# Steyning Parish Council

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

Telephone: 01903 812042

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

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## MEETING OF FULL PARISH COUNCIL

**HELD ON MONDAY 21sr May 2018 AT 7.30PM**
**IN THE STEYNING CENTRE**

**Present:** Cllrs Willett, Pearcey, Hanson, G Sullivan, Bowell, Syred, Goldsmith, Trundle, Northam, Muggridge and Lloyd.

**Clerks:** John Fullbrook and Hazel Roxby

**Members of the Public:** 6 {Also present - Wardens ;- Paul Conroy, Mike Pearce and WSCC Cllr Barling}

**Meeting commenced** 7.30 pm

# DRAFT MINUTES

**FULL/18/1** **APOLOGIES** **ACTION**

**1.1** Apologies were received from Cllrs Picking, Muncey, Sarah Sullivan and Cllr Muggridge was due to arrive shortly.

**FULL/18/2** **ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2018/2019**

**2.1** Cllr Bowell **proposed, seconded** by Cllr Hanson that Cllr Tim Lloyd be elected as the new Chairman of the Council. **Agreed**

**FULL/18/3** **ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2018/2019**
**(By paper ballet vote)**

**3.1** Cllr Syred **proposed, seconded** Cllr Northam that Cllr Bowell serve as Vice chair–**1 Vote**

**3.2** Cllr Syred **proposed, seconded** Cllr Hanson that Cllr Muncey serve as Vice chair– **1 Vote**

**3.3** Cllr Hanson **proposed, seconded** Cllr Willett that Cllr Pearcey serve as Vice Chair – **9 Votes,** therefore Cllr Pearcey elected as Vice Chair. **Agreed**

**FULL/18/4** **DECLARATIONS OF INTEREST AND DISPENSATIONS**

**4.1** There were declarations of interest from Cllr Goldsmith declared interest in Agenda Item 22.

**FULL/18/5** **MINUTES OF PREVIOUS MINUTES**

**5.1** Cllr Lloyd p**roposed,** Cllr Pearcey **seconded** the minutes of the meeting held on the 16th April 2018 be agreed as a true and accurate record of proceedings. **Agreed**

**FULL/18/6** **MINUTES ARISING AND ACTIONS**

**6.1** FULL/17/196.1 – 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 in that this was due to be discussed at last Amenities but unfortunately the Committee did not get to that point on the Agenda before the meeting closed.

**6.2** FULL/17/180.1 – Neighbourhood wardens reporting – update from Cllr Hanson – Nothing to report

**6.3** FULL/17/198.7 – Clerk to seek expert IT advice regarding email issues – Ongoing – After attempting to gain assistance from a number of individuals without success the Clerk has now gained access to SALC's IT support company and is awaiting a service agreement, availability and cost details, and on receipt will liaise with the Chair of F&GP to take this forward. **CLERK**

**6.4** FULL/17/198.8 – Clerk to consider conducive seating arrangements – another option tried at this meeting – which seemed to be appreciated by all.

**6.5** FULL/17/202.2.1 – Planning committee members to be informed as to date for next relevant HDC planning meeting – Actioned – and meeting went well.

**6.6** FULL/17/202.2.3 – Councillor representation at Steyning Community partnership meetings – Clerk has spoken to partnership representatives who have said they would prefer not to have another councillor involved at meetings but could report to Council with an update from time to time – Actioned

**6.7** FULL/17/202.3.2 – Alternative access route arranged to cover period when Twitten works being undertaken – Actioned, and Clerk had agreed with Contractor and Owner that they would delay starting construction until after the Steyning Festival begins in order to minimise disruption

**6.8** FULL/17/202.3.7 – Bramber road works – annoyance relating to level of disturbance relayed to WSCC – Actioned

**6.9** FULL/17/202.6 – Letter of thanks to Lesley Humber – Clerk actioned

**6.10** FULL/17/205.1.1 – Article 4 directive to be discussed at planning meeting – 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


Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

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| **6.14** | FULL/17/206.3 – Social prescribing initiative to be discussed at next Full Council – 21.4 | |
| **6.15** | FULL/17/206.4 Local government ethical standards survey response submitted – Clerk Actioned | |
| **6.16** | FULL/17/206.7 Bus strategy survey publicised / to be discussed at Amenities committee – Ongoing – publicised on web site and on many notice boards, but could not be heard at Amenities as meeting finished early due to disruption. | **CLERK** |
| **6.17** | FULL/17/208.1.2 Clerk to inform successful Neighbourhood Plan steering committee candidate - Actioned | |
| **FULL/18/7** | **NEIGHBOURHOOD WARDENS' REPORT** | |
| **7.1** | Warden Paul Conroy read through report (Available on web site) – this was a report in a new format, which was itemised, and this allowed for more detail and will make it easier to refer to issue trends when reviewing reports. Chair asked wardens to check parking issues at Breach Close. Wardens were asked to use the term 'young adults' rather than 'youths' when appropriate to do so. | |
| **FULL/18/8** | **NEIGHBOURHOOD PLAN UPDATE** | |
| **8.1** | Murray van der Poll who is Vice chair of the committee reported on previous meetings and work shop progress so far. Draft minutes from the first meeting on the 30th April were available and would go on web site shortly. The committee are currently reviewing the 'Vision statement', 'call for sites 'letter, looking at consultants, and general engagement with the public. | **CLERK** |
| **FULL/18/9** | **REVIEW AND CONFIRM COMMITTEE MEMBERSHIP** | |
| **9.1** | The Clerk had collected committee preferences from all Councillors and read these out but reminding all that the F&GP committee membership could only be provisional as it was dependent upon who was to chair the committees. The committees were then voted in on block. | |
| **9.2** | To confirm the F&GP Committee membership (9), subject to amendment due to who is to chair the other committees, being Cllrs Northam, Syred, Lloyd, Bowell, Muggridge, Willett, G Sullivan, Goldsmith and Pearcey, were **proposed** by Cllr Bowell, **seconded** by Cllr Pearcey**. Agreed** | |
| **9.3** | To confirm the Amenities committee membership (7), as being Cllrs Syred, Lloyd, Bowell, Muncey, Toomey, S Sullivan and Goldsmith were **proposed** by Cllr Goldsmith, **seconded** by Cllr Syred**. Agreed** | |
| **9.4** | To confirm the Planning committee membership (7), as being Cllrs S Sullivan, Muncey, Picking, Pearcey, Muggridge, Hanson and Trundle were **proposed** by Cllr Willett, **seconded** by Cllr Muggridge**. Agreed** | |
| **9.5** | To confirm the Premises committee membership (7), as being Cllrs Northam, Lloyd, Muncey, Willett, G Sullivan, Picking and Hanson were **proposed** by Cllr Bowell, **seconded** by Cllr Syred**. Agreed** | |
| **9.6** | To agree that Committee Chairmen will be ex officio members of the Finance and General Purposes Committee. **Proposed** Cllr Bowell, **Seconded** Cllr Pearcey. **Agreed** | |


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**FULL/17/10** **CONFIRM COMMITTEE TERMS OF REFERENCE**

**10.1** F&GP, Amenities, Planning and Premises terms of reference had been distributed and had not changed since last year.

**10.2** Cllr Northam **proposed, seconded** by Cllr Hanson that the terms of reference for the F&GP committee, be approved. **Agreed**

**10.3** Cllr Pearcey **proposed, seconded** by Cllr Bowell that the terms of reference for the Amenities committee, be approved. **Agreed**

**10.4** Cllr Hanson **proposed, seconded** by Cllr Muggridge that the terms of reference for the Planning committee, be approved. **Agreed**

**10.5** Cllr Northam **proposed, seconded** by Cllr Bowell that the terms of reference for the Premises committee, be approved. **Agreed**

**10.6** Steyning NP steering committee Terms of reference have been agreed at their committee. Cllr Lloyd **proposed** the approval of their Terms of reference is deferred until next Full Council and that the committee operate under their existing terms of reference for now, **seconded** by Cllr Bowell**. Agreed** **CLERK**

