

**DRAFT**

**STEEP PARISH COUNCIL**

**CHAIRMAN** Mrs. Caroline Robinson

**CLERK** Mrs. Jenny Hollington

Minutes of the AGM held on Tuesday, 11<sup>th</sup> May 2010 following the Annual Parish Assembly at Steep Village Hall

Present: Caroline Robinson (in the Chair) Richard Coles David Llewellyn  
Charles Gibson Terry Cook Nick Hurst  
Jenny Martin Fran Box Jo Bell

In Attendance: Jennifer Gray  
Jenny Hollington (Clerk)

There were 12 members of the Public present during the course of the meeting.

10/57 APOLOGIES – Vaughan Clarke

10/58 DECLARATION TO ACCEPT THE OFFICE OF CHAIRPERSON AND ASSIGNMENT OF RESPONSIBILITIES –

Richard Coles declared his intention to stand down as Chairman and asked if there were any nominations for the position. Charles Gibson nominated Caroline Robinson and this was seconded by Nick Hurst and voted - 5 in favour. Caroline Robinson was therefore declared Chairman of Steep Parish Council and duly signed the Declaration to Accept the Office of Chairperson and took the Chair.

Responsibilities were assigned as follows:

Allotments	Richard Coles
Common	Terry Cook and Charles Gibson
Footpaths	Jenny Martin and Jo Bell
Roads	David Llewellyn and Caroline Robinson
The Hangers	Terry Cook and Fran Box
Village Hall	Richard Coles and Caroline Robinson
I.T.	Nick Hurst
Newsletter	Fran Box

Councillors were given their Register of Interests Form for 2010 for completion and signing.

19/59 DECLARATION OF INTERESTS - The Chairman reminded Councillors that any interests should be recorded.

- Fran Box declared an interest as a Trustee of the land at Church Road;
- Fran also said that she was dealing with a planning application where the children of the family go to Bedales School, the school at which she teaches;
- Fran Box also said that she thought it would be appropriate for the Clerk to declare an interest in the web site and e-mail solution, which had been recommended by Robin Hollington, the Clerk's husband.

There was agreement that it was better to declare too much rather than too little.

10/60 MINUTES OF PREVIOUS MEETINGS –

The Minutes of the Meeting held on 1<sup>st</sup> March 2010 were signed as an accurate record of the Meeting.

A proposed amendment to the Minutes of the Extra-ordinary Meeting held on Thursday, 18<sup>th</sup> March was discussed - it was agreed that the following sentence should be inserted on page 13, Minute 10/50 last paragraph “**David asked the Chairman if the public were to be made aware at the Public Exhibition that the land is held in trust for the purpose of allotments - after some discussion the Chairman said “no”**”. It was agreed that once the amendment is made the Minutes could be signed as an accurate record of the meeting.

The Minutes of the Meeting held on 13<sup>th</sup> April were signed as an accurate record of the Meeting.

10/61 PUBLIC COMMENT

- It was queried whether any Councillors have an interest in a housing associations – Charles Gibson confirmed that he is a board member of the Petersfield Housing Association, but that they had no interest in the plot of land at Church Road;
- It was pointed out that the Parish Council are in a powerful position with regard to the land at Church Road and it was thought they should talk to more than one developer to maximise the opportunity. The view was expressed that there is potential for an environmentally friendly scheme and that the Village deserved better than the current proposals.

10/62 MATTERS ARISING FROM THE ANNUAL PARISH ASSEMBLY

There were no matters arising from the Annual Parish Assembly.

10/63 CONCERNS RAISED BY TONY HANLAN

Councillors agreed that this subject would be re-visited at a later date.

10/64 PUBLIC EXHIBITION AND VILLAGE BALLOT

The Chairman read out the result of the ballot from Electoral Reform Services as follows:

Question – Are you in favour of Steep P.C. continuing with the proposed plans for a small development of 9 affordable houses for rent, open space and allotments on the site adjacent to the Village Hall in Church Road?

Number of eligible voters	844
Number of votes cast	536
Turnout	63.5%
Number of invalid votes	0

Result

Number voting Yes	256 (47.8% of the valid vote)
Number voting No .....	280 (52.2% of the valid vote)

Jennifer Gray asked whether the Parish Council would support an application for housing on the Church Road site if it were to be put in. The Chairman confirmed that the Parish Council would take into account the wishes of the Parish.

10/65 PROPOSAL FOR MONTHLY P.C. MEETINGS

The Chairman said this proposal should be seriously considered in view of the fact that it is necessary to meet to discuss planning applications anyway and because of the length of the Agenda at each bi-monthly meeting.

After discussion David Llewellyn proposed that the bi-monthly full Parish Council Meetings be maintained, but that a shorter meeting is held in between to discuss planning and urgent correspondence

and the situation monitored with regard to length of Agendas. This was seconded by Jo Bell and voted 7 in favour, 1 against.

10/66 ALLOTMENT PROVISION

The Clerk was asked to write to the Allotment Society and ask them to provide plans in advance of the next meeting, in order that item this could be discussed further. Richard Coles agreed to “top off” the field in the interim.

