

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

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Telephone: 01903 812042

TO ALL MEMBERS OF STEYNING PARISH COUNCIL YOU ARE HEREBY SUMMONED TO A FULL PARISH COUNCIL MEETING TO BE HELD ON MONDAY 21st MAY 2018 AT 7.30 PM IN THE STEYNING CENTRE

Following the Local Audit and Accountability Act 2014, and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have a right to film/record the meetings of Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning Parish Council, they give their consent to being filmed/recorded by other members of the public, if such activity is taking place. Any equipment plugged into the main electrical power supply of the Steyning Centre must be PAT tested.

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THE MEETING

Please note that due to the length of the agenda there will be no public question time at the meeting.

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2018/19** (by paper ballot)
 - 2.1** To receive nominations for the position of Chairmen of the Council.
- 3.0 ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2018/19** (by paper ballot)
 - 3.1** To receive nominations for the position of Vice Chairmen of the Council.
- 4.0 DECLARATIONS OF INTEREST.** – Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 5.0 MINUTES OF PREVIOUS MEETINGS** - to agree the minutes of the meeting held on the 16th April 2018
- 6.0 MATTERS ARISING AND ACTIONS FROM THE MINUTES** – to confirm matters arising and report actions brought forward from previous meetings.
 - 6.1** FULL/17/196.1.1 Following a question from a member of the public – Clerk to locate report from skate park working party and report back to Amenities committee on findings – Actioned / Ongoing
 - 6.2** FULL/17/180.1 Neighbourhood wardens reporting – update from Cllr Hanson
 - 6.3** FULL/17/198.7 Clerk to seek expert I.T. advice regarding email issue – Ongoing
 - 6.4** FULL/17/198.8 Clerk to consider conducive seating arrangements – Ongoing
 - 6.5** FULL/17/202.2.1 Planning committee members to be informed as to date for next relevant HDC planning meeting – Actioned
 - 6.6** FULL/17/202.2.3 Councillor representation at Steyning Community Partnership meetings – Ongoing



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- 6.7 FULL/17/202.3.2 Alternative public access route arranged to cover period when Twitten works being undertaken - Actioned
- 6.8 FULL/17/202.3.7 Bramber road gas works – annoyance relating to level of disturbance relayed to WSCC – Actioned
- 6.9 FULL/17/202.6 Letter of thanks to Lesley Humber – Actioned
- 6.10 FULL/17/205.1.1 Article 4 direction to be discussed at planning meetings – Actioned
- 6.11 FULL/17/205.4 Amendment to Minutes - Actioned
- 6.12 FULL/17/205.8 Approval of Minutes to be deferred to next meeting – Actioned
- 6.13 FULL/17/206.1 Local plan review comments reminder – Actioned
- 6.14 FULL/17/206.3 Social prescribing initiative to be discussed at next Full Council – See item 18.6
- 6.15 FULL/17/206.4 Local Government ethical standards survey response submitted – Actioned
- 6.16 FULL/17/206.7 Bus strategy survey publicised / To be Discussed at Amenities committee – Actioned/Ongoing
- 6.17 FULL/17/208.1.2 Clerk to inform successful NP steering committee candidate - Actioned

- 7.0 **NEIGHBOURHOOD WARDEN'S REPORT**
- 7.1 To receive Neighbourhood Wardens report (See supporting paper)

- 8.0 **NEIGHBOURHOOD PLAN UPDATE**
- 8.1 To receive an update on progress from Cllrs Trundle and Lloyd.

- 9.0 **REVIEW AND CONFIRM COMMITTEE MEMBERSHIP**
- 9.1 Finance & General Purposes (9)
- 9.2 Amenities (7)
- 9.3 Planning (7)
- 9.4 Premises (7)
- 9.5 To agree that Committee Chairmen will be ex officio members of the Finance and General Purposes Committee.

- 10.0 **CONFIRM COMMITTEE TERMS OF REFERENCE** (See supporting papers)
- 10.1 Finance & General Purposes Committee
- 10.2 Amenities Committee
- 10.3 Planning Committee
- 10.4 Premises Committee
- 10.5 Steyning Neighbourhood Plan steering committee – This is a Non Council member committee with two representative Councillors
- 10.6 Working Practices Working Groups

- 11.0 **ASSET AND LAND REGISTERS** (See supporting papers)
- 11.1 To agree and approve Steyning Parish Council Asset register
- 11.2 To agree and approve Steyning Parish Council Land register

