminded Councillors that any pecuniary interests should be recorded as necessary.

13/35 PUBLIC COMMENT – None

13/36 COUNTY COUNCILLOR COMMENT – The County Councillor's report is attached.

13/37 FINANCE

(a) The following cheques were approved:

100197	£ 60.00	Johnathon Street	Website
100198	£ 940.00	Stephen Lamont Furniture	Noticeboards
100199	£1,680.00	Jenny Hollington	Salary (Jan-March)

(b) Statement of Internal Control – a draft document had been circulated prior to the meeting - there were no comments. The Statement was therefore approved and signed.

13/38 PLANNING - Concerns were raised at the amount of time the Parish Council Planning Committee spends discussing planning applications especially smaller applications and those where permission has lapsed.

It was AGREED that this matter should be discussed further at the Annual General Meeting and, in the meantime, applications for renewal of extant planning permissions would be delegated to the Clerk to respond appropriately.

13/39 UP-DATED WEBSITE – It was noted that the up-dated Parish Council website looks cleaner and neater. The Clerk was asked to contact the webmaster to obtain up-dated statistics.

13/40 HMRC PAYE REAL TIME INFORMATION – From April Employers must start sending PAYE information to HMRC monthly. The Clerk proposed that it would simpler if the service could be contracted through her husband's company. Although this will incur a VAT cost, the Parish Council is able to claim it back on a regular basis.

Councillors had no objection to this proposal in principle but the Clerk was asked to check with the Internal Auditor that this was appropriate.

It was AGREED that from April the Clerk's services should be contracted through Inspired Solutions (subject to approval by Internal Auditor).

13/41 TRAFFIC MANAGEMENT WORKING PARTY REPORT – In the absence of Cllr. Openshaw this item was deferred until the next meeting. It was noted, however, that it is particularly important to ensure a written report is available for the April Meeting in Steep Marsh - the Clerk was asked to contact Cllr. Openshaw to ensure this is undertaken.

13/42 PARISH PLAN – Councillors discussed the best way forward. It was agreed that the document drawn up by the Vice-Chair outlining proposals for further working parties should be re-visited. The Clerk was asked to ensure that this was on the Agenda for April. It was also suggested that copies of the Parish Plan should be available at each Parish Council Meeting to enable regular review of points outstanding.

13/43 APRIL'S PARISH COUNCIL MEETING IN STEEP MARSH – This is to be held in the Barn at Steep Marsh Farm courtesy of Mr. and Mrs. Kennett. Cllr. Drew is arranging for members of EHDC Planning Department to be present. Cllr. Clarke said he would ask a representative of HCC Roads Department to come.

The format of the meeting was discussed and it was agreed that refreshments should be provided from 7.00 p.m. to encourage residents to attend and that the formal part of the meeting would start at 7.30 p.m. The Clerk was asked to advertise the event via the Newsletter and Steep Marsh Noticeboard.

13/44 FEEDBACK FROM SDNPA MEETING – The Chairman has handed copies of the Parish Plan to representatives of SDNPA to enable it to be formally approved.

13/45 REPRESENTATIVE REPORTS

- Commons and Hangers – The work to the trees in preparation for Bonfire Night is still outstanding. This will now take place September/October.
- Footpaths – Cllr. MacDonald has contacted Nick Heaseman of the SDNPA regarding the Hangers Way and is awaiting his response. Estimates for the work will be obtained in readiness.
- Roads and Traffic – Cllr. Bridger has cleared a spillage of concrete from the top of Rockpits Lane.
- Village Hall – Planning permission for the solar panels has been applied for.
- I.T. – the Parish owned lap-top needs a small repair – the Clerk was advised to take it to “Disc In” in Petersfield for advice.

It was suggested that the Clerk, Chair and Vice Chair should sit down together to reformat the Agenda so that in future Representative Reports would be replaced by the Parish Plan Working Party reports – to be actioned.

13/46 CORRESPONDENCE

- NHS Consultation on determination of controlled localities – no comment
- Stakeholder Consultation: Forest Areas – Ashford Hangers – notices are in place within the Hangers. The Clerk was asked to forward the information to the Newsletter team.

13/47 DATES OF NEXT MEETINGS –

The next Parish Council Meeting will take place on Monday, 8<sup>th</sup> April at 7.00 p.m. in the Barn at Steep Marsh Farm.

The next Planning Committee will take place on Monday, 11<sup>th</sup> March at 7.30 p.m. in Steep Village Hall

The meeting closed at 8.50 p.m.