**10.7** Working practices group terms of reference are to be deferred onto F&GP Agenda **CLERK**

**FULL/18/11** **ASSET AND LAND REGISTERS**

**11.1** Cllr Lloyd **proposed, seconded** Cllr Bowell that Council accepts and approves the content of the previously circulated Asset register. **Agreed.**

**11.2** Cllr Lloyd **proposed, seconded** Cllr Bowell that Premises committee undertakes a re-evaluation of the Asset register. **Agreed.** **CLERK**

**11.3** Councillors asked for plans to be circulated showing the whereabouts of each of the parcels of land involved in the Land register and that the Clerk will also ensure Abbey road is noted as having village green status, and that Fletchers croft needs to have its status more clearly defined. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that the acceptance and approval of the Steyning Parish Land register be deferred until next Full Council. **Agreed** **CLERK**

**FULL/18/12** **ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, CODE OF CONDUCT AND DISPENSATION SCHEME**

**12.1** The new 'Model Standing Orders 2018' (England) have been received from NALC and using this as a template the amended 'Standing orders' had been circulated. Cllr Bowell **proposed**, **seconded** by Cllr Hanson that the approval of the 'Standing orders' be deferred, subject to the working practices group meeting and agreeing its content so that it could be sanctioned at the next F&GP committee and then approved at Full Council. **Agreed** **CLERK**

**12.2** Cllr Lloyd **proposed, seconded** by Cllr Northam to adopt the 'financial regulations'**. Agreed**

**12.3** Cllr Bowell **proposed, seconded** by Cllr Lloyd that the 'Code of members conduct' is adopted subject to the working practices working group meeting in order to make any amendments as necessary. **Agreed** **CLERK**

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| 12.4 | Cllr Lloyd **proposed, seconded** by Cllr Northam that the 'Dispensation scheme' is adopted subject to the working practices working group meeting in order to make any amendments as necessary. **Agreed** | **CLERK** |
| **FULL/18/13** | **ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES** | |
| **13.1** | Cllr Willett **proposed, seconded** by Cllr Northam that the Data protection policies be adopted, these being the 'Steyning Parish Council breach notification policy', the 'Publication of information scheme', the 'Data retention and disposal policy', the 'CCTV policy and code of practice' and the 'subject access request policy'. **Agreed** | |
| **13.2** | Cllr Lloyd **proposed, seconded** by Cllr Hanson that council adopts the 'Complaints procedure'. **Agreed** | |
| **13.3** | Cllr Bowell **proposed, seconded** by Cllr Hanson that the 'Dignity at work/Bullying and Harassment policy', the 'Members Allowance policy' and the 'Freedom of information & Environmental Information Regulations Requests policy' are adopted subject to the F&GP meeting deciding if they are need to be amended, then to delegate to the working practices working group meeting in order to make any amendments as necessary. **Agreed** | |
| **FULL/18/14** | **REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS** <br> **(This item brought forward on the Agenda)** | |
| **14.1** | **Cllr Barling report from WSCC** | |
| **14.1.1** | Charlton street potholes were done. Cllr Barling has asked for a number of Yellow lines to be repainted as they are becoming invisible. | |
| **14.1.2** | Cement works – The South Downs National park are going to create an area action plan to guide the owner in terms of his proposed developments | |
| **14.1.3** | Road safety for children is an active process with meetings taking place | |
| **14.1.4** | The A27 consultation is now opened – the impact for this is important as clearly the A283 remains a 'rat run' | |
| **14.1.5** | The Crowd funding is still available to local groups – please check web site | |
| **FULL/18/15** | **TO APPROVE PRIVACY NOTICES** | |
| **15.1** | Cllr Lloyd **proposed, seconded** by Cllr Northam that the 'general privacy notice' be adopted and approved for the web site**. Agreed.** | |
| **15.2** | Cllr Lloyd **proposed, seconded** by Cllr Northam that the 'internal privacy notice' be adopted and approved for the web site**. Agreed.** | |
| **FULL/18/16** | **REVIEW AND CONFIRM APPOINTMENTS ON OUTSIDE BODIES AND REPRESENTATIVES ON OUTSIDE BODIES** | |
| **16.1** | Cllr Lloyd **proposed, seconded** by Cllr Northam that Cllr Willett represents the Steyning Parish Council on the South Downs National Park (SDNP). **Agreed** | |
| **16.2** | Cllr Lloyd **proposed, seconded** by Cllr Hanson that Cllrs Muggridge and Syred represent the Steyning Parish Council on the Joint Parishes Youth Committee. **Agreed** | |

