

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 18th JUNE 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 CHAIRMAN'S ANOUNCEMENTS**
- 4.0 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.
- 5.0 MINUTES OF PREVIOUS MEETINGS** - to agree the minutes of the meeting held on the 21st May 2018.
- 6.0 MATTERS ARISING AND ACTIONS** – to consider matters arising and actions from the Minutes of the previous meeting.
 - 6.1** FULL/18/6.3 – Clerk to seek expert IT advice regarding email issues - Ongoing
 - 6.2** FULL/18/6.16 – Clerk to ensure Bus strategy survey publicised - Actioned
 - 6.3** FULL/18/8.1 – Clerk to ensure Neighbourhood plan draft minutes from 30th April meeting go onto the Web site – Actioned
 - 6.4** FULL/18/10.6 – Confirm and approve Terms of reference for Steyning steering committee – See Agenda item 14.1
 - 6.5** FULL/18/10.7 – Working practices group Terms of reference agreement onto F&GP Agenda – Ongoing
 - 6.6** FULL/18/11.2 - Premises Committee take on re-evaluation of Asset register - Ongoing
 - 6.7** FULL/18/11.3 - Acceptance and approval of Land register be deferred – See Agenda item 13.1



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Deputy Clerk: Hazel Roxby

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- 6.8 FULL/18/12.1 - 'Standing orders' adoption sanctioned subject to Working practices group meeting agreeing content, then agreed through F&GP then approval at Full Council – See Agenda item 15.1
- 6.9 FULL/18/12.3 - 'Code of Members conduct' adoption sanctioned subject to Working practices group meeting agreeing content, then agreed through F&GP then approval at Full Council – See Agenda item 15.2
- 6.10 FULL/18/12.4 - 'Dispensation scheme' adoption sanctioned subject to Working practices group meeting agreeing content, then agreed through F&GP then approval at Full Council – See item 15.4
- 6.11 FULL/18/13.3 - 'Dignity at work/Bullying policy', 'Freedom of information & Environmental information regulations requests policy', and 'Members Allowance policy' adoption sanctioned subject to Working practices group meeting agreeing content, then agreed through F&GP then approval at Full Council – See Agenda items 15.3 and 15.4
- 6.12 FULL/18/16.6 - Representation on 'Isolation and Loneliness' and 'PPG' deferred – See Agenda item 16.1
- 6.13 FULL/18/16.8 - Steyning Parish Council Tree warden written notification – Update from Clerk
- 6.14 FULL/18/19.1 - To review and approve Parish Council subscriptions, taken back to F&GP for agreement - Actioned
- 6.15 FULL/18/22.5 - To defer receiving the F&GP Minutes held on 15th May – See Agenda item 12.4
- 6.16 FULL/18/23.2 - Clerk to send to Councillors the ICO response when received – Actioned
- 6.17 FULL/18/23.3 - Fitness equipment installation request to install taken to Amenities Committee – Actioned
- 6.18 FULL/18/23.4 - Letter to Duke and Duchess of Sussex – Actioned (See supporting paper)
- 6.19 FULL/17/198.7 - Clerk to consider more conducive seating arrangements for Full Council – Ongoing

7.0 NEIGHBOURHOOD WARDENS' REPORT

- 7.1 Neighbourhood Wardens report – (See supporting paper)

8.0 JOINT PARISH YOUTH COMMITTEE

- 8.1 Report by Cllr Syred, Cllr Muggridge

9.0 REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS

- 9.1 Cllr Lloyd – (HDC) update
- 9.2 Cllr Willett – (HDC) update
- 9.3 Cllr Barling – (WSCC) update
- 9.4 Cllr Toomey – (LAT) update
- 9.5 Cllr Bowell / Cllr Willett – Jnt. Parishes Cemetery Committee update
- 9.6 Cllr Willett – SDNP update, also report from Cllr Muncey (See supporting paper)
- 9.7 Cllr Lloyd, Cllr Willett – (HALC/ SALC/NALC) update

10.0 STEYNING CAR PARK DEVELOPMENTS

- 10.1 Update from Cllr Muncey

11.0 STEYNING NEIGHBOURHOOD PLAN

- 11.1 Update from Steering Committee representatives

12.0 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS – (See supporting papers)

- 12.1 **Planning Committee** – to receive the minutes and approve the recommendations of the meeting held on the 22nd May 2018
- 12.2 **Amenities Committee** – to receive the minutes and approve the recommendations of the meeting held on the 29th May 2018 (See additional supporting paper)
- 12.3 **Premises committee** – to receive the minutes and approve the recommendations of the meeting held on the 8th May 2018
- 12.4 **Finance and General Purposes Committee** – to receive the minutes and approve the recommendations of the meetings held on the 15th May and the 12th June 2018

13.0 LAND REGISTER APPROVAL

- 13.1 To agree and approve Steyning Parish Council Land Register (see supporting papers)

14.0 CONFIRM COMMITTEE TERMS OF REFERENCE

14.1 Steyning Neighbourhood Plan steering committee

15.0 ADOPTION OF STEYNING PARISH COUNCIL POLICIES (See supporting papers)

15.1 To approve adoption of 'Standing orders 2018' policy which has been agreed by F&GP Committee

15.2 To approve adoption of 'Code of Members Conduct' policy which has been agreed by F&GP Committee

15.3 To approve adoption of 'Dignity at work/Bullying and Harassment' policy which has been agreed by F&GP Committee

15.4 The following policies are still to be reviewed by the Working practices group and agreed by F&GP Committee – 'Dispensation scheme', 'FOI and EIR requests policy' and 'Members Allowance' policy

16.0 REVIEW AND CONFIRM APPOINTMENTS ON OUTSIDE BODIES AND REPRESENTATIVES ON OUTSIDE BODIES

16.1 Isolation and Loneliness representative and PPG representative

17.0 FINANCIAL MATTERS

17.1 Annual Accounting statements 2017/18. To approve the Annual Accounting statement which has been agreed by F&GP committee (See supporting paper)

17.2 Annual Governance Statement 2017/18. To approve the Annual Governance statement which has been agreed by F&GP Committee. (See supporting papers)

17.3 Notice of Public rights and Publication of unaudited Annual Governance & Accountability return – To approve date of announcement which has been agreed by F&GP Committee (See supporting paper)

18.0 SCHOOL SECURITY

18.1 Report by Cllr Lloyd

19.0 CORRESPONDENCE AND INFORMATION ITEMS

19.1 None at time of publication

20.0 CONFIDENTIAL SESSION

20.1 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 21, 22 and 23 below would be prejudicial in the public interest.

21.0 CHAIRMANS STATEMENT

22.0 DECLARATIONS OF INTEREST IN CONFIDENTIAL ITEMS – 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.

23.0 FREEDOM OF INFORMATION (FOI) REQUESTS AND OTHER RELATED ISSUES

23.1 To discuss FOI's and other related issues and agree the way forward

24.0 DATE OF NEXT MEETING: 16th JULY 2018 at 7.30pm

John Fullbrook
Clerk to the Council



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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