

Steypning Parish Council



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MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 18th FEBRUARY 2019 AT 7.30PM
IN THE STEYPNING CENTRE

Present: Cllrs Willett, Hanson, G Sullivan, S Sullivan, Trundle, Goldsmith, Northam, Muggridge, Toomey and Lloyd.

Clerk: John Fullbrook

Members of the Public: 8 {Also present; WSCC Cllr Barling}

Meeting commenced 7.30 pm

DRAFT MINUTES

		ACTIONS
FULL/18/149	APOLOGIES	
149.1	Apologies for absence were received from Cllrs Pearcey, Bowell, Picking, Muncey, and Syred.	
FULL/18/150	DECLARATIONS OF INTEREST AND DISPENSATIONS	
150.1	There were declarations of interest from Cllr S. Sullivan as lives adjacent the MPF and serves on the Steypning Community Orchard.	
FULL/18/151	CHAIRMAN'S ANNOUNCEMENTS	
151.1	None	
FULL/18/152	QUESTIONS FROM THE FLOOR	
152.1.1	Q – Mr Kelly – regards the recent correspondence from Horsham Matters Trustees - they appear to be forced into the decision to cease subsidised youth service provision due to WSCC withdrawing their grant. There is a necessity to maintain a well-used Youth service, and I would like to see SPC do all they can to maintain a continuity of service.	
152.1.2	A – Thank you, yes, there will be a report under Agenda item - Joint Parishes Youth committee later on.	
152.2.1	Q – Mr Cree – 'I do hope that all councillors present have read the recently published Local Government Ethical Standards report. On the 15th October 2015 I submitted a Freedom of Information request. The Information Commissioner's formal response contained the following:- ...the amount of correspondence and expenditure of time and resources in this particular matter was attributable to errors on the Council's part ...- ... Mr Cree was quite correct to pursue this particular matter from a public interest standpoint...The above extracts make it absolutely clear that my single FOI request was never 'manifestly unreasonable', 'unsubstantiated' or the cause of any excessive workload placed on the SPC Clerk at that time. As clearly stated by the Information Commissioner herself that excessive SPC Clerk workload was solely caused by the SPC itself.	

In March 2018 a small group of five SPC councillors made a submission to the Information Commissioner's Office that libelled and defamed me by accusing me in writing of collaborating with others 'to bring the Council down by any means'. The SPC Clerk has stated in writing that the councillors responsible for that submission were Councillors Bowell, Syred, Pearcey, Hanson and Trundle. My question is: 'Councillors Lloyd, Northam, Muggridge and Willett. 'Do you also accuse me of collaborating with others to bring the Council down by any means. Yes or No?'

- 152.2.2** **A-** This is not the appropriate time for me to respond to this item and this is not a debating forum – Thank you.
Also Point of order raised – 'This council speaks with one voice – it's a corporate body – individuals are not answerable for the collective responses'

FULL/18/153 MINUTES OF PREVIOUS MINUTES

- 153.1** Cllr Lloyd **Proposed**, Cllr Toomey **seconded** the minutes of the meeting held on the 17th December 2018 be agreed as a true and accurate record of proceedings. **Agreed**

- 153.2** Cllr Lloyd **Proposed**, Cllr Northam **seconded** the minutes of the meeting held on the 30th January 2019 be agreed as a true and accurate record of proceedings. **Agreed**

FULL/18/154 MINUTES ARISING AND ACTIONS

- 154.1** FULL/18/125.3 - Cllr Goldsmith's statement and Cllr Lloyds response attached with minutes of December Full Council meeting on web site – **Actioned**

- 154.2** FULL/18/129.2 - Clerk to arrange working party meeting to cover 'Raising the profile of the Council' and to arrange distribution of initial promotion - **Actioned**

- 154.3** FULL/18/129.7 Police station renovations are carrying on as far as the Clerk is aware, on schedule. The temporary mobile reception unit has not provided the service they had hoped. Also, there was a question raised as to how much was the renovation costing – The Clerk received a response from the Polices' 'Corporate Communications Team' on this point who are now pursuing it as a Freedom of information request. - **Ongoing** **CLERK**