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| **16.3** | Cllr Lloyd **proposed, seconded** by Cllr Muggridge that Cllrs Lloyd and Willett represent the Steyning Parish Council on HALC / SALC / NALC. **Agreed** | |
| **16.4** | Cllr Willett **proposed, seconded** by Cllr Bowell that Cllr Toomey represents the Steyning Parish Council on the Local Action Team (LAT), unless he doesn't want to accept. **Agreed** | |
| **16.5** | Cllr Lloyd **proposed, seconded** by Cllr Northam that Cllrs Bowell and Hanson represent the Steyning Parish Council on the Joint Parishes Cemetery Committee (JPCC).**Agreed** | |
| **16.6** | Representation onto 'Isolation & Loneliness' and 'PPG' was deferred until the next Full Council meeting as current representatives not present. | |
| **16.7** | Cllr Hanson **proposed, seconded** by Cllr Willett that Cllrs Lloyd and Trundle represent the Steyning Parish Council on the 'Steyning Neighbourhood Plan Steering Committee'. **Agreed** | |
| **16.8** | Cllr Lloyd **proposed, seconded** by Cllr Northam that Simon Zec represents the Steyning Parish Council as the 'Tree Warden for Steyning Parish Council' subject to written notification. **Agreed** | **CLERK** |
| **16.9** | Cllr Lloyd **proposed, seconded** by Cllr Syred that Cllrs Northam and Hanson represent the Steyning Parish Council on the Neighbourhood Wardens steering group**. Agreed** | |
| **FULL/18/17** | **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31.3.18 AND APPROVAL OF THE ANNUAL RETURN AND GOVERNANCE STATEMENT** | |
| **17.1** | 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 30thJune 2018. | |
| **FULL/18/18** | **PARISH COUNCIL INSURANCE COVER.** | |
| **18.1** | To note that the Council's insurance policy expires on 31st July 2018 | |
| **FULL/18/19** | **TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES** | |
| **19.1** | Cllr Lloyd **proposed, seconded** Cllr Pearcey that the following subscriptions be taken back to F&GP for approval - Sussex Association of Local Councils (SALC), Horsham Association of Local Councils (HALC) and the Society of Local Council Clerks (SLCC).**Agreed** | **CLERK** |
| **FULL/18/20** | **JOINT PARISH YOUTH COMMITTEE** | |
| **20.1** | Cllr Syred reported that there had been a meeting on the 14th May with Minutes yet to be distributed. Staff continuity was better than expected with Maria staying with H. Matters presently. Participation in sessions is good. The staff have touched base with the Neighbourhood wardens regarding some social issues with positive feedback. Allan, the new leader, is getting on very well., but there is still an urgent need for volunteer assistance. | |
| **FULL/18/21** | **REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS** | |
| **21.1** | **Cllr Lloyd / Cllr Willett update from HDC –**<br>Lloyds bank development deferred due to lack of parking and has gone back to planning. Cllrs Lloyd and Willett will be consulted on the development of this site. | |

Further Information can be found on SPC & HDC websites.

**21.2** **Cllr Toomey and Cllr Muncey – HALC and Car Parking update**
No report as no representatives present

**21.3** **Cllr Willett / Cllr Bowell – Cemetery committee update**
18 Burials last year – Very Busy and soon there will be no burial plots left. The committee asked Upper Beeding to change the budget framework so that further funds are accessible if a possible option on a new land purchase becomes available.

**21.4** **PPG Update – Cllr Bowell**
Cllr Bowell reported that there was a lot of work to be done, and that hopefully the health centre will take a lead, certainly in social prescribing, and due to data protection becoming an issue for other bodies or volunteers, as well as the fact that the doctors are the most appropriate resource to utilise. Also that volunteers or staffing would be best based within the doctor's waiting room areas.

