

DRAFT

STEEP PARISH COUNCIL

CHAIRMAN: Mrs. Caroline Robinson

CLERK: Mrs. Jenny Hollington

Minutes of the Parish Council Meeting held on Monday, 2nd March 2015 at Steep Village Hall

Present:

Cllrs. Caroline Robinson (in the Chair)	Terry Cook
Simon Bridger	Jenny Martin
Charles Gibson	Peter Cruttenden
Peter Thackrey	Jim MacDonald
Nick Hurst	

In Attendance:

County Councillor, Vaughan Clarke
Clerk, Jenny Hollington

There were 4 members of the public in attendance throughout the meeting.

The Chairman welcomed everyone to the meeting and thanked them for coming.

15/19 **APOLOGIES:** District Councillor, Nick Drew.

15/20 **MINUTES** – The Minutes of the Parish Council Meeting held on Monday, 12th January 2015 were approved as a correct record of the meeting and duly signed.

15/21 **DECLARATIONS OF INTEREST** - The Chairman reminded Councillors of their responsibility to declare any interest in any matter on the Agenda.

15/22 **PUBLIC COMMENT**

- Sleepers in Steep Marsh – No up-date received - The Chairman will chase Hampshire Highways for a response.
- Elmwood Corner – although any flooding during heavy rain clears more quickly, there is still an issue. The landowner has said he would be happy for Hampshire Highways to provide a soak-away on his land – Cllr. Gibson will follow this up.

15/23 **COUNTY COUNCILLOR’S REPORT** - The County Councillor reported on HCCs substantial property estate – the total asset value of which is £2.78 billion and the recently published details from Hampshire Highways for work completed in East Hampshire. The full report is appended to the Minutes.

15/24 **DISTRICT COUNCILLOR’S REPORT** – Councillor Drew was unable to attend and no report had been received

15/25 **FINANCE**

(a) The following cheques were approved:

Chq No. 100029	Hampshire Assoc. of Local Councils (handbooks)	£ 10.00
Chq No. 100030	J. Street (website management (October – March)	£120.00
Chq No. 100031	J. Hollington (salary – January 15)	£563.60
Chq No. 100032	Get Mapping PLC (Parish On-line)	£ 33.60

It was agreed that Ray Street, the website manager, should be asked to attend the next meeting to give an up-date and report on the Parish Council and Village Websites.

- (b) Statement of Internal Control 2014/15 - The up-dated Statement of Internal Control had been circulated to all Councillors prior to the meeting. This was discussed, approved and signed for 2014/15.
- (c) Financial Regulations – The Financial Regulations had been circulated to all Parish Councillors prior to the meeting. These were discussed and considered appropriate to the requirements of Steep P.C., subject to confirmation by the Internal Auditor.
- (d) Council Tax Support Grant – EHDC has given verbal confirmation that the sum of £143.84 (as per 14/15) will be paid in 2015/16. Up-dated paperwork will be sent.
- (e) Transparency Code for Smaller Authorities – details of the implications of implementing the Code had been circulated to Councillors for information. The requirement is for full financial annual return information to be published on the P.C. website for public access. Compliance with the Code will take effect from July 2015. The necessary actions for Steep Parish Council were noted.

15/26 RISK REGISTER 2015 – The Risk Register had been circulated for review prior to the meeting and all valid comments incorporated. It was agreed that the Parish Council, as Sole Managing Trustee of the Village Hall, should combine the Trustee risk within the Risk Register. The Risk Register 2015 was approved subject to the Internal Auditor's comments.

15/27 SHEET CROSSING – There has been no up-date with regard to the Public Exhibition from Network Rail who are currently liaising with HCC regarding the results of the traffic survey.

The County Councillor attended the Regulatory Committee Meeting on the Buriton Crossing which had been very interesting.

15/28 ROADS AND TRAFFIC

School Drop-Off Point – Plans for a drop off point in front of the Common have been put on hold following a meeting with Ian Janes from HCC, who is of the opinion that the proposal could cause more problems than it would solve. The School has no budget for plans to be drawn up and have concerns with regard to who would police the parking. The proposal would also use valuable Common land which the School enjoy using.

The hatchings have helped improve the children's safety, but the School would like the "hump" to have more visibility.

It was agreed that the Parish Council would support the School in taking forward plans for enlarging the hump in the road - Cllr. Gibson was asked to liaise with Ian Janes.

15/29 PLANNING AND DEVELOPMENT WORKING PARTY

There was no up-date from the Planning and Development Working Party - they are waiting to hear from the Trustees of the Steep in Need Charity as to what their plans are.

15/30 SDNPA SHLAA RESULTS

The results of the SDNPA Strategic Housing Land Availability Assessment are now available on-line at

<http://www.southdowns.gov.uk/planning/planning-policy/local-plan/evidence-and-supporting-documents/strategic-housing-land-availability-assessment>).

Three sites had been put forward to the SHLAA for Steep (land at Westmark, land behind Hayes Cottages, and land off Ridge Common Lane (Stroud) but, none had been considered suitable by SDNPA.

Sites can be re-proposed or added to the list but the lack of an appropriate site in Steep is a concern, as modest housing development is required for the sustainability of the parish.