- 154.4** FULL/18/130.7 Q - Were SPC to be involved if at all with Bramber PC's Neighbourhood plan discussions regarding proposed site at Clays Field? – The Clerk has spoken with the Chair of Bramber and there is a meeting planned also involving the Chair of SPC and the Chair of the SPC Neighbourhood plan steering committee. The Chair will report back at the next meeting **Cllr Lloyd**

- 154.5** FULL/18/133.1 Christmas Bin emptying details to go on Web site - **Actioned**

- 154.6** FULL/18/133.2.2 Barclays Bank closure – Discussions continue with Barclays Bank in terms of a possible re-siting of their ATM following the imminent closure. Currently there is consideration of using the Bus Stop. This has been publicised in 'Your Steyning'. - **Ongoing** **CLERK**

- 154.7** FULL/18/134.1.3 Article 4 – Cllr Muncey to form Working party – **Actioned**
- See item 157.1

- 154.8** FULL/18/135.1 Clerk to update Youth service MOU and Contract and distribute – **Actioned**

- 154.9** FULL/18/136.1 Clerk and Cllr Lloyd to take back Council's feelings in regard to Wardens work patterns to Steering committee (11th Feb) – The minutes from it attached as supporting papers. A letter was also drafted and has been agreed now by all three Parish Council Chairman and so is to be sent ASAP. **Cllr Lloyd**

- 154.10** FULL/18/137.1 Clerk and Cllr Lloyd to meet with NP chair to discuss 2019/20 budget requirements and for Clerk to arrange working party to make budget recommendations in New Year - **Actioned**
- 154.11** FULL/18/138.2.2 Clerk to chase response from external auditors – **Ongoing** – Clerk has been in discussion with the senior partner in charge of the SPC case – She reported that they are consulting with the National Audit Office in order for them to provide technical support in relation to procedural matters. **CLERK**
- 154.12** FULL/18/139.2 Memorial for George Cockman – Clerk to ensure discussed at F&GP and then at next Full Council – **Actioned**
- 154.13** FULL/18/143.1.2 Chair to make reply to Question raised from the floor – Cllr Lloyd made a statement, the details of which are appended to these Minutes - **Actioned**
- 154.14** FULL/18/144.1 Clerk to send off Precept request approved by Council – **Actioned**
- 154.15** FULL/18/144.2 Cllr Goldsmith/Clerk to proceed with Article 4 leaflet distribution – **Actioned**
- 154.16** FULL/18/144.4 Clerk to respond to the grant applications which had been discussed and to move forward with joint approach to ‘welcome sign’ installation - **Actioned**
- 154.17** FULL/18/145.1 SPC put together a joint working party to revisit and modify objections in regard to Soft sands review of the West Sussex Joint Minerals local Plan – See item 158.1 **CLERK**
- 154.18** FULL/18/146.1 Meeting dates agreed for next 14 months – Clerk to amend and distribute – **Actioned**
- FULL/18/155 NEIGHBOURHOOD PLAN UPDATE**
- 155.1.1** **Neighbourhood plan steering committee** – To receive and adopt the minutes of the meeting held on the 20th November 2018 – These are complete but have not been sanctioned by the Committee Chairman, so this item deferred to the next meeting.
- 155.1.2** Report by the Chairman of the Community plan committee – ‘Currently drafting key elements of the Neighbourhood plan – One major element the NP Steering Committee has not moved very much on previously is to look at the environmental aspects. Now beginning to pursue this and the group is asking for voluntary support. The ‘Call for Sites’ has produced 5 sites so far which will be properly assessed in due course. The Steering committee have put many leaflets out and have had an okay response so far. Good workshops have been undertaken, but on the whole and, other than moving the process forward with information gathering forums and allowing Enplan to go through their consultation processes, there is not much to report’
- FULL/18/156 NEIGHBOURHOOD WARDENS’ REPORT**
- 156.1** **(Full report is available on the web site)**
The Chair read out the Wardens report with nothing else to report and no questions of note raised.
- FULL/18/157 ARTICLE 4**
- 157.1** Cllrs updated that immediately previous to this Full Council meeting a public Q and A meeting was undertaken with 15 residents in attendance. 11 questions had been raised and Councillors had responded to some of these questions and also read statements to

elaborate on the details associated with the Article 4 directive. The working party will meet again to put together a collective statement by way of a response to Horsham DC, and this will be distributed to all.

