

Steypning Parish Council



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MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 17th DECEMBER 2018 AT 7.30PM
IN THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the Public: 7 {Also present; Wardens Conroy and Pearce, and WSCC Cllr Barling}

Meeting commenced 7.30 pm

DRAFT MINUTES

FULL/18/123 APOLOGIES

123.1 Apologies were received from Cllrs Pearcey, Trundle and Syred, and Cllr Muggridge who advised he would be arriving late as his flight did not touch down until late this afternoon. – He actually joined meeting during Item FULL/18/131.1

ACTIONS

FULL/18/124 DECLARATIONS OF INTEREST AND DISPENSATIONS

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

FULL/18/125 QUESTIONS FROM THE FLOOR

125.1.1 *Q – Mr Campbell – re Item 4 – ‘Since SWAB collapsed, I have been scapegoated for its collapse and I assume item 4 is going to be more of the same. At Thursday’s Bramber council meeting it was said that the AiRs housing survey evidence upon which SWAB based all its work was fundamentally flawed and that this had been pointed out in December 2016 (by HDC’s Senior Neighbourhood planning officer – Norman Kwan) and these same flaws had been pointed out by me two years previously – Cllr Muggridge ignored this and pressed ahead. In the light of this Statement from HDC, will SPC now distance itself from the false claims by Cllrs Muggridge and Northam that HDC did not criticise SWAB’s work or approach or evidence?’*

125.1.2 *A – Cllr Lloyd replied that in correspondence to him Mr Kwan had been quite specific about the fact that there were no complaints about SWAB’s processes at all, and he thought it quite ironic that Mr Campbell complained of being scapegoated when he had consistently scapegoated members of SWAB. Cllr Lloyd when challenged by Mr Campbell said that he would provide examples.*

Cllr Lloyd

125.2.1 *Q - Mr Kelly – ‘I presume Agenda item 4 will go into what happened at the last full council meeting, and the document that was circulated by Cllr Goldsmith, whereby this document made the sort of damaging*



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Allegations, that we have been hearing from Mr Campbell earlier, against his own colleagues and many others in the community including myself using some awful phases to describe me. In the interests of openness and accountability can Cllr Goldsmith this evening assure us that this document was researched, compiled and produced by himself because in the past I have received similar documentation using same bullet points, format, feel and phraseology delivered direct to my home and the person whom delivered it went away very rapidly so I couldn't speak to them?'

125.2.2 A - I think that is for the Chair to answer that question which I will attempt to do in my statement.

FUL/18/126 CHAIRMAN'S ANNOUNCEMENTS

126.1 'On the 19th November, prior to the full Council meeting, Cllr. Goldsmith presented a lengthy statement to members of the public, and Councillors, in answer to a member of the public's question on his email to Councillors regarding SWAB (the now disbanded Steyning, Wiston, Ashurst and Bramber Neighbourhood Plan). Cllr. Goldsmith declined to make any comment about his statement at the meeting.

126.2 Although I would have preferred that SWAB was behind us, and that we could all move forward in the spirit of cooperation to support the excellent work that the new Neighbourhood Planning Committee is doing, his allegations against SWAB, individual members of it, individual Councillors and members of the public, are sufficiently serious I felt it necessary and, in the wider public interest, to respond to these allegations in public'.

125.3 The Chairman, Cllr Lloyd, then went on to read a statement in rebuttal to Cllr Goldsmith's statement. A full transcript, and full rebuttal response will be attached to these minutes as well as a copy of Cllr Goldsmith's statement referred to above and produced on the 19th November.

CLERK

FULL/18/127 ELECTION OF VICE-CHAIRMAN FOR THE REMAINDER OF THE MUNICIPAL YEAR

127.1.1 2018/19 (By paper ballot vote) – Meeting suspended for 6 minutes for paper distribution and vote
Cllr S. Sullivan **proposed, seconded** by Cllr G. Sullivan nomination of Cllr Goldsmith to serve as Vice Chairman of the Council – 3 Votes.

127.1.2 Cllr Howell **proposed, seconded** by Cllr Toomey nomination of Cllr Northam serve as Vice Chairman of the Council – 7 Votes. Therefore, Cllr Northam elected as Vice Chair.
Agreed

127.1.3 With one councillor abstaining

FULL/18/128 MINUTES OF PREVIOUS MINUTES

128.1 Cllr Lloyd **Proposed**, Cllr Hanson **seconded** the minutes of the meeting held on the 19th November 2018 be agreed as a true and accurate record of proceedings. **Agreed**

FULL/18/129 MINUTES ARISING AND ACTIONS

129.1 FULL/18/94.1.3 - Clerk or Chair of Council to ensure question from the floor is responded to by next Full Council meeting – Actioned, under item 4 - Chairman's announcements.

