

Steeple Parish Council

Locum Parish Clerk / RFO: Joanna Jeffery
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Minutes of the Parish Council meeting on Wednesday 12th. November 2025 at 7pm in Steeple Village Hall

Present: Cllrs J. Partridge (Chair), C. Poulter, K. Potten, S. Wilson and Joanna Jeffery Locum Parish Clerk. There were 2 members of the public present.

If members of the press or public are present

Does any member of the public or press wish to film or otherwise record the meeting? You are reminded that:-

- Members of the public or officers present at a meeting may not be filmed without their consent
- Any persons under the age of 18 may not be filmed regardless
- Any recording must be done in a way that does not disrupt the meeting
- No oral commentary is permitted during the meeting and
- No recording is permitted of any part of a meeting which is closed to the public.

Anyone who objects to being filmed, recorded, photographed or otherwise reported, and children and vulnerable adults now have an opportunity to declare their presence.

090/2025 Apologies for Absence

Apologies were received from Cllr R Wilson.

091/2025 Declaration of Interest

To disclose the existence and any nature of any Disclosable Pecuniary Interests. Other Registerable Interests and Non-Registerable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members (Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.

There were none.

092/2025 To inform of the resignation of Locum Parish Clerk Mr Kevin Money and notification of new Locum Clerk Mrs Joanna Jeffery.

Noted by all Members. Cllr Partridge gave Thanks to Kevin Money, his commitment to Steeple Parish Council is appreciated.

093/2025 To approve the Minutes of the last Full Council meeting of Steeple Parish Council

To receive and agree the minutes of the last STPC meeting held on 10th. September 2025

Proposed by Cllr Poulter, seconded by Cllr Wilson

RESOLVED: The minutes of meeting held 10th September 2025 were duly signed by Cllr Partridge, Chair.

094/2025 Public Participation Session. The Chairman will invite questions and observations from members of the public present. A maximum time of 15 minutes will be allowed

None.

095/2025 To discuss and agree the Civility and Respect Pledge.

To discuss and pass any resolution as necessary.

Cllr Poulter proposed joining the Civility and Respect Pledge, Seconded by Cllr Potten.

RESOLVED: Steeple Parish Council to join the Civility and Respect Pledge.

096/2025 Finance

- 1) To receive the Bank reconciliations as at 31st. October 2025, defer to next meeting.
- 2) To receive the comparison of Actual to Budget 2025/2026, defer to next meeting.
- 3) To approve the payment of Accounts for October and November and to agree a transfer of funds to meet the Parish Council's financial requirements, Members agreed for the transfer of £2000.00.
- 4) To discuss and agree the purchase of a laptop for the Clerk. Members agreed to obtain one further quote, Cllr Partridge proposed a spend of £550 excluding VAT for the

purchase of a laptop, which should include the transfer of data, cloud support and anti-virus, seconded by Cllr Potten.

RESOLVED: A spend of £550 excluding VAT for the purchase of a laptop to include transfer of data, anti-virus and cloud support.

097/2025 2026-2027 Budget – Councillors to discuss 2026- 2027 budget and any projects with costings for 2026-2027

The following suggestions were made for projects for 2026/2027

Gym Equipment, Cllr Poulter and Clerk to make an application for the Quality of Life Matters Grant.

New Gates, including disabled access to the park.

Repairs to the playing field surface.

098/2025 Asset Register

To update, to discuss and pass any resolution as necessary.

Members agreed to delete item 10, Picnic Benches x 2 from the asset register.

Members agreed to add a bench at Garden Fields to the Asset Register.

099/2025 MDC Cllr I. Haywood report

No Report.

100/2025 To discuss and agree adoption of Biodiversity Duty Statement

To discuss and pass any resolution as necessary.

Cllr S Wilson proposed the adoption of the Biodiversity Duty Statement, seconded by Cllr Poulter.

RESOLVED: The Biodiversity Duty Statement was duly adopted.

101/2025 To discuss and agree adoption of IT Policy

To discuss and pass any resolution as necessary.

Cllr Potten proposed the adoption of the IT Policy, seconded by Cllr S Wilson.

RESOLVED: The IT Policy was duly adopted.

102/2025 To discuss and agree adoption of Press and Social Media Policy

To discuss and pass any resolution as necessary.

Cllr Poulter proposed the adoption of the Press and Social Media Policy, seconded by Cllr Potten.

RESOLVED: The Press and Social Media Policy was duly adopted.

103/2025 To discuss and agree creation of a Facebook Page for Steeple Parish Council

Cllr C. Poulter to update

To discuss and pass any resolution as necessary.

Members agreed for the Clerk to create a facebook page for Steeple Parish Council, Cllr Poulter and Cllr Potten will act as admins with the Clerk.

104/2025 Highways issues

Cllr Partridge informed that resurfacing works are being carried out on Bradwell Road.

105/2025 Speed watch update

There was no speed watch to report for Steeple since the last Parish Council meeting, due to the road closure for 6 weeks. Poor weather also resulted in 2 cancelled sessions.

Should anyone wish to join the Community Speed Watch, please contact Cllr R Wilson.

106/2025 Steeple Playing Field – Moat Housing update

To receive an update

All Park Life items have been removed from the park.

Defer to next meeting.

107/2025 Steeple Community Group

To receive an update – No update.

108/2025 Councillors to discuss moving emails and website over to .gov.uk - Clerk
Members requested the Clerk obtains a quote to move emails and website to .gov.uk.

109/2025 Councillors to discuss moving meetings back to monthly meetings

To discuss and pass any resolution as necessary.

Cllr Partridge proposed moving the meetings back to monthly, seconded by Cllr S Wilson.

RESOLVED: Meetings to be held monthly.

110/2025 Planning – including any Current Planning Applications requiring a response

None.

111/2025 Planning Decision/s made by MDC affecting Steeple

None.

112/2025 Date of Next Full Council meetings – To be confirmed.

113/2025 Items for Next Agenda

None.

114/2025 Closure of the Meeting

To Close the meeting having considered and determined all items of business

Meeting closed at 8.32pm.

Signed

Joanne Partridge
Chair

10th December 2025