

Steyning Parish Council



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MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 16th JULY 2018 AT 7.30PM
IN THE STEYNING CENTRE

Present: Cllrs Toomey, Willett, Pearcey, Hanson, G Sullivan, Bowell, Muggridge, Goldsmith, Muncey, Trundle, and Lloyd.

Clerk: John Fullbrook

Members of the Public : 5 {Also present; Warden - Paul Conroy, WSCC Cllr Barling}

Meeting commenced : 7.30 pm

DRAFT MINUTES

		ACTION
FULL/18/51 51.1	APOLOGIES Apologies were received from Cllrs Sarah Sullivan, Brian Picking, Michelle Syred and Steve Northam	
FULL/18/52 52.1	DECLARATIONS OF INTEREST AND DISPENSATIONS There were no declarations of interest	
FULL/18/53 53.1	CHAIRMAN'S ANNOUNCEMENTS <i>Please note that under new Data protection regulations we ask members of the public to only state their name if they agree to their name being recorded in the minutes, which are made available to the public,</i>	
FULL/18/54 54.1	QUESTIONS FROM THE FLOOR Q – Mr Cree – <i>With regards to Agenda item 13.0 I believe in the right of residents to bring Council's into proper account in the public interest and a right to ask legitimate questions and receive credible answers. Steyning Parish Council has recently accused me in writing of collaborating with others to bring the council down by any means. I therefore require a full retraction and public apology from the Chairman of Steyning Parish Council for that grossly defamatory and libellous statement so that this matter can be put to rest at no financial cost to the council, residents or to myself. I therefore await his immediate response.</i> A – We will be discussing this item later and I cannot give you an answer yet as Full Council has to agree what that answer is, and then we can send you the answer.	CLERK/Cllr Lloyd



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
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FULL/18/55	MINUTES OF PREVIOUS MINUTES	ACTION
55.1	The clerk explained there had been two late amendments put forward by a councillor prior to the meeting. Item 45.1.2 additional detail to go in. Second point Proposed entrance should be from Newham gardens Car Park not Newham Lane Car Park. Third point raised at meeting by Cllr G Sullivan that the minutes did not show he also had a prejudicial interest and had said he would therefore leave the meeting prior to the vote on item 23.1. Cllr Lloyd Proposed , Cllr Pearcey seconded that in light of the fact that changes had to be made, Council deferred the acceptance of the minutes of the meeting held on the 18th June 2018 until the next meeting. Agreed	CLERK
FULL/18/56	MINUTES ARISING AND ACTIONS	
56.1	FULL/18/30.1.1 – Suggestion that Council considers a promotional leaflet drop - Actioned	
56.2	FULL/18/30.1.1 – Neighbourhood plan budget question to be answered - Actioned	
56.3	FULL/18/32.1 – Clerk to seek expert IT advice regarding email issues – Update from Clerk – The Clerk has arranged a meeting on the 17 th July at 10 AM with the IT experts used by SALC. The Vice Chair of the Council Steve Pearcey will also be in attendance.	CLERK
56.4	FULL/18/32.5 – Working practices group Terms of reference agreement onto F&GP Agenda – This is to be discussed within the working practices group and brought back to F&GP – the date for the next meeting is yet to be agreed - Actioned	
56.5	FULL/18/32.6 – Premises Committee take on re-evaluation of Asset register - Actioned	
56.6	FULL/18/32.13 – Steyning Parish Council Tree warden written notification – Confirmation received - Actioned	
56.7	FULL/18/32.19 – Clerk to consider more conducive seating arrangements for Full Council – See item 64.1	
56.8	FULL/18/35.3.6 – Council to write to Festival organisers to pass on congratulations – Clerk has written to the Festival in response to their request ten days ago for a grant and also to pass on the Council's congratulations as to the Festival being a huge success.- Actioned	
56.9	FULL/18/35.3.7 – Broadband installations – Cllr Barling to chase and circulate responses – Actioned	
56.10	FULL/18/35.3.8 – White lines to be repainted on A283 – Cllr Barling to chase – Actioned	
56.11	FULL/18/37.1 – Cllr Lloyd to ensure Steyning Neighbourhood plan reports to next Full Council – See item 61.1.1	
56.12	FULL/18/38.2.1 – Lease arrangements of the Fletchers croft play area to be checked in respect of proposed play and fitness equipment installations – Clerk has contacted Horsham, and chased again more recently, and they have said they will respond in the next two days so that it can be reported in more depth to Amenities committee	CLERK

