

Steyning Parish Council



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TO ALL MEMBERS OF STEYNING PARISH COUNCIL

**YOU ARE HEREBY SUMMONED TO A FULL PARISH COUNCIL MEETING TO BE HELD ON
MONDAY 19TH FEBRUARY 2018 AT 7.30 PM IN THE STEYNING CENTRE**

Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record meetings of Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning Parish Council they give their consent to being filmed/recorded by other members of the public if such activity is taking place. Any equipment used in the Steyning Centre and plugged into the main electrical supply must be PAT tested.

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THE MEETING

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and consider apologies for absence.
- 2.0 DECLARATIONS OF INTEREST** – disclosure by councillors of personal interests in matters on the agenda, and whether the Councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR**
Up to 15 minutes will be available to allow for the public to make representations, (2 minutes per person) answer questions or give evidence **in respect of any item of business on the agenda**, in accordance with Standing Orders.
- 4.0 MINUTES OF PREVIOUS MEETINGS** - to agree the minutes of the meeting held on the 15th January 2018.
- 5.0 MATTERS ARISING AND ACTIONS** – to confirm the matters arising from last meeting unless stated and report actions from previous meeting.
 - 5.1** FULL/17/160.1 - Briefing note re the membership of the Jnt. Cemetery committee – Cllr Willett to report
 - 5.2** FULL/17/160.2 - Neighbourhood Warden Scheme incentives – Clerk to report
 - 5.3** FULL/17/164.1 - Quarry schedule of modifications – Clerk and Cllr Syred to ensure Council is consulted for future soft sands policy - Actioned
 - 5.4** FULL/17/167.1 - West Sussex Rights of Way management plan consultation response – To set up working party and respond by 31st January - Actioned
 - 5.5** FULL/17/168.1 - Budget for year 2018/19 – Precept request sent to HDC – Clerk Actioned
 - 5.6** FULL/17/171.1 - Confidentiality of Email correspondence – See Agenda item 17.1



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Deputy Clerk: Hazel Roxby

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- 5.7 FULL/17/172.1 - Harassment of member of staff – F&GP to set up sub-committee to investigate - Actioned, see also item 14.1
- 5.8 FULL/17/173.1 - Councillors Behaviour – Item deferred until following Full Council meeting – See Agenda item 18.1

- 6.0 **NEIGHBOURHOOD WARDENS' REPORT**
- 6.1 Steering committee report by Cllr Hanson – {See supporting papers}

- 7.0 **JOINT PARISH YOUTH COMMITTEE**
- 7.1 Report by Cllr Syred

- 8.0 **REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS**
- 8.1 Cllr Lloyd – (HDC) update
- 8.2 Cllr Willett – (HDC) update
- 8.3 Cllr Barling – (WSCC) update
- 8.4 HALC and Car parking – No report
- 8.5 Cllr Bowell / Willett – Cemetery Committee update
- 8.6 Cllr Bowell – PPG update

- 9.0 **QUARRY UPDATE**
- 9.1 D. Barling and Cllr Syred to update

- 10.0 **SWAB NEIGHBOURHOOD PLAN**
- 10.1 Final report from Steyning's SWAB representatives – Q and A to be put onto Web sites for information {See supporting papers}.

- 11.0 **NEIGHBOURHOOD PLAN**
- 11.1 Update on the Neighbourhood Plan – Report from Cllr Trundle

- 12.0 **COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS –**
- 12.1 **Planning Committee** – to receive the minutes and approve the recommendations of the meeting held on the 22nd January 2018
- 12.2 **Amenities Committee** – to receive the minutes and approve the recommendations of the meeting held on the 23rd January 2018
- 12.3 **Premises committee** – to receive the minutes and approve the recommendations of the meeting held on the 6th February 2018
- 12.4 **Finance and General Purposes Committee** – to receive the minutes and approve the recommendations of the meeting held on the 13th February 2018

- 13.0 **SHOWCASE**
- 13.1 To update on the Showcase event and confirm Councillors availability

- 14.0 **PERSONNEL COMMITTEE**
- 14.1 Council to ratify Terms of Reference for a soon to be constituted personnel sub-committee (See supporting papers)

- 15.0 **CORRESPONDENCE AND INFORMATION ITEMS**
- 15.1 To discuss any correspondence (None at time of printing)

16.0 CONFIDENTIAL SESSION

- 16.1** 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 items 17, 18 and 19 below would be prejudicial in the public interest.

17.0 NEIGHBOURHOOD PLAN

- 17.1** To receive recommendations for membership of the NP Steering committee and appoint members (See supporting paper)

18.0 CONFIDENTIALITY OF E-MAIL CORRESPONDANCE

- 18.1** To invite Cllr Goldsmith to present an explanation of the circumstances surrounding his email of 17th July 2017 and to resolve a course of action (See supporting paper).

19.0 COUNCILLORS BEHAVIOR

- 19.1** To consider whether a complaint needs to be sent to the monitoring officer with regards to the poor behavior of a Councillor
- 19.2** To consider how Steyning Parish Council wishes to deal with Councillors ignoring directions from the Chair and poor behavior, in the future.

20.0 DATE OF NEXT MEETING: 19th MARCH 2018 at 7.30pm

John Fullbrook
Clerk to the Council