- 12.0 **ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, CODE OF CONDUCT AND DISPENSATION SCHEME** – to review and adopt these documents (See supporting papers).
- 12.1 Adoption of Standing Orders (following the NALC model) subject to agreement of proposed amendments.
- 12.2 Adoption of Financial Regulations (following the NALC model)
- 12.3 Adoption of the Code of Members Conduct
- 12.4 Adoption of the Dispensation Scheme

- 13.0 **ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES** – to review and adopt these documents (See supporting papers)
- 13.1 To Adopt the Steyning Parish Council breach notification policy (Data Protection)
- 13.2 To Adopt the Publication of information scheme (Data Protection)

- 13.3 To adopt the Complaints procedure
- 13.4 To adopt the Data retention and disposal policy (Data Protection)
- 13.5 To adopt the Subject access request policy (Data Protection)
- 13.6 To adopt the CCTV policy and code of practice (Data protection)
- 13.7 To adopt the Dignity at work / Bullying and Harassment Policy
- 13.8 To adopt the Members Allowance policy
- 13.9 To adopt the Freedom of information & Environmental Information Regulations Requests policy

- 14.0 **TO APPROVE PRIVACY NOTICES** (See supporting papers)
- 14.1 To approve the general Privacy notice for the Web site
- 14.2 To approve the internal Privacy notice

- 15.0 **REVIEW AND CONFIRM APPOINTMENTS ON OUTSIDE BODIES AND REPRESENTATIVES ON OUTSIDE BODIES**
- 15.1 South Downs National Park (SDNP) – one rep.
- 15.2 Joint Parishes Youth Committee (JYPC) – two reps.
- 15.3 HALC / SALC / NALC - two reps
- 15.4 Local Action Team (LAT) – one rep.
- 15.5 Joint Parishes Cemetery Committee (JPCC) – two reps.
- 15.6 Isolation & Loneliness representative – one rep.
- 15.7 Representatives on Neighbourhood Plan Steering Committee – two reps.
- 15.8 Tree Warden for Steyning Parish Council
- 15.9 Patient Participation group (PPG) – one rep.
- 15.10 Neighbourhood Wardens steering group – three reps.

- 14.0 **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31.3.18 AND APPROVAL OF THE ANNUAL RETURN AND GOVERNANCE STATEMENT**
- 14.1 To note that the year-end financial audit from Rialtus Business solutions has been successfully completed with the internal audit due on the 6th June and external auditors deadline for submission of Annual return due by 30th June 2018.

- 15.0 **PARISH COUNCIL INSURANCE COVER.** To note that the Council's insurance policy expires on 31st July 2018

- 16.0 **TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES**
- 16.1 Sussex Association of Local Councils (SALC) .
- 16.2 Horsham Association of Local Councils (HALC)
- 16.3 Society of Local Council Clerks (SLCC)

- 17.0 **JOINT PARISH YOUTH COMMITTEE**
- 17.1 Update from Cllr Syred

- 18.0 **REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS**
- 18.1 Cllr Lloyd – (HDC) update
- 18.2 Cllr Willett – (HDC) update
- 18.3 Cllr Barling – (WSCC) update
- 18.4 Cllr Toomey - HALC and Car parking update
- 18.5 Cllr Howell / Cllr Willett – Cemetery Committee update
- 18.6 Cllr Howell – PPG update to include discussion on social prescribing initiative

- 19.0 **COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS – (See supporting papers)**
- 19.1 **Planning Committee** – to receive the minutes and approve the recommendations of the meeting held on the 23rd April 2018
- 19.2 **Amenities Committee** – to receive the minutes and approve the recommendations of the meeting held on the 24th April 2018
- 19.3 **Premises committee** – to receive the minutes and approve the recommendations of the meeting held on the 8th May 2018

- 19.4 Finance and General Purposes Committee** – to receive the minutes and approve the recommendations of the meetings held on the 10th April and the 15th May 2018
- 20.0 CORRESPONDENCE AND INFORMATION ITEMS**
- 20.1** Information regarding FOI correspondence update from Clerk
- 20.2** Information regarding forthcoming Full Council items – Update from Clerk
- 21.0 CONFIDENTIAL SESSION**
- 21.1** To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3e to exclude the press and public on the grounds that the confidential matters to be discussed under item 22.0 below would be prejudicial in the public interest.
- 22.0 HARASSMENT OF A MEMBER OF STAFF**
- 22.1** Personnel subcommittee Chair to present report and suggest course of action for Full Council approval
- 23.0 DATE OF NEXT MEETING: 18th JUNE 2018 at 7.30pm**

John Fullbrook
Clerk to the Council