- 56.13** FULL/18/38.3.1 – 15th May F&GP minutes to be approved subject to clarification regarding naming members of the public in the minutes – Actioned
- 56.14** FULL/18/39.1 – Land register approval deferred until more detailed information circulated – See item 60.1
- 56.15** FULL/18/41.4 – Policies still to be reviewed to be given to Working party through F&GP committee - Actioned
- 56.16** FULL/18/44.1 – School security breach issue – Cllr Barling to also be informed - Actioned
- 56.17** FULL/18/45.1.2 – Clerk to inform Bowling club of Councils decision – Actioned
- 56.18** FULL/18/45.2 – Steyning partnership informed as to request to include new building rather than demolished barn as background to plans - Actioned
- 56.19** FULL/18/49.3 – Form FOI working party and report back to next meeting – See item 68.1

**FULL/18/57
57.1**

NEIGHBOURHOOD WARDENS' REPORT

The report was read out by Warden Paul Conroy (Full text of which is available on the Council web site). Cllr Toomey noted that Councillors had received a complimentary letter from the Steyning Festival team thanking the Wardens for their help and support throughout the entire event.

**FULL/18/58
58.1**

JOINT PARISH YOUTH COMMITTEE

No meeting since last Full Council, however Cllr Muggeridge said that he would recommend that whilst there is still time to check for competition for the next three year contract, that the committee does so and that it gets put on the Agenda for the next committee meeting on the 20th August. Cllr Muggeridge to research and then speak to Clerk.

**Cllr Muggeridge /
CLERK**

**FULL/18/59
59.1**

REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS

Cllr Lloyd update from HDC –

There has been an issue with Fly tipping – worth noting that members of the public be made aware of the fact that Householders can be prosecuted for fly tipping if the contractor who is disposing of waste on their behalf does not have the appropriate Licence for disposal – {Waste carriers Licence}

Information is on SPC & HDC websites.

CLERK

59.2 **Cllr Willett reports from HDC** – Nothing to add

59.3 **Cllr Barling reported from WSCC.**

59.3.1 CLC meeting was postponed until 30th July and is now due to be located in Ashurst – one of the main items on the Agenda will be to discuss the 'Velo South' event. Steyning residents will be receiving news on this including road closures, through their doors, from the organisers in the next week.

59.3.2 Broadband – A note was circulated to Councillors. WSCC works in tandem with a company called 'BD.UK' to help deliver Broadband service. Project objective is to get

a reasonable level of Broadband to approx. 98% of Households – Work is carried out by B.T. The last 2% will be very difficult to install as money is running out and the more remote a household the less cost effective the installation becomes.

