

**DRAFT**

**STEEP PARISH COUNCIL**

**CHAIRMAN:** Jim MacDonald

**CLERK:** Jenny Hollington

**Minutes of a Parish Council Meeting held on Monday, 4<sup>th</sup> March 2019 at 7.30 p.m. at Steep Village Hall**

**Present:** Cllrs. Jim MacDonald (in the Chair) Peter Cruttenden Terry Cook  
Chris Laycock Jeff Graham Simon Bridger  
Kate Ashfield Nick Hurst

**In Attendance:** Nick Drew, District Councillor  
Jenny Hollington, Clerk

There were 3 members of the public and 2 members of Saving Lives Together in attendance at the beginning of the meeting.

Minute	Item	Action
19/36	<u>APOLOGIES</u> – Apologies had been received from Cllr. Jenny Martin and County Councillor, Russell Oppenheimer	
19/37	<u>MINUTES</u> – The Minutes of the Parish Council Meeting held on Monday, 4 <sup>th</sup> February were approved and signed	
19/38	<u>DECLARATIONS OF INTEREST</u> – The Chairman reminded Councillors of their responsibility to declare an interest in any matter on the Agenda - none declared.	
19/39	<u>PUBLIC COMMENT</u> –  Angharad Snow and Jackie Predeth, members of “Saving Lives Together”, a recently formed local charity, were present at the meeting to explain the importance of publicly accessible defibrillators in the community. Statistics show that current survival rates following a cardiac arrest in the UK are only 7-8% whereas if CPR is initiated and a defibrillator available (within 3-5 minutes) survival rates rise to 70%. Currently the nearest defibrillators to Steep are at Bedales (not easily accessible), Sheet Village Hall, or in Petersfield - an ambulance could easily be at least 20 minutes away. A defibrillator requires an electricity supply and regular checks by a responsible person - the Village Hall would be an ideal location. The Saving Lives Together members said they would be pleased to help the Parish Council source a defibrillator for the community and offer more free training sessions to teach residents how to use it, once installed.  The Chairman said he was delighted to report that, following the Saving Lives Together CPR training session at the Village Hall a few weeks ago, a Steep resident has pledged £1800 to cover the cost of a publicly accessible defibrillator, to be installed at a central location within the parish. The resident has asked for anonymity. This item will be discussed further under agenda item 8.  The Chairman thanked Angharad and Jackie for coming to the meeting and the Saving Lives Together team for running the recent CPR training session at Steep Village Hall.	
19/40	<u>COUNTY COUNCILLOR’S REPORT</u> – The County Councillor was unable to be present, but his report had been circulated prior to the meeting (and is appended to these Minutes). The Chairman said he was particularly grateful to Cllr. Oppenheimer for speaking to Jo Heath, Head of the Countryside Service, to ensure that funds are earmarked for the repair of Lutcombe Pond. Cllr. Oppenheimer has also written to Stuart Jarvis, Director of Transport, to set out concerns about	

safety on Stoner Hill. He has asked Mr. Jarvis to commission a report into the safety benefits of extending the 30mph zone above Ashford Lane.

- 19/41 DISTRICT COUNCILLOR'S REPORT – Cllr. Drew reported that Buriton Parish Council has arranged to meet with representatives of MacDonald's Restaurant to discuss the litter problem at the A3 junction – MacDonald's seem keen to respond to concerns. In addition, Stroud P.C. have written to EHDC to request a litter pick along the A272. It was agreed that the Clerk should write to EHDC asking for litter to be cleared from Stoner Hill.

Clerk

- 19/42 STEEP COMMON – A meeting of the Steep Common sub-committee (to include the Steep Tree Warden, the Head Teacher of Steep School, Cllrs. Cook, Graham and MacDonald) is to be held on 6<sup>th</sup> March to discuss the next stage of priority tree work as per the report from Joe Jackman, as well as an overall strategy for maintenance of the woodland. Joe Jackman's survey was carried out in June 2018 and although high priority work has been addressed, there are still priority works to be considered. It was agreed that a budget of up to £1500 should be allocated to enable further priority tree work to be carried out as per the sub-committee's recommendations. It was pointed out that some of the trees requiring attention are on adjacent land, close to the Parish Council boundary, and agreed that the Clerk should write to the land owner concerned. In addition, the Clerk was asked to write to the Bonfire Committee asking for their help in clearing the bonfire area of nails and metal objects which have become exposed as these are a safety hazard.

