

Steyning Parish Council



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MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 15th APRIL 2019 AT 7.30PM

IN THE STEYNING CENTRE

Present: Cllrs Willett, Bowell, G Sullivan, S Sullivan, Goldsmith, Muncey, Muggridge, Toomey and Lloyd.

Clerk: John Fullbrook

Members of the Public: 9 {Also present; WSCC Cllr Barling}

Meeting commenced 7.35 pm

DRAFT MINUTES

FULL/18/173 APOLOGIES

173.1 Apologies for absence were received from Cllrs Pearcey, Northam, Hanson, Trundle, Picking and Syred. With Cllr Willett's arrival delayed due to another meeting commitment.

ACTIONS

FULL/18/174 DECLARATIONS OF INTEREST AND DISPENSATIONS

174.1 There were declarations of interest from Cllr S. Sullivan as lives adjacent the MPF and serves on the Steyning Community Orchard.

{Cllr Willett arrived at this point}

FULL/18/175 QUESTIONS FROM THE FLOOR

175.1.1 Q – *Statement in relation to item 179.1 from the 'Steyning and District Partnership' saying how supportive they were of the proposal to re-site an ATM within Steyning High street, and that though there was understanding as to the fact that it would be sited within a conservation area, it should be noted that there used to be three ATM's on the High street within this same conservation area.*

175.1.2 A – *Thank you for this and yes, we will be discussing this further later in the meeting.*

FUL/18/176 MINUTES OF PREVIOUS MINUTES

176.1 Cllr Lloyd **Proposed**, Cllr Bowell **seconded** the minutes of the meeting held on the 18th February 2019 be agreed as a true and accurate record of proceedings. **Agreed**

176.2 Cllr Lloyd **Proposed**, Cllr Bowell **seconded** the minutes of the meeting held on the 25th March 2019 be agreed as a true and accurate record of proceedings. **Agreed**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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FULL/18/177	NEIGHBOURHOOD PLAN UPDATE	
177.1.1	Neighbourhood Plan steering committee –To receive and adopt the minutes of meetings: NP Steering committee – Cllr Lloyd proposed, seconded by Cllr Bowell, to receive and adopt the minutes of the meeting held on the 13 th December 2018. Agreed	
177.1.2	NP Steering committee – Cllr Lloyd proposed, seconded by Cllr Bowell, to receive and adopt the minutes of the meeting held on the 7 th February 2019. Agreed	
177.1.3	NP Steering committee – Cllr Lloyd proposed, seconded by Cllr Bowell, to receive and adopt the minutes of the meeting held on the 27 th March 2019. Agreed	
177.2	Change of Neighbourhood planning consultant to the SPC NP Steering committee – Papers were supplied in support of the recommendation from the NP steering committee to change the planning consultant and Mr. Barnes, the Steering group Chairman explained the reasoning behind the proposal. Cllr Lloyd proposed, seconded by Cllr Bowell, to confirm that Steyning Parish Council go with Squires Neighbourhood Plan consultancy to ensure continuity subject to confirmation from Enplan that this is acceptable to them and that therefore they will cancel the contract and that there are no overlapping of dates (work) with Enplan {Previous N.P. Consultant}. Agreed	CLERK
177.3	Neighbourhood Plan update – Bullet points • Steering group now drafting documents including Objectives, Consultation statement, Draft infrastructure on connectivity statement, Draft Character Assessment and Vision statement. • Q&A session with Neighbourhood planning consultant planned for next public meeting on the 24th April to include preliminary sites and housing needs assessment overview. • Have received a draft Housing needs statement from HDC which needs still to be reviewed and prepared for public information. • SDNP and CPRE have been invited to join two working group meetings to discuss their involvement with future NP plans. • Site promoters and then open space promoters are also invited to come along to present at public meetings with these dates still to be confirmed. Cllr Bowell proposed a vote of thanks to Russell Barnes for his leadership for the Neighbourhood plan	
FULL/18/178	MINUTES ARISING AND ACTIONS	
178.1	FULL/18/154.3 Police station renovations – The work is due to be completed in May – And as part of the works the clerk has managed to secure the renewing of some parts of the Flint wall adjacent the Car Park on the MPF.	
178.2	FULL/18/154.4 SPC’s involvement with Bramber PC’s Neighbourhood plan discussions regarding proposed site at Clays field – Clerk to ensure meeting takes place between Chair of Bramber and SPC’ Neighbourhood plan Chairman.	CLERK
178.3	FULL/18/154.6 Possible Re-siting of ATM following Barclays Bank closure - See item 179.1	
178.4	FULL/18/154.9 Letter sent from 3 x Parish council Chairman regarding Council’s feelings on Wardens work – patterns – Actioned . Clerk to chase for a response and send a copy round to Cllrs.	CLERK