FULL/18/158 QUARRY UPDATE

158.1 Cllr D. Barling had nothing to add to previous meetings notes on latest 'Soft Sands' developments except that the Clerk had arranged for a workshop meeting planned for Monday morning, the 25th Feb at 10 am.

CLERK

FULL/18/159 REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS

159.1 Cllr Lloyd update from HDC –

2019/20 Budget had received approval – with a 2.7% rise from last year. This is considered very low when looking at similarly sized Councils nationally.

- General Information is available on the SPC & HDC websites.

159.2 Cllr Willett reports from HDC –

During discussions where seed funding was thought appropriate for new schemes similar to SPC's Wardens, the swimming pool and the Youth Service, it was noted that SPC did receive similar seed funding arrangements previously and therefore there should be no recourse.

Also, a reminder that this is the Horsham District Council 'Year of Culture'. The main Steyning Centre venue contribution to this was a puppet show at the end of school Half term break which had been a great success with 149 in attendance.

159.3 Cllr Barling reported from WSCC.

159.3.1 Budget is set for 2019/20 with a 4.9% increase to WSCC precept – as Council continues to attempt to deal with the loss of central funding.

159.3.2 Velo South will not take place in 2019 – There had been many comments and complaints as to the way the previous event planning had seemingly been rather dismissive of the necessity for local infrastructure and activities to be maintained.

159.3.3 There is an extra £6 Million in the budget for carriageway repairs with some major work planned for the Ashurst and Small Dole areas. A tender is out for the new Road-Worker contractor.

159.3.4 Scrutiny committee had thought long and hard about the withdrawal of the Youth Grant but to reinstate it would mean another crucial service would have to suffer.

159.4 Cllr Toomey reported from LAT (Local Action Team) - Cllr Toomey suggested that because there were similar items being discussed at LAT meetings and at the Wardens Steering committee, that the LAT meetings be dissolved, and items taken over by the Steering committee.

159.5 Cllr Hanson reported from the Jnt. Parishes cemetery committee – There was a meeting during week beginning 11th Feb. 2019 and Cllr Howell who was there will report at the next Full Council meeting

Cllr Howell

159.6 Cllr Willett reported from SDNP – Nothing to report

159.7 Cllr Lloyd and Cllr Willett reported from HALC, SALC and NALC – There have been recent meetings and the minutes will be distributed