It was agreed that the Clerk should invite Chris Patterson of the SDNPA to attend a forthcoming meeting to discuss the SHLAA process and options available for Steep.

15/31 FOOTPATHS

Footpath 20 (Steep Common) – The work has been completed and there is much improvement.

Footpath 13 (Hayes Cottages) – Cllr Martin has been in touch with the landowner about the condition of the path and will obtain quotes for improvement. The Parish Council may be able to get HCC Small Grant Scheme money if the path is re-surfaced.

Footpath 18 (Ashford Chase) – Rabbit proof fencing appears to be stopping the water draining away. Cllr. Martin will see if Chris Budd (who did the original maintenance work) can suggest anything to solve this problem.

15/32 STEEP COMMON –

- (a) Boundary issues – Correspondence has been received with regard to a short cut from Footpath 20 to Footpath 26 which crosses private land at the edge of Steep Common - it was agreed that the Chairman would contact the landowners to arrange for them to meet with Cllr. Martin to discuss the issue to see if it can be resolved.
- (b) Scope of Annual Play Inspection – It was agreed that this year a Risk Assessment and Disability Assessment should be included with the Annual Play Inspection carried out by Nick Adams.
- (c) Play Equipment - Visual Checklist – A draft checklist had been circulated prior to the meeting for comment and was approved. Cllr. MacDonald undertook to carry out the visual check fortnightly and to record the results.

15/33 STEEP VILLAGE HALL

The plans for landscaping the outside play area at the Village Hall at a cost of approximately £4,500.00 were discussed and approved. The Trustees have requested the use of £4,500.00 Open Space and Recreation Developers Contributions to fund the project.

15/34 WAR MEMORIAL

Mrs. Pauline Cook has very kindly donated a ceramic WW1 memorial poppy to the Village with the intention of siting it at the War Memorial. However, there was a very real concern that it could be easily damaged or stolen and it was suggested that the Village Hall or the Church might be a better location. Cllr. Cook said he would discuss this and come back with a decision.

The Clerk was asked to write to Rosemary Lilley to thank her for her continuing hard work looking after the plants at the War Memorial. It is looking lovely in readiness for the Edward Thomas Walk.

15/35 FORTHCOMING ELECTIONS –

The Chairman thanked the 3 parishioners attending the meeting to find out more about the Parish Council, with a view to considering standing for election in May. EHDC are also holding a meeting on Tuesday, 10th March from 10.00-2.00 where nomination packs and information will be available - these are also available via the EHDC website. The deadline date for nominations is 4.00 p.m. on 9th April and they will need to be hand-delivered not sent in the post.

15/36 EMERGENCY PLAN FOR STEEP

The need for an Emergency Plan for Steep was considered, following the HCC workshop attended by the Chairman and Clerk. It was agreed that this would offer an opportunity to think constructively about communicating with the parish and although emergencies would be at the core of the project, it could spread to other areas. It was suggested that this would be a good project for a sub-committee of the newly elected Parish Council and should therefore be an Agenda item for July.

15/37 AMENDMENT TO STANDING ORDERS

New regulations with regard to Section 1 of the 1960 Public Bodies (Admissions to Meetings) Act to allow for the recording of Parish Council Meetings were discussed. It was agreed to amend the relevant Standing Order as per the HALC recommended wording and also to adopt their protocol as circulated prior to the meeting – The Clerk was asked to action.

15/38 CORRESPONDENCE

SDNPA – Dark Skies – Cllr. MacDonald will write in support of this campaign

Damien Hinds – National Clear-Up Day – 21st March – it was felt that there isn't a real litter issue in Steep and any rubbish is cleared by residents. In addition there is already a regular volunteer organised by CPRE. Cllr. MacDonald was asked to write a small article for the newsletter thanking everyone who does pick up litter around the parish.

EHDC – litter clearance – new safety rules have hampered EHDC's litter clearance programme, although it is hoped these issues will soon be resolved.

TAG Farnborough Airport Consultation – This is to be progressed under NATS London Airspace Management Programme (LAMP).

Action Hampshire – a booklet celebrating the Rural Housing Enabler Project is available from the Clerk

15/39 MEETINGS ATTENDED

HALC - Clerk's Forum – The forum had focussed on the annual audit, the new transparency code and May elections and had been very useful. It was noted that HALC have appointed EHDC to provide legal support (previously provided by Headleys) and queried whether this could be an issue for parishes within the East Hants district. It was agreed that the Chairman should write to Stephen Lugg asking how HALC would deal with any conflict of interests.

15/40 FORTHCOMING MEETINGS

East Hampshire Association of Parish & Town Councils – 11th March – The Chairman will attend.

HCC – Shaping the Future of Economy Transport and Environment – 26th March – Cllr. Gibson will attend.

15/41 ANNUAL PARISH ASSEMBLY – Cllr. MacDonald will check availability of Mr. Oakley from SDNPA to speak on the Dark Skies campaign – this meeting will now potentially be held on the same evening as the AGM depending on Mr. Oakley's availability.

15/42 CHANGE OF DATE OF ANNUAL GENERAL MEETING – This will now be held on Monday, 18th May to allow time for the results of the elections and summons of Councillors.

15/43 DATE AND TIME OF NEXT MEETING – Monday, 30th March 2015 at 7.30 p.m.

The meeting closed at 9.18 p.m.