10/67 PARISH COUNCIL E-MAIL AND WEBSITE SOLUTIONS

No progress has been made on this project. It was agreed that Nick Hurst should liaise with Ray Street and Robin Hollington and report back in 2-months time

10/68 LAND REGISTRATION

The Chairman said that she had made contact with the Land Registry Office and confirmed that the allotment sites, the Village Hall, the War Memorial, and the Common would be registered once the appropriate paperwork is in place.

10/69 PARISH PLAN

Several more “conversations” have taken place and information is still being collected. A representative from Hayes Cottages is now on the Steering Committee and will run a meeting at the Cricketers. The Steep Photo Competition has been advertised in the Newsletter and Life in Petersfield

10/70 B.T. PHONE BOX

A notice has been displayed on the phone box saying that the phone box is the property of the Parish Council. Once a decision is made as to its position at the Village Hall, arrangements will be made to move it. Fran Box will look into planning, etc.

10/71 SHIPWRIGHTS WAY

Concerns have been raised about the proposed route of this where it passes Kettlebrook Cottages. Councillor’s views should be sent to the Clerk who will notify East Hampshire.

10/72 CPRE FLY-TIPPING PROJECT

Steep now has 10 volunteers and 1 co-ordinator for this Project. The launch event is to be held at East Meon Village Hall on 12<sup>th</sup> May.

10/73 REVIEW OF INSURANCE POLICY

This was discussed – it was queried whether the new map board, the memorial bench and the B.T. phone box should now be included. The Chairman said she would read through the document and liaise with the Clerk.

10/74 POLICIES AND PROCEDURES

Model Standing Orders – The Chairman said she would liaise with Nick and David and a suitable date and time to progress this would be arranged.

Data Protection Policy – Nick to look at this once website and e-mail solutions are in place

10/75 FINANCIAL ACCOUNTS 2009/10

The Clerk had circulated the accounts prior to the meeting – there were no questions. It was therefore agreed that the Accounts for the Year 2009/10 should be adopted and the Annual Governance Statement signed. It was noted that the Clerk would write a covering letter to the Audit Commission regarding the Allotment land, if necessary.

It was also agreed that a different member of the Parish Council would “spot check” the accounts every few months to ensure their accuracy.

10/76 TO MAKE PAYMENTS IN ACCORDANCE TO THE BUDGET

Cheques were agreed and signed in accordance to the budget.

10/77 CLERK'S EXPENSES

These currently stand at £150 per year. The Clerk explained that costs are not being covered because of the high amount of printing and photocopying being done. It was agreed that the Clerk should bill the Parish Council for expenses as incurred.

The Clerk's hours were also discussed as the workload has been high recently. Charles Gibson proposed that the Clerk's hours be increased to 12 and all agreed.

10/78 REPRESENTATIVE REPORTS

Common and Hangers – The Consultative Committee Walk is on 9<sup>th</sup> June. Charles will attend in Fran's place if free.

Footpaths – An estimate of £2,850 has been received for repairs to the Hangers Way Footpath – an application for a contribution towards this from the County Councillor's Grant and Small Claims Grant will be submitted. Jenny Martin will also follow up on comments received about the Hangers Way Footpath between the Church and Petersfield.

Roads – Ashford Lane and Church Road are to undergo repairs. David will follow up the copy letter received from a concerned resident with regard to limited visibility on Stoner Hill. It was also noted that there is a problem for cars coming out of Ashford Lane by the Island onto Stoner Hill - visibility is bad because of overgrown hedges – David to talk to Chris White.

Village Hall and War Memorial – Cleaning is an issue and this will need to be discussed further at the Village Hall AGM. Plans for a small extension to the disabled access have been received. It was agreed that Terry should obtain three quotes for the work and, at the same time, ask them to quote for moving the B.T. phone box to the Village Hall site.

10/79 PLANNING APPLICATIONS

The following applications were discussed and comments agreed:

**Steep Parish Council – Minutes of Annual General Meeting – 11.5.10**

26741/006	13.5.10	<b>Detached dwelling, annex and detached double garage (revision of 26741/005) following demolition of dwelling</b>	Pine Court House, The Island, Steep GU32 1AE	No Objection
34291/016	3.6.10	<b>Farm building to replace poly tunnels (to be used for rearing of free range turkeys, storage of straw/hay and machinery</b>	Ashford Farm, Ashford Lane, Steep GU32 1AA	Comment

**10/89 CORRESPONDENCE**

A letter from the P.C.C. concerning increased costs of printing the Newsletter was discussed. It was agreed that the Parish Council donation should be increased to £500 (£200 to be sent now and a further £300 in September.

**10/90 DATE OF NEXT MEETING**

The Village Hall AGM will be held on Monday, 14<sup>th</sup> June 2010 and this will be followed by a short Parish Council Meeting to discuss planning and the Allotment Society plans.

The meeting closed at 10.15 p.m.