**FULL/18/22** **COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**

**22.1** **Planning Committee** –Cllr Trundle **proposed, seconded** by Cllr Hanson , to receive the minutes and approve the recommendations of the meeting held on the 23rd April 2018.**Agreed**

**22.2** **Amenities Committee** –Cllr Bowell **proposed, seconded** by Cllr Northam, to receive the minutes and approve the recommendations of the meeting held on the 24th April 2018.**Agreed**

**22.3** **Premises Committee –** To receive the minutes and approve the recommendations of the meeting held on the 8th May 2018. Cllr Hanson **proposed, seconded** by Cllr Bowell. **Agreed**

**22.4** **Finance and General Purposes committee** – To receive the minutes and approve the recommendations of the meeting held on the 10th April 2018. Cllr Pearcey **proposed, seconded** by Cllr Bowell. **Agreed**

**22.5** **Finance and General Purposes committee** – To defer receiving the minutes and approving the recommendations of the meeting held on the 15th May 2018 until next Full Council. **CLERK**

**FULL/18/23** **CORRESPONDANCE AND INFORMATION ITEMS**

**23.1** Information regarding FOI correspondence. The Clerk noted that the complaint from Cllr Goldsmith relating to FOI request FER0719787 had been closed by the ICO, but as Cllr Goldsmith pointed out there appeared to have been delays in responding and in providing an internal review by the Council.

**23.2** With regards to the FOI case numbers FS50687915 and FS50688317, the complaints were withdrawn by the local resident , but the ICO are still to reply to the information supplied by the Clerk and have said that it is likely they will respond by the 25th May. The Clerk will then inform Councillors with regards the content of this letter in due course. **CLERK**

**23.3** Late information came in regarding installation of fitness equipment on ground at Fletchers croft by the Wilson memorial trust, and as a charity they need the Council to request the installation. There is no cost to SPC either in terms of installation or maintenance. Cllr Bowell **proposed, seconded** by Cllr Syred that this item be discussed at the next Amenities committee to decide with delegated authority to make this request if appropriate. **Agreed** — **CLERK**

**23.4** Cllr Bowell **proposed, seconded** by Cllr Pearcey that the Clerk write to the Duke and Duchess of Sussex to congratulate them on their appointment from the Steyning Parish Council. **Agreed** — **CLERK/Cllr Lloyd**

**FULL/18/24** **CONFIDENTIAL SESSION**

**24.1** **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 would be prejudicial in the public interest**

Cllr Lloyd **proposed, seconded** by Cllr Northam that the meeting go into confidential session and be adjourned for a short period. **Agreed.** Meeting suspended at 9.40pm

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**24.2** Cllr Goldsmith and the Clerk left the meeting.

Cllr Lloyd re-convened the meeting at 9.45pm

**FULL/18/25** **HARASSMENT OF A MEMBER OF STAFF**

**25.1** Cllr Pearcey reported on the findings of the Personnel Committee which was tasked to look at emails sent by a Councillor to the clerk. The Council has a duty of care to its staff and although there had been no formal complaint by the clerk, he had made it clear that he was uncomfortable with the nature and tone of some of the emails he had received. The committee looked at the email stream concerned and felt that they were demeaning and undermining the competence of the clerk. However, the committee noted that since the Council meeting of the 15th January where all councillors present agreed *"that no-one should send any potentially harassing emails to each other and especially to a member of staff",* the clerk had reported that he had not received any further harassing emails.

Cllr Pearcey felt that, in this instance, the Personnel Committee had taken an unacceptable amount of time for the committee to meet and in the light of this and the fact that this was a new Council year with a new Chair and Vice-Chair Cllr Pearcey **Proposed,** that a line should be drawn under this episode and that all Council Members were to be reminded of the directive agreed on the 15th January. The Councillor has a right of reply should he decide to do so. **Seconded** by Cllr Bowell **Agreed**

**FULL/18/26** **DATE OF NEXT MEETING – 18th JUNE 2018**

**Meeting closed at 10.05 pm**

**Signed ………………………………………………………………. Date 18th June 2018**
**Chairman**