129.2 FULL/18/113.3 - Forming a working party for 'Raising the profile of the Council' meeting – Clerk had to cancel previous meeting, and the chat room facility on Councillors 'sharepoint' was not activated, and though Clerk is to pursue IT advice on instigating chat room facility, Council wanted to move the process forward. Cllr Muncey **proposed, seconded** by Cllr Northam that the advert which had been circulated to all Councillors, by delegated authority through the Clerk, be put into the first available publication of 'Your Steyning' and onto local Facebook groups. **Agreed**

CLERK

- 129.3** FULL/18/114.1 - To receive and adopt deferred minutes from NP Steering committee held on 29th October 2018 – See item 129.1
- 129.4** FULL/18/116.1 - Cllr Muggridge to present proposals to cover all items relating to JPYC – See item 134.1
- 129.5** FULL/18/118.4.2 - To receive and adopt deferred minutes from F&GP committee held on 30th October 2018 – See item 133.4.2
- 129.6** FULL/18/119.1 - Appointment of Vice Chairman required – See item 18/127
- 129.7** FULL/18/121.1 - Clerk to enquire how much Police station renovations are costing and how the front desk facility/service is being improved – Clerk received no reply to cost enquiry but has been made aware that a new employee has been appointed to man the revamped front desk facility when it is complete. **CLERK**
- 129.8** FULL/18/121.2 - Year of Culture event to be discussed at Premises committee – **Actioned** – with event now confirmed to be taking place on the 16th February
- FULL/18/130** **NEIGHBOURHOOD PLAN UPDATE**
- 130.1** **Neighbourhood plan steering committee minutes** –Cllr Lloyd **proposed, seconded** by Cllr Bowell, to receive and adopt the minutes of the meeting held on the 29th October 2018. **Agreed**
- 130.2** Update on progress given by Cllr Lloyd – The questionnaire flyer is to be agreed by the end of this week. Next public event due in February. Call for sites progressing well but more sites preferred. Vision statement almost agreed. Enplan engaged. A public meeting took place on the 13th December but no minutes yet available. Cllr Hanson highlighted the fact that Bramber PC were discussing their Neighbourhood plan and within it their main proposed site is to be Clays Field which is adjacent to, and affects residents within, Steyning. Cllr Hanson wondered when SPC were going to get involved in their process. This to be discussed at next meeting **CLERK**
- FULL/18/131** **NEIGHBOURHOOD WARDENS’ REPORT**
- 131.1** **(Full report covering the period Nov / Dec is available on the web site)**
Group of youngsters were causing issues on highways around Steyning on their bikes and have been issued a warning. Further incidents involving a fire lit in Fletchers croft Car park and tiles being ripped up at the Bus shelter has prompted close liaison between Wardens and school, with the Wardens invited to make a presentation, to promote early intervention as opposed to enforcement, at future school assembly.
- FULL/18/132** **STEYNING 10:10**
- 132.1** A short presentation from Mr. Geoff Barnard on the possibility of Steyning becoming a plastic free community. It seems there is a tipping point in public awareness, which perhaps the Council could use to their advantage in terms of ensuring action is taken. Latest community engagement model entitled ‘plastic free communities’– so far over 400 of these have started up. These are action groups who can encourage positive action like beach cleaning days or engage with commercial operations and suggest where best for them to find alternatives to environmentally harmful (plastic) materials – 25 people have already signed up to a new steering committee. Council await with interest this committees’ ideas.