Clerk

- 19/43 P.C. SPECIFIC E-MAIL AND WEBSITE MANAGEMENT – A document from Inspired Information Service setting out a way forward in addressing concerns over the use of personal e-mails for Parish Council business was discussed. This issue had been highlighted by the Internal Auditor in the Interim Internal Audit report after another local parish was investigated by the Information Commissioner (see item 19/39(a)).

A recommended solution is based around Microsoft Office 365 Business Essentials which would provide secure e-mail and storage to keep Council correspondence separate from personal e-mails and meet GDPR compliance requirements. Inspired Information Services could provide the Microsoft licences at the Microsoft price of £4.50 per user per month and offered a set up and admin service at a discounted cost of £1.50 per user per month (reduced from £5 per user for commercial clients).

During the discussion of this subject, several councillors expressed their on-going concern about the risk of using personal e-mails for Parish Council business, especially in view of the Internal Auditor's note and recommendations. With the May elections fast approaching they felt there would not be time to seek further quotes and have a new e-mail solution in place as had been hoped. Cllrs. Hurst and Ashfield confirmed that, from their personal knowledge on the subject, the quote from Inspired was extremely competitive. There would also be a considerable advantage in having someone local and on-hand to advise and give practical assistance on set up.

Following the above discussion, Councillors agreed that due to the risk posed by using personal e-mails in the future and the need to find a solution before the forthcoming Council elections, this solution offered a fast and cost-effective solution to a technically challenging issue which it would be very unlikely could be matched. The Chairman confirmed that he had been unable to find another appropriate solution during his enquiries, and it was agreed, with one abstention, to proceed with the Microsoft Office solution via Inspired-IS.

The principles behind the decision to work with Inspired-IS is documented separately and held with the Minutes.

Cllrs. MacDonald, Ashfield and Hurst will act as a sub-committee to take this forward with Robin Hollington.

Chair/  
KA/NH

- 19/44 COMMUNITY ACCESSIBLE DEFIBRILLATOR – As mentioned under public comment, the Chairman has received a letter, pledging £1800 towards a community accessible defibrillator for the village from a resident who wishes to remain anonymous. It was agreed that Cllr. Laycock and the Clerk should take this project forward and obtain further details of purchase and installation costs, as well as consider the most accessible position and report back at the next P.C. Meeting. CL/  
Clerk

19/45 FINANCE

- (a) Interim Internal Auditor's Report – The Internal Auditor's Interim Report had been circulated prior to the meeting. As mentioned above, the Internal Auditor had noted that Parish Council business is being carried out by Councillors via personal e-mail - a test case report had been forwarded to the Clerk and Councillors setting out best practice recommendations.

Overall, the Internal Auditor concluded that the various transaction elements of the Parish Council are of an adequate standard of control.

- (b) A grant request from CAB was discussed. The CAB's Annual Report and a breakdown of support offered to Steep residents had been circulated to Councillors prior to the meeting. The Chairman explained that last year EHDC had tendered for a new contractor to provide a service for the whole of East Hampshire and that CAB had tendered and won the contract. Following discussion, Cllr. Cook proposed a donation of £250 which was seconded by Cllr. Laycock and approved.

- (c) Community Shop and Post Office Account – Some years ago, the Parish Council had been asked to oversee this account, opened with donations from Steep residents' keen to see a community shop/post office in the centre of the village - there is approximately £5,000 in the account. One of the signatories has now retired from the Parish Council and it was agreed that he should be replaced. In due course, a decision will need to be made as to how the money should be spent as it is not likely that there will ever be a shop or post office in the village. It was agreed that Cllr. Laycock would be the new signatory for the account and that a consultation on proposals for use of the money should be carried out in the next few months. Clerk  
CL

- (d) Bank Reconciliation – The bank reconciliation for February had been circulated prior to the meeting and was approved and signed by Cllr. Ashfield. The cash book balance as at 10.2.19 is £14,574.19.

