

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 16th JULY 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 ANNOUNCEMENTS**
- 4.0 **QUESTIONS FROM THE FLOOR** - Up to 15 minutes will be available to allow the public to make representations, (2 minutes per person) ask questions or give evidence **in respect of any item of business on the agenda**, in accordance with Standing Orders. 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, and also note that other members of the public could be making audio recordings for their own purposes.
- 5.0 **MINUTES OF PREVIOUS MEETINGS** - to agree the minutes of the meeting held on the 18th June 2018.
- 6.0 **MATTERS ARISING AND ACTIONS** – to consider matters arising and actions from the Minutes of the previous meeting.
 - 6.1 FULL/18/30.1.1 – Suggestion that Council considers a promotional leaflet drop - Actioned
 - 6.2 FULL/18/30.1.1 – Neighbourhood plan budget question to be answered - Actioned
 - 6.3 FULL/18/32.1 – Clerk to seek expert IT advice regarding email issues – Update from Clerk
 - 6.4 FULL/18/32.5 – Working practices group Terms of reference agreement onto F&GP Agenda – Update from Clerk
 - 6.5 FULL/18/32.6 – Premises Committee take on re-evaluation of Asset register - Actioned
 - 6.6 FULL/18/32.13 – Steyning Parish Council Tree warden written notification – Confirmation received – Actioned
 - 6.7 FULL/18/32.19 – Clerk to consider more conducive seating arrangements for Full Council – See Agenda item 14.1



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 6.8 FULL/18/35.3.6 – Council to write to Festival organisers to pass on congratulations – Update from Clerk
- 6.9 FULL/18/35.3.7 – Broadband installations – Cllr Barling to chase and circulate responses - Actioned
- 6.10 FULL/18/35.3.8 – White lines to be repainted on A283 – Cllr Barling to chase - Actioned
- 6.11 FULL/18/37.1 – Cllr Lloyd to ensure Steyning Neighbourhood plan reports to next Full Council
– See Agenda item 11.1
- 6.12 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 – update from Clerk
- 6.13 FULL/18/38.3.1 – Clarification regarding naming members of the public and deferred 15th May F&GP minutes to be approved – See Agenda item 12.4
- 6.14 FULL/18/39.1 – Land register approval deferred until more detailed information circulated
– See Agenda item 10.1
- 6.15 FULL/18/41.4 – Policies still to be reviewed to be given to Working party through F&GP committee
- Actioned
- 6.16 FULL/18/44.1 – School security breach issue – Cllr Barling to also be informed - Actioned
- 6.17 FULL/18/45.1.2 – Clerk to inform Bowling club of Councils decision - Actioned
- 6.18 FULL/18/45.2 – Steyning partnership informed as to request to include new building rather than demolished barn as background to plans - Actioned
- 6.19 FULL/18/49.3 – Form FOI working party and report back to next meeting – See agenda item 20.1

- 7.0 **NEIGHBOURHOOD WARDENS' REPORT**
- 7.1 Neighbourhood Wardens report – (See supporting paper)

- 8.0 **JOINT PARISH YOUTH COMMITTEE**
- 8.1 Update from 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 Howell / Cllr Willett – Jnt. Parishes Cemetery Committee update
- 9.6 Cllr Willett – SDNP update
- 9.7 Cllr Lloyd, Cllr Willett – (HALC/ SALC/NALC) update
- 9.8 Cllr Toomey – Isolation and loneliness update
- 9.9 Cllrs Syred and Northam – PPG update

- 10.0 **LAND REGISTER APPROVAL**
- 10.1 To Agree and approve Steyning Parish Council Land Register (See supporting papers)

- 11.0 **STEYNING NEIGHBOURHOOD PLAN**
- 11.1 Update from Steering Committee representatives
- 11.2 To receive the minutes and approve the recommendations of the meetings held on the 30th April and the 19th June (See supporting papers)

- 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 25th June 2018
- 12.2 **Amenities Committee** – to receive the minutes and approve the recommendations of the meeting held on the 26th June 2018
- 12.3 **Premises committee** – to receive the minutes and approve the recommendations of the meeting held on the 3rd July 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` PARISH COUNCIL INSURANCE COVER**
13.1 To receive quotes for annual insurance cover and agree which company to choose and approve annual premium payment (See supporting papers)
- 14.0 FULL COUNCIL SEATING ARRANGEMENTS**
14.1 To agree on which of the options trialled over the last 5 months is preferred and is to be used henceforth (Supporting paper)
- 15.0 RAISING THE PROFILE OF THE COUNCIL**
15.1 To discuss and agree how to raise the profile of the Council (See supporting papers)
- 16.0 CORRESPONDENCE AND INFORMATION ITEMS**
16.1 None at time of publication
- 17.0 CONFIDENTIAL SESSION**
17.1 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 20 and 21 below would be prejudicial in the public interest.
- 18.0 CHAIRMANS STATEMENT**
- 19.0 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
- 20.0 FREEDOM OF INFORMATION (FOI) REQUESTS AND OTHER RELATED ISSUES**
20.1 To report back on the Working party meeting on the 4th July and discuss the recommendations
- 21.0 CONFIDENTIAL CORRESPONDANCE AND INFORMATION ITEM**
21.1 To receive confidential information item from local resident
- 22.0 DATE OF NEXT MEETING: 17st SEPTEMBER 2018 at 7.30pm**

John Fullbrook
Clerk to the Council