- 59.3.3** WSCC Budget process beginning – Government grant will be removed completely by 2019/20
- 59.4** **Cllr Toomey - LAT (Local Action Team)** - Nothing to report
- 59.5** **Cllr Howell /Cllr Hanson reported from the Jnt. Parishes cemetery committee**
No meeting since last Full Council, however reported that need for Land requisition for cemetery extension becoming desperate
- 59.6** **Cllr Willett reported from SDNP** – There has been a meeting which Cllr Willett could not attend but having checked minutes - nothing of note regarding Steyning to report
- 59.7** **Cllr Lloyd and Cllr Willett reported from HALC, SALC and NALC** – Next HALC meeting on 26th July with Cllr Willett to attend
- 59.8.1** **Cllr Toomey reported on Isolation and Loneliness** – Good cooperation exists between Wardens, the groups that are active in this area such as ‘Vintage years’ and the Minibus service, but things could also be better. WSCC are asking for comments and information relating to this area as they attempt to build up a network of contacts. This process began a few years back and is due to be completed in 2020 and should provide a welcome resource.
- 59.9.2** Cllr Howell drew attention to a recent article which suggested Minibus drivers will need to undergo additional training and will provide Cllr Toomey with the details so that he may alert the ‘Partnership’ and others.
- 59.10** **PPG report** – Council received letter regarding the upcoming social prescribing group meeting and councillor representation is being sought. Clerk to inform PPG representatives **CLERK**
- FULL/18/60** **LAND REGISTER APPROVAL**
60.1 The Land Register list had been updated and each item had been numbered, cross referencing them with a more clearly defined map which the clerk sent around as a supporting paper. Following on from further enquiries the Clerk’s office has begun updating Council records so that there is one document summarising all the information associated with the Council’s land including registration numbers and if leasing arrangements are associated with the land then these details also to be included. Clerk to continue to pursue more detail but as a lower priority, and bring amended web site version to next meeting. **CLERK**
- FULL/18/61** **NEIGHBOURHOOD PLAN UPDATE**
61.1.1 Cllr Trundle reported on general progress within the Neighbourhood plan steering committee. The main focus currently is to proceed with the application to the ‘Locality’ regarding funding for the entire process. Also the group are hoping to proceed with a promotional ‘pop up’ session at the September Farmers Market and **CLERK**

have asked for £1000 to finance this. Cllr Lloyd **proposed, seconded** by Cllr Willett that the Council grants the Steering committee in principle a sum up to £1000 to initiate the Neighbourhood plan 'public feedback project' delegating responsibility to Clerk and Chair of F&GP to ensure costs are kept to a minimum and numbers of items produced are of a reasonable amount. **Agreed, 10 For and 1 Abstention**

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| 61.2 | Cllr Lloyd proposed, seconded by Cllr Muggridge that the Clerk asks the Neighbourhood planning committee that there is a written report and or attendance by one of their members at the Full Council meeting. Agreed | CLERK |
| 61.3 | Neighbourhood plan steering committee –Cllr Trundle proposed, seconded by Cllr Lloyd, to receive the minutes and approve them as a true record of the meeting held on the 30 th April 2018. Agreed | |
| 61.4 | Bramber NP Team have sent the Steyning Neighbourhood plan steering committee a 'Memorandum of understanding'. Cllr Lloyd suggested Cllr Trundle ensures that our committee include our compilation of a similar document on the next Agenda. | Cllr Trundle |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> FULL/18/62
 62.1.1 </div> <div style="width: 85%;"> COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS
 Planning Committee –Cllr Muggridge proposed, seconded by Cllr Hanson, to receive the minutes and approve the recommendations of the meeting held on the 25th June 2018. Agreed </div> </div> | | |
| 62.1.2 | Cllr Muggridge expanded upon the Planning committee minutes to give greater analysis for the benefit of those present, and included that in the year to date (May 2018), there had been 117 planning applications received, 22 of which Horsham held a different view {14 - SPC objected and HDC permitted, 8 - SPC did not object but HDC did object}. This was a source of great encouragement for the planning committee and was praised by the Council. | |
| 62.2 | Amenities Committee minutes approval of 26 th June is deferred until next meeting | CLERK |
| 62.3 | Premises Committee – To receive the minutes as a correct record of the meeting held on the 3 rd July 2018. Cllr Hanson proposed, seconded by Cllr Trundle. Agreed | |
| 62.4 | Finance and General Purposes committee – To receive the minutes and approve the recommendations of the meeting held on the 12 th June 2018. Cllr Pearcey proposed, seconded by Cllr Howell Agreed | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> FULL/18/63
 63.1.1 </div> <div style="width: 85%;"> PARISH COUNCIL INSURANCE COVER
 Clerk had circulated papers giving cost comparisons on proposed insurance company options as put forwarded by the Councils Broker. This item was discussed at F&GP committee last Tuesday evening at which point councillors suggested the Clerk go back to the Brokers to seek further assurances. This the Clerk had done, and the additional assurances and associated information supplied by the Brokers had been added to the F&GP supporting papers, and these amended papers circulated for this meeting. </div> </div> | | |
| 63.1.2 | Council discussed the quotes but while agreeing the preferred option proposed by the Clerk of <i>Inspire/Axa</i> appeared to be the best on offer, there remained | CLERK |