FULL/18/133	REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS	
133.1	Cllr Lloyd update from HDC – Warden Xmas rota is out and available to Councillors and the Christmas Bin emptying details are available on both HDC and SPC websites.	CLERK
133.2.1	Cllr Barling reported from WSCC. – High street Bus stop, - after further discussions between residents, Bus company and WSCC, the end result being that the Bus stop bay is to be extended 6 to 8 meters northwards along the high street.	
133.2.2	Barclays Bank closure – Lease came to an end, but bank looking to install a relocated ATM. There is to be a discussion via a ‘dial in phone meeting’ regarding this on Thursday 20 th Dec. – Cllrs Muncey, Bowell and the Clerk will be in attendance	CLERK
133.2.3	Still money available through CLC awards – Any interested party’s / groups need to contact Dean Wadey at WSCC.	
133.2.4	Parking allocation Audits – Cllr Muncey concerned about WSCC not reconsidering the Steyning formula – Cllr Barling suggested the problem being that an audit could produce negative conclusions which could result in more parking restrictions (yellow lines) and more resultant issues.	
133.3	Cllr Toomey reported from LAT (Local Action Team) – Nothing to report	
133.4	Cllr Bowell /Cllr Hanson reported from the Jnt. Parishes cemetery committee – No meeting. There has been some recent work to level land to allow further use of cemetery grounds	
133.5	Cllr Willett reported from SDNP - Nothing to report	
133.6	Cllr Lloyd and Cllr Willett reported from HALC, SALC and NALC – Nothing to report	
133.7	Cllr Toomey – Isolation and loneliness update – It was pointed out that Council has an opportunity to fund a worthy cause in terms of an isolation and loneliness initiative	
133.8	Cllr Northam PPG Update – met with Lesley Humber. Priorities remain dementia awareness, social subscribing and isolation and loneliness, but making networking more effective appears to be overriding requirement.	
133.9	Cllr S Sullivan – SCO update – Good clearance day recently achieving excellent results concentrating on better access from Newham Lane. Gaps in Allotment hedging will be replanted this coming year via an Allotment nursery set aside by Council for the purpose.	
FULL/18/134	COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS	
134.1.1	Planning Committee –Cllr Muggridge proposed, seconded by Cllr Muncey, to receive and adopt the minutes of the meeting held on the 26 th November 2018. Agreed	
134.1.2	The planning committee took unusual step of writing to Brewery who own the White horse Inn regarding poor planning application practice. The reply was positive in that they said they would endeavour to ensure it didn’t happen again	
134.1.3	Article 4 – Cllr Muncey updated. Affecting only non-listed buildings in the conservation area. HDC said they would support the Council if SPC updated its photographic evidence and produced a survey and consultation. Cllr Muncey proposed, seconded by Cllr Bowell that Council reconvene the working party to achieve the Article 4 direction. Agreed. 11 For, 1 Abstain. Cllr Muncey to move the process forward	Cllr Muncey

- 134.2 Amenities Committee** – Cllr Bowell **proposed, seconded** by Cllr Muncey, to receive and adopt the minutes of the meeting held on the 27th November 2018. **Agreed**
- 134.3 Premises Committee** – Cllr Hanson **proposed, seconded** by Cllr Willett, to receive and adopt the minutes of the meeting held on the 4th December 2018. **Agreed**
- 134.4.1 Finance and General Purposes committee** – To receive and adopt the minutes of the meeting held on the 13th November 2018. Cllr Bowell **proposed, seconded** by Cllr Northam. **Agreed.**
- 134.4.2 Finance and General Purposes committee** – To receive and adopt the minutes of the meeting held on the 30th October 2018. Cllr Bowell **proposed, seconded** by Cllr Northam **Agreed.**
- FULL/18/135 JOINT PARISH YOUTH COMMITTEE**
- 135.1** Cllr Muggridge reported that supporting papers were produced showing amended details of the youth service MOU and contract between Council and Horsham matters as well as the last HM youth report. F&GP committee had agreed to continue support of the service and recommended that it be approved at Full Council at their last meeting on 11th December. Cllr Muggridge **proposed, seconded** by Cllr Bowell to recommend the approval by Full Council to the changes in both Staff hours and costs as proposed by Horsham matters and recommended by JPYC committee and for these to be incorporated into the draft SPC budget for 2019/20 and therefore to adopt the new MOU for 2019/20 and amended contract for 2019/20 and ensure the Key performance indicators are added to the Contract. **Agreed**
- FULL/18/136 NEIGHBOURHOOD WARDENS**
- 136.1** To discuss and agree current work pattern of Neighbourhood Wardens – Many items were discussed at the last Wardens Steering committee, and the Clerk included report and minutes in supporting papers. Council to report back to steering committee comments on work pattern. Cllr Northam **proposed, seconded** by Cllr Bowell that the work patterns now be removed from web site. **Agreed. 8 For, 3 Abstentions (RG, SS, GS).** Cllr Lloyd to take back to committee the general feeling that Council expected more coverage of the important weekend shifts
- FULL/18/137 FINANCIAL MATTERS**
- 137.1** Discussion has taken place concerning committee-based budgets over the last two months. At F&GP all the budget lines were put together for the first time and for this meeting the Clerk put together a consolidated draft budget paper for the next financial year 2019/20 so that Full council could check on progress. Currently provisional 2.86% increase in precept. Further discussion needs to take place regarding funds for the Neighbourhood plan with Clerk and NP Chair and Vice chair – Cllr Lloyd to meet with NP Chair’. Council agreed that the Clerk should organise an all councillor working party early in the new year to continue to discuss the budget for 2019/20.
- 137.2** To approve the request from Amenities committee via approval at F&GP committee for Council to fund, partly via Council reserves, development for a new Playground facility at Fletchers Croft – The Clerk put all the relevant motions and finances from Amenities and F&GP committees together on a supporting paper. Cllr Bowell reported the multiple applications from SPC to the Wilson Memorial Trust had received a very positive response, and the Council wanted to thank them for their general support for