178.5	FULL/18/154.11 Clerk to chase External Auditor for update on progress of signing off on 2017/18 accounts – See item 179.5	
178.6	FULL/18/154.17 Clerk to convene working party to ensure Council respond to Quarry/Soft Sands consultation - Actioned	CLERK
178.7	FULL/18/157.1 Article 4 working party to construct a statement by way of a response to Horsham DC and distribute to all - Cllr Muncey reported the working party had put together a report and covering letter and sent it to HDC and await a response- Ongoing	
178.8	FULL/18/159.5 Cllr Bowell to report to next meeting regarding last Joint parishes Cemetery Committee Meeting dated 11 th February – see item 182.4	
178.9	FULL/18/159.7 Most recent HALC, SALC and NALC minutes - Clerk to ensure distributed – Actioned	
178.10	FULL/18/160.2 Deferred adoption of Amenities Committee minutes – See item 183.2	
178.11	FULL/18/161.1 Horsham Matters terminating contract to run Youth service provision in Steyning, Upper Beeding and Bramber – Clerk to action alternative arrangements ASAP - Actioned	
178.12	FULL/18/162.2 Clerk to set up working party to devise and approve promotional leaflet for Steyning wide distribution - Actioned	
178.13	FULL/18/163.1 Clerk to inform Steyning and District partnership as to the Council's decision to not fund a new 'Noggin' in Steyning High street - Actioned	
178.14	FULL/18/164.1 Clerk to respond to Walden telecom correspondence - Actioned	
178.15	FULL/18/169.2 Clerk to appoint 'Sussex clubs for Young people' as the new Youth Service providers - Actioned	
178.16	FULL/18/170.1 Council postpones acceptance of new Wardens contract and asks Clerk to obtain an updated contract which deals with the fact that there is no MOU between the three Parishes – Actioned – See also item 180.2	
178.17	FULL/18/170.2 Clerk seeks extension to the existing contract whilst negotiations are taking place - Actioned	
FULL/18/179	FINANCIAL MATTERS	
179.1.1	To discuss and agree a preferred location for a possible ATM relocation following the closure of the Steyning Branch of the Barclays Bank – Cllr Bowell reported the matter had been discussed at sub committees, but any decisions were deferred to this Full Council meeting. He then elaborated on the current options available which had been illustrated via supporting papers and centred on the Bus shelter in Steyning High street.	
179.1.2	The Aesthetics of how any development might look, any associated planning issues, the effect on the Co Ops ATM facility and any potential financial obligations involved with structural alterations to the Bus shelter were debated. Cllr Lloyd proposed, seconded by Cllr Bowell that this Council believes there is a need to install a cash machine in addition to the existing Co Op facility. Agreed, 5 For, 1 Against {RG}, 3 Abstentions {MW, GS, SS} . Cllr Muggridge proposed, seconded by Cllr G. Sullivan that this matter is deferred for the next Council to decide which option to pursue. Agreed 5 For, 2 Against, 2 Abstentions.	CLERK

- 179.2** To approve the recommendation from F&GP to amend the SPC financial regulations. F&GP agreed a new BACS procedure for paying invoices as a preferred method instead of the signing of cheques and recommended that Full Council approve this. Cllr Lloyd **Proposed, seconded** by Cllr Toomey that Council adopts the recommendations to amend the SPC financial regulations for BACS payments as proposed within supporting papers under item 6.2. **Agreed**
- 179.3** To approve the recommendation first from the internal auditor, then F&GP committee, to accept the amendments to the financial regulations under item 2 {Supporting papers} – Budgetary control and authority to spend. Cllr Lloyd **Proposed, seconded** by Cllr Muggridge that Council agrees budgetary control and authority to spend (item 2 as set out in supporting papers) on the F&GP committee’s recommendation to amend SPC’s financial regs with the addition of the clause number 3 in red which is that Clerk has authority to spend ‘up to £500’ not ‘0 - £500’. **Agreed 5 For, 4 Against**
- 179.4** To approve the recommendation from F&GP to set aside Earmarked reserves to cover the projects as per detailed within supporting papers. Cllr Lloyd **proposed, seconded** by Cllr Bowell that Council agree the Earmarked reserve as recommended by F&GP {under item 6.3 within the supporting papers}. **Agreed**
- 179.5** External Auditors progress with signing off 2017/18 Accounts, this has been delayed, but they have now said that they have drafted a response but that it must be sanctioned via the SAAA before it is issued. Clerk will email the response out to Councillors provided it arrives before the end of the current council’s term of office. **CLERK**
- FULL/18/180 NEIGHBOURHOOD WARDENS’ REPORT**
- 180.1** In view of the time the Chairman decided not to read out this report as it had been sent out within supporting papers and was available in full on the web site.
- 180.2** Neighbourhood Wardens three-year contract amendments and new MOU documents were considered. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith to delegate the Clerk to seek the longest extension he can to the existing contract to allow as long as possible for the new council to get ‘up to speed’ with it and to allow discussions with the other Councils, and therefore to defer this item to the new council. **Agreed** **CLERK**
- FULL/18/181 JOINT PARISH YOUTH COMMITTEE AND YOUTH SERVICE PROVISION**
- 181.1** Cllr Muggridge updated that a new contract had now been signed, and that local youth clubs remained open throughout this difficult period of adjustment and that the JYPC have also managed to retain all of the volunteer youth workers by ensuring the process was undertaken with speed. A full review of the new service will be undertaken in Autumn. Clerk and Cllr Muggridge were thanked for their work in this matter.
- FULL/18/182 REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS**
- 182.1** **Cllr Lloyd update from HDC** – Nothing to report
Information is on SPC & HDC websites.
- 182.2** **Cllr Willett reports from HDC** – HDC’s Year of Culture is going very well.
- 182.3** **Cllr Barling reports from WSCC** – Cllr Barling had left the meeting before able to report.
- 182.4** **Cllr Toomey reported from LAT (Local Action Team)** – Nothing to report
- 182.5** **Cllr Bowell reported from the Jnt. Parishes cemetery committee** – The most recent meeting was cancelled, and had been rescheduled for the 30th April 2019