reservations regarding the need for further assurances about appropriate cover being in place to mitigate against any possible issues that could arise in terms of potential claims against the Council, both Past, Current and Future. Therefore Cllr Muncey **proposed, seconded** by Cllr Willett that the Council accepts to go ahead with appointing the new insurance company Inspire / Axa through our existing Brokers provided a small working party are assured the cover is complete. If the cover is indeed complete the Clerk can go ahead with 'Inspire / Axa' but if the working party remains concerned with the cover, the Council will have to meet again to further discuss the issue, possibly involving an EOM because of the fact that the current cover runs out very soon. **Agreed - 13 For, 1 Abstention**

FULL/18/64 64.1	FULL COUNCIL SEATING ARRANGEMENTS and RAISING THE PROFILE OF THE COUNCIL. Because time was running out the Chair suggested these two Agenda items (14 &15) were deferred until next Full Council, and Council agreed	CLERK
FULL/18/65 65.1	CORRESPONDANCE AND INFORMATION ITEMS The Steyning Partnership have approached the Council with an urgent request to support their project to install 4 additional 'directional 'Finger posts' to the High street Lamp posts which are to promote access to the south downs public rights of way. There being no cost to the Parish Council, merely a need to provide insurance cover for the installation itself, and they required SPC to sign the appropriate papers, as they have done before, in order for the grant (which the Partnership had applied for) to be successfully awarded. Emails had been sent to Councillors and comments previously sought. Cllr Lloyd proposed, seconded by Cllr Muncey that the Council accepts Steyning Partnerships proposal to install 4 new Finger posts in the High street. Agreed.	CLERK
FULL/18/66 66.1.1	CONFIDENTIAL SESSION 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 would be prejudicial in the public interest Cllr Lloyd proposed, seconded by Cllr Bowell that the meeting go into confidential session and be adjourned for a short period. Agreed	
66.1.2	The Chairman suspended the meeting for a 3 minute comfort break	
66.2	The Chairman read out a brief statement outlining the items to be discussed, whilst the Clerk distributed confidential supporting papers.	
FULL/18/67 67.1	DECLARATIONS OF INTEREST IN CONFIDENTIAL ITEMS – With a view to the items to be discussed under confidential session Cllrs Goldsmith and Gary Sullivan declared personal interests.	
FULL/18/68 68.1	FREEDOM OF INFORMATION (FOI) REQUESTS AND OTHER RELATED ISSUES Cllr Bowell proposed, seconded by Cllr Lloyd that in regards to the ICO reply and the resident's complaint, the Council would follow the Solicitors advice when replying to the resident in question. Agreed 9 For, 2 Against.	

**FULL/18/69
69.1**

CONFIDENTIAL CORRESPONDANCE AND INFORMATION ITEM

Cllr Willett **proposed, seconded** by Cllr Muggridge that Council accepts the recommendations of the working party noted in the confidential supporting papers numbered 1 to 5 with the exception of item 2, and that Council seek legal advice accordingly. **Agreed. 9 For, 2 Against**

FULL/18/70

DATE OF NEXT MEETING – 17th September 2018

Meeting closed at 10.05 pm

**Signed Date 17th September
2018**

Chairman