all the projects discussed, but in particular Cllr Howell drew attention to their agreement this year to fund two facilities – an Outdoor Adult exercise zone and an enhanced MPF Tarmac strip basketball play area. Cllr Howell also reported that though the Wilson Memorial Trust having committed capital to other projects this year were still supportive of the Council's plans to redevelop the MPF playground next year, and further meetings with them are planned in the new year. Cllr Howell **proposed, seconded** by Cllr Northam acceptance to fund the redevelopment of the Fletchers Croft Play area with up to £35,000 of Council reserves as soon as practically possible this financial year. **Agreed**

FULL/18/138 AUDIT REPORTS

138.1.1 To discuss and accept Internal Audit report

138.1.2 Cllr Goldsmith read out a two-minute statement. He said that in his opinion and that of Cllr S. Sullivan and Cllr G. Sullivan the Council had often departed from proper governance and that he had communicated this fact to both Internal Auditors and External Auditors. The issues raised related to the voting of the last precept in January 2018, decisions made by committee's concerning finance while being under Agenda items described as reports or updates, supporting papers are often sent to Councillors very late, street cleaning, bin emptying, grass cutting contracts not complied with and they disagreed with the application of the Council's Dignity at Work policy, and therefore will be voting against acceptance of the Internal Auditors report.

138.1.3 Council discussed the recommendations of the Internal Auditor. Cllrs commended the Clerk's work as responsible finance officer as the Auditor had stated he was very happy with the Audit, which he summarised by saying *'It is our opinion that the systems and internal procedures at Steyning Parish Council are well established and followed. The Clerk is very experienced and ensures the Council follows best practice regulations and has overseen changes to the internal procedures as regulations and technologies have changed to maintain compliance. It is clear the Council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are fit for purpose. I would like to thank John and his team for their assistance and whilst my report contains (5 minor) recommendations to change these are not indicative of any failings, but rather are pointers to improving upon an already well-ordered system.* Cllr Lloyd **proposed, seconded** by Cllr Howell that Council accepts the internal audit report as tabled. **Agreed - For 9 {MW, DH, BP, PB, NM, GM, SN, MT, TL}, 3 Against {GS, GS, SS}**

138.2.1 Cllr Goldsmith read out a two-minute statement. He said that in his opinion and that of Cllr S. Sullivan and Cllr G. Sullivan there were a number of significant issues and he has raised them with the external auditor. He could not understand why the Clerk did not know what these issues were as he was cc'd into one of the communications Cllr Goldsmith had sent to the external auditor in August 2018. These he said were being reviewed by a partner at the external auditor as a special project. He said the Clerk had tried to intimidate him into silence with a bogus claim that his messages to the auditors were a breach of the data protection act.

138.2.2 The Clerk explained that the external auditors report has not been signed off, and they had stated that it was due to the volume of correspondence including queries raised by a resident and Councillors Goldsmith, and Sarah and Gary Sullivan. The Clerk and Chair of Council have chased as has the internal auditor on SPC's behalf,- for the External auditor to ask specific questions so that they can be answered if needs be by Council. Clerk to continue to chase.

CLERK

FULL/18/139 CORRESPONDANCE AND INFORMATION ITEMS

139.1

The Clerk had sent around an initial email he had received from Barclays bank regarding the High street branches imminent closure. This item had already been discussed under item 132.2.3 in this meeting.

139.2

Clerk received a request from a resident for Council to consider a contribution towards a fitting memorial for the contribution made to our town by George Cockman. It will be discussed at the next F&GP committee meeting and then more fully at next Full Council in January.

CLERK

FULL/18/140

DATE OF NEXT MEETING – 21st January 2019

Meeting closed at 10.07 pm

Signed Date 21st January 2019

Chairman