CLERK

- 159.8 Cllr Toomey – Isolation and loneliness update** – There are networking opportunities coming up in the next 10 months that will prove to be very important. More information to follow.
- 159.9 Cllr Northam PPG Update** – 21st January was the last meeting. Lesly Humber was in the process of setting up a community board and looking for representatives. This is something that should be considered when representation is discussed with the New Council members. A focus group planned to meet in May to consider the needs of the younger children in the district. They are also considering improving their admin function.
- 159.10 Cllr S Sullivan – SCO update** – The last SCO event was well attended. 2 more Apple trees planted on the MPF and many more throughout the Parish. Also there has been some useful tree felling in the Den area on the MPF
- FULL/18/160 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**
- 160.1.1 Planning Committee** –Cllr Muggridge **proposed, seconded** by Cllr Hanson, to receive and adopt the minutes of the meeting held on the 18th December 2018.**Agreed**
- 160.1.2 Planning Committee** –Cllr Muggridge **proposed, seconded** by Cllr Hanson, to receive and adopt the minutes of the meeting held on the 28th January 2019.**Agreed**
- 160.2 Amenities Committee** – Council decided to defer until next Full Council meeting, the receiving and adoption of the minutes of the meetings held on the 29th January and 5th February 2019. **CLERK**
- 160.3.1 Premises Committee** – Cllr Northam **proposed, seconded** by Cllr Hanson, to receive and adopt the minutes of the meeting held on the 8th January 2019. **Agreed**
- 160.3.2 Premises Committee** – Cllr Northam **proposed, seconded** by Cllr Hanson, to receive and adopt the minutes of the meeting held on the 5th February 2019. **Agreed**
- 160.4.1 Finance and General Purposes committee** – To receive and adopt the minutes of the meeting held on the 11th December 2018. Cllr Goldsmith **proposed, seconded** by Cllr Willett. **Agreed**
- 160.4.2 Finance and General Purposes committee** – To receive and adopt the minutes of the meeting held on the 15th January 2019. Cllr Goldsmith **proposed, seconded** by Cllr Willett. **Agreed**
- FULL/18/161 JOINT PARISH YOUTH COMMITTEE**
- 161.1** The joint Parishes Youth Committee on the 7th February received the news that Horsham Matters were having to terminate their contract to provide a Community Youth Service with our three parishes. This is apparently in part due to their falling year on year financial reserves, and then in the last three weeks receiving the news from WSCC that their ‘Sussex Local Network Assistant grant’ was to be reduced from £100k to £10k per annum. Horsham Matters have said they will endeavour to continue to provide services until the end of March 2019.The JPYC are already exploring alternative service provision arrangements, as well as writing to the Horsham Matters Trustees to question why so little notice was given in terms of the withdrawing their service, and will keep Cllrs and residents informed. **CLERK**
- FULL/18/162 RAISING THE PROFILE OF THE COUNCIL**
- 162.1** There was a working party on the 10th January – At which many Items were discussed. Recommendations from the meeting included the following:

1. Find out how much a page was in 'Your Steyning' for a report or newsletter or promotion – (since found out its Approx. £60 for 350 words)
2. Also wanted to find out how much it would cost to print and distribute a leaflet around the Parish – and that is going to be approx. £400 (with 'Your Steyning')
3. The group thought it would be a good idea to compile a list of everything achieved in the last few years under the promo heading – 'What has the Council ever done for us?'
4. Looked at Business cards and lanyards for badges.
5. The group thought that Council consider booking a Farmers market table on the 2nd March for publicity, and that the Annual Parish Meeting ought to be a showcase for the services provided by SPC with those involved with these provisions completing a short 5-minute presentation each, with a Q and A session to follow with questions sent in in advance.
6. Finally the group were keen to get a message out about the fact that there are Council elections on the 2nd May – and with that in mind the Clerk sourced some generic publicity from the SALC / NALC web sites.

162.2 Cllr Lloyd **proposed, seconded** by Cllr Northam that Council sets up an all Councillor working party to devise and approve a final draft of a leaflet for parish wide distribution with the Clerk having delegated authority to proceed with this distribution with a budget of up to £1500. **Agreed.** **CLERK**

FULL/18/163 HIGH STREET VISITOR FOOTFALL INFORMATION

163.1 Renewal of the Noggin installation – It's a device which measures footfall (High street passers-by outside where it is based (HJ Burt). Cllrs felt that the information would be useful more particularly for business traders. Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan that Council says no to funding a renewal of the Noggin installation because Council does not fully understand what it is needed for. **Agreed.** **CLERK**

FULL/18/164 CORRESPONDANCE AND INFORMATION ITEMS

164.1 Council received correspondence from Waldon telecom Ltd who want to work with SPC to find a location for a phone mast. Cllr Lloyd **proposed, seconded** by Cllr Toomey that Council write to Waldon telecom Ltd to suggest they look for sites for their Ariel / Mast and assess the suitability of these sites and that those sites could perhaps include the Church, the School grounds and Newman's Gardens. **Agreed, 8 For, 1 Abstain, 1 Against.** **CLERK**

164.2 An information item was distributed through supporting papers with regards to Council elections.

164.3 Steyning Bridleway No 3182 temporary closure notice – For information – Details on the web site

FULL/18/165 DATE FOR NEXT FULL PARISH COUNCIL MEETING IS THE 15th APRIL 2019

FULL/18/166 NEXT MONTH IS THE ANNUAL PARISH COUNCIL MEETING - ON THE 18th MARCH 2019

Meeting closed at 9.29 pm

Signed Date 15th April 2019

Chairman



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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