

Steeple Parish Council

Locum Parish Clerk / RFO: Joanna Jeffery
31 Burnham Road, Latchingdon, Essex CM3 6EU
email steepleparishcouncil@gmail.com
Website: <https://e-voice.org.uk/steepleparishcouncil/>



Minutes of the Parish Council meeting on Wednesday 11th. February 2026 at 7pm in Steeple Village Hall

Present: Cllrs J. Partridge (Chair), C. Poulter, R Wilson
Joanna Jeffery Locum Parish Clerk.

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.

016/2026 Apologies for Absence

Apologies were received from Cllr Potten and Cllr Wilson.

017/2026 Declaration of Interest

To declare any Pecuniary, Registerable or non-Registerable Interest relating to items on the agenda
There were none.

018/2026 To approve the Minutes of meeting held 14th January 2026

To approve minutes of meeting held 14th January 2026.

Proposed by Cllr Poulter, seconded by Cllr Partridge.

RESOLVED: The minutes of the meeting held 14th January 2026 were duly signed by Cllr Partridge.

019/2026 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.

020/2026 Highways issues

The Clerk informed that Maldon District Council are aware of the condition of the Stangate Road street sign and are arranging a replacement.

The Clerk will inform Maldon District Council of the condition of the Batts Road street sign.

Cllr Partridge reported that she had reported the fallen tree on the footpath between the old Sun and Anchor and the Village Hall to Essex County Council Footpaths.

021/2026 Planning Application/s

There were none.

022/2026 Planning Appeals affecting Steeple

There were none.

023/2026 Planning Decision/s made by MDC affecting Steeple

There were none.

024/2026 Finance

- 1) To receive the Bank reconciliations as at 31st. December 2025 and 31st January 2026, proposed by Cllr Poulter, seconded by Cllr R Wilson.
- 2) To receive the comparison of Actual to Budget 2025/2026, defer to next meeting.
- 3) To approve the payment of Accounts for January and February 2026 and to agree a transfer of funds to meet the Parish Council's financial requirements
Cllr Poulter proposed approval of payments and a transfer of £2,000 to meet the Parish Council Financial requirements seconded by Cllr R Wilson.

025/2026 Essex Pension Fund

"As required by legislation, notice is hereby given that the Clerk will be eligible for membership of the Local Government Pension Scheme operated by Essex County Council, following the necessary 7 days public notice."

To discuss and pass any resolution as necessary.

Cllr Partridge proposed membership of the Essex Pension Fund, seconded by Cllr R Wilson.

RESOLVED: Membership of Essex Pension Fund was approved.

026/2026 Standing Orders

To review Standing Orders

To discuss and pass any resolution as necessary.

Proposed by Cllr Poulter, seconded by Cllr R Wilson.

RESOLVED: Standing Orders were reviewed and agreed.

027/2026 Financial Regulations

To review Financial Regulations

To discuss and pass any resolution as necessary

Cllr Partridge proposed adoption of Financial Regulations, seconded by Cllr Poulter.

RESOLVED: Financial Regulations were adopted by Steeple Parish Council.

28/2026 Statement of Internal Control

To discuss and review Statement of Internal Control.

To discuss and pass any resolution as necessary.

After a brief discussion, Members agreed with the following amendments, removal of petty cash, payroll: Use of HMRC Basic tools to create payroll to approve the Statement of Internal Control.

Proposed by Cllr Poulter, seconded by Cllr R Wilson.

RESOLVED: Statement of Internal Control was approved.

029/2025 Asset Register

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

Proposed by Cllr R Wilson, seconded by Cllr Partridge.

RESOLVED: The updated Asset Register was approved.

030/2025 Steeple Playing Field

To discuss quotes received.

To discuss and pass any resolution as necessary.

Cllr Poulter to obtain 3 quotes for a new gate.

031/2025 Date of Next Full Council meetings – Wednesday 11th March 2026

032/2025 Councillors to note the 2026 meeting dates: 11.03.26: 08.04.26: 13.05.26: 10.06.2026: 08.07.2026: 12.08.2026: 09.09.2026: 14.10.2026: 11.11.2026 and 09.12.2026.

033/2025 Any other business

Members agreed to remove this item from the agenda.

034/2025 Items for Next Agenda

Signed by Cllr J Partridge 11th March 2026

Trucam Results, Speed Watch, Risk Register.

035/2025 Closure of the Meeting

To Close the meeting having considered and determined all items of business
Meeting closed at 8.19pm.