- 182.6 Cllr Willett reported from SDNP – Nothing to report**
- 182.7 Cllr Lloyd and Cllr Willett reported from HALC, SALC and NALC – Nothing to report**
- 182.8 Cllr Toomey – Isolation and loneliness update –** Horsham and District Age concern who are coordinating a number of initiatives in this area are having a meeting in the Steyning centre on the 29th May 2019 in the morning and all were invited to attend. There will be presentations on most recent ideas at this time.
- 182.9 Cllr Northam PPG Update – Nothing to report**
- 182.10 Cllr S Sullivan – SCO update –** There was an event last Saturday and there is a blossom day event on the 27th April between 12 and 2pm.
- FULL/18/183 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**
- 183.1.1 Planning Committee –** Cllr Muggridge **proposed, seconded** by Cllr Muncey, to receive and adopt the minutes of the meeting held on the 25th February 2019.**Agreed**
- 183.1.2 Planning Committee –** Cllr Muggridge **proposed, seconded** by Cllr S. Sullivan, to receive and adopt the minutes of the meeting held on the 25th March 2019.**Agreed**
- 183.2.1 Amenities Committee –** Cllr Bowell **proposed, seconded** by Cllr Goldsmith, to receive and adopt the minutes of the meeting held on the 29th January 2019.**Agreed**
- 183.2.2 Amenities Committee –** Cllr Bowell **proposed, seconded** by Cllr Toomey, to receive and adopt the minutes of the meeting held on the 5th February 2019.**Agreed**
- 183.2.3 Amenities Committee –** Cllr Bowell **proposed, seconded** by Cllr Toomey, to receive and adopt the minutes of the meeting held on the 26th February 2019.**Agreed**
- 183.2.3 Amenities Committee –** Cllr Bowell **proposed, seconded** by Cllr Muncey, to receive and adopt the minutes of the meeting held on the 26th March 2019.**Agreed**
- 183.3.1 Premises Committee –** Cllr Willett **proposed, seconded** by Cllr G. Sullivan, to receive and adopt the minutes of the meeting held on the 5th March 2019. **Agreed**
- 183.3.2 Premises Committee –** Cllr G. Sullivan **proposed, seconded** by Cllr Toomey, to receive and adopt the minutes of the meeting held on the 2nd April 2019. **Agreed**
- 183.4.1 Finance and General Purposes committee –** To receive and adopt the minutes of the meeting held on the 12th February 2019. Cllr Bowell **proposed, seconded** by Cllr Willett **Agreed**
- 183.4.2 Finance and General Purposes committee –** To receive and adopt the minutes of the meeting held on the 12th March 2019. Cllr Bowell **proposed, seconded** by Cllr Muggridge. **Agreed**
- FULL/18/184 CORRESPONDANCE AND INFORMATION ITEMS**
- 184.1** Letter in support of the Steyning and Henfield rotary club – This club is disbanding in June 2019 after some 37 years, consistently raising funds for the community approximating £10,000 each year over this period. They will be sorely missed. Clerk to have this group in mind when putting forward possible Millennium award recipients later this year.

FULL/18/185 CHAIRMANS CLOSING STATEMENT

185.1

The Chairman wanted to thank all the Councillors for their work over the last term and their support this last year. He also thanked those members of the public who were able to attend meetings and had taken an active part in discussions by asking difficult questions, and he passed on his good wishes to the new council. Council also thanked the Chairman for his work over the 2018/19 year in office.

FULL/18/186

DATE OF NEXT MEETING – 13TH May 2019

Meeting closed at 9.37 pm

Signed Date 13th May 2019

Chairman