- (e) Cheque payments - The following cheques were approved for March payment:

Chq No.	Amount	Payee	Service
100238	£912.00	Chris Budd	BOAT (Lythe Hanger) repairs
100239	£960.00	Nick Rook Blackstone	Lengthsman - Feb
100240	£42.00	GeoXphere	Parish mapping subscription
100241	£166.66	Lightatouch	Interim Internal Audit
100242	£8.40	Petersfield Town Council	Dog Bin
100243	£695.45	J. Hollington	Clerk + Lengthsman admin + exp
100244	£250.00	CAB	Grant
Total :	£3,034.51		

- 19/46 LENGTHSMAN – A small panel of representatives from parishes in the Steep Lengthsman Cluster interviewed 3 different organisations applying for the role of Lengthsman – all had been very impressive, making the final decision very difficult. In the end it had been agreed to offer the role

to Frank Spooner and Bill Robinson, who have grown up in the area and are keen, flexible and enthusiastic. Frank and Bill will be taking over from Nick Rook-Blackstone on 1<sup>st</sup> April and Lengthsman representatives in each parish will show them around and provide them with maps showing boundaries, footpaths, etc. Cllrs. Martin and Laycock will provide the link for Steep P.C.

CL/JM

- 19/47 LUTCOMBE POND – A meeting to discuss the leak had been held with SDNPA representatives who put the Parish Council in touch with Andy Thomas (Wild Trout Trust) who is extremely knowledgeable on anything to do with ponds! Notes from the subsequent meeting with Mr. Thomas had been circulated prior to the meeting. In Mr. Thomas's opinion doing nothing is not an option – the leak is getting worse and runs under the pathway which means that there could be a weakness in the path. Mr. Thomas has suggested 2-Hampshire based specialist companies whom Steep P.C. could approach to discuss required action and costs. The Clerk was asked to progress this and to include Pete Durnell, Senior Ranger, HCC, in correspondence to ensure that all interested parties are working together.

Clerk

- 19/48 ELECTIONS 2019 – A timetable of proceedings for Parish Council elections in May has been received from EHDC and will be advertised via the website and noticeboards. It was noted that nominations must be received at EHDC by 4.00 p.m. on Wednesday, 3<sup>rd</sup> April.

- 19/49 ANNUAL PARISH ASSEMBLY – It was agreed to ask Laura Tong, SDNPA Ranger, to talk about the local wildlife projects in the National Park on Tuesday, 21<sup>st</sup> May \*\*\* (**See below**)

Clerk

- 19/50 ROADS AND TRAFFIC –

**Stoner Hill/Bell Hill** – The Roads and Traffic Sub-Committee will meet on Wednesday, 20<sup>th</sup> March at 7.00 p.m. to discuss the next steps. It was noted that the new white road lining is already becoming very patchy - the Clerk confirmed she has contacted Joe Folland about this.

**Leaf Sweeping** – Nothing further has been heard from EHDC about when the lanes will be swept.

**Water Leak in Pratts Lane** – A rather unsatisfactory response has been received from Joe Lait about this - the Chairman will follow this up with the County Councillor.

Chair

**Sleepers in Steep Marsh** – No response has been received on this issue from Joe Lait. The Clerk was asked to chase this up.

Clerk

**Overgrown Hedges** – It was noted that overgrown hedges are causing problems for traffic in the narrow lanes. It was agreed to highlight this issue in the April newsletter and to follow up with letters to the worst offenders.

Clerk

- 19/51 FOOTPATHS – The resurfacing of part of Footpath 13 is due to be carried out within the next couple of weeks.

- 19/52 STEEP MARSH NOTICEBOARD - Two quotes had been received for a new noticeboard for the Marsh and these were discussed. However, it was considered that both quotes were too high (£1581 and £1950) and the Clerk was asked to liaise with the Steep Marsh Residents Association to consider alternative options.

Clerk

- 19/53 REFURBISHMENT OF THE B.T. PHONE BOX (INFORMATION KIOSK) – A quote from DNE Services in the sum of £302.00 to refurbish the adopted B.T. phone box in the Village Hall car park was approved.

- 19/54 NEWSLETTER ITEMS – It was agreed that the following items should be highlighted in the April Newsletter report – community accessible defibrillator, Parish Council election timetable, overgrown hedges, precept 19-20 and dog fouling.

KA

19/55     DATE AND TIME OF NEXT MEETING – The next meeting of Steep Parish Council will be held on Monday, 1<sup>st</sup> April 2019 at 7.30 p.m.

The meeting closed at 9.50 p.m.

**\*\*\* Following the meeting, the date of the Annual Parish Assembly was changed to accommodate the speaker. The Annual Parish Assembly will now be held on Tuesday, 7<sup>th</sup> May at 7.00 p.m.**