

# Steyning Parish Council



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## MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 18<sup>th</sup> June 2018 AT 7.30PM  
IN THE STEYNING CENTRE

**Present:** Cllrs Toomey, Willett, Pearcey, Hanson, G Sullivan, Bowell, Syred, Muggridge, Picking, Muncey, Northam and Lloyd.

**Clerk:** John Fullbrook

**Members of the Public:** 3 {Also present; Wardens - Paul Conroy, Mike Pearce, WSCC Cllr Barling}

**Meeting commenced** 7.30 pm

## DRAFT MINUTES

### ACTION

**FULL/18/27  
27.1**

### APOLOGIES

Apologies were received from Cllrs Trundle, S. Sullivan and Goldsmith.

**FULL/18/28  
28.1**

### DECLARATIONS OF INTEREST AND DISPENSATIONS

There was a declarations of personal interest from Cllr Gary Sullivan in item 23.1 on the Agenda

**FULL/18/29  
29.1**

### CHAIRMAN'S ANNOUNCEMENTS

*At the F&GP Meeting on the 15th May a member of the public made intemperate and inflammatory remarks about a member of the committee. This was unacceptable behaviour and members of the public are advised that any disrespect shown to the Council or, an individual Committee member will not be tolerated. In allowing public participation may I remind members of the public that the law of the land still applies including the law of defamation. Freedom of speech within the law should be exercised with personal and social responsibility. May I also remind you that should you make any statement that goes beyond 'fair comment' and it becomes defamatory, that all our public meetings are recorded; these recordings could be used by an offended Councillor taking legal advice on possible civil proceedings. In allowing public participation we therefore ask members of the public to treat the Committee and its members with respect.*

**FULL/18/30  
30.1.1**

### QUESTIONS FROM THE FLOOR

*Q- From Mr Cree – The Current year's budget is for some reason not 'on line'. From last year's budget figures I see that allocation to Chairman's Function was £750 and this takes place on just one night , and £11,300 to legal fees and election and I would suggest that never again should the Council be in a position whereby only 11 members of the public choose to stand and I therefore propose that the council delivers a leaflet to all residents with the headline being 'Your Council needs you' and this*

### CLERK



Parish Clerk: John Fullbrook  
Deputy Clerk: Hazel Roxby

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|                   | <i>could be done for no more than it takes to finance the Chairman's function, and I wonder if this could be put on the F&amp;GP Agenda for consideration. Secondly, at the F&amp;GP meeting I asked why there was no budget set aside for Neighbourhood plan in this financial year, and I would like to have an answer tonight.</i>              | <b>CLERK</b> |
| <b>30.1.2</b>     | <i>A – Could I confirm you asked this at F&amp;GP meeting (Last week), an answer will therefore be forthcoming in due course</i>                                                                                                                                                                                                                   |              |
| <b>FULL/18/31</b> | <b>MINUTES OF PREVIOUS MINUTES</b>                                                                                                                                                                                                                                                                                                                 |              |
| <b>31.1</b>       | Cllr Lloyd <b>Proposed</b> , Cllr Pearcey <b>seconded</b> the minutes of the meeting held on the 21 <sup>st</sup> May 2018 be agreed as a true and accurate record of proceedings. <b>Agreed</b>                                                                                                                                                   |              |
| <b>FULL/18/32</b> | <b>MINUTES ARISING AND ACTIONS</b>                                                                                                                                                                                                                                                                                                                 |              |
| <b>32.1</b>       | FULL/18/6.3 – Clerk to seek expert IT advice regarding email issues – Ongoing                                                                                                                                                                                                                                                                      | <b>CLERK</b> |
| <b>32.2</b>       | FULL/18/6.16 – Clerk to ensure Bus strategy survey publicised - Actioned                                                                                                                                                                                                                                                                           |              |
| <b>32.3</b>       | FULL/18/8.1 – Clerk to ensure Neighbourhood plan draft minutes from 30 <sup>th</sup> April meeting go onto the web site - Actioned                                                                                                                                                                                                                 |              |
| <b>32.4</b>       | FULL/18/10.6 – Confirm and approve Terms of reference for Steyning steering committee – See item FULL/18/40.1                                                                                                                                                                                                                                      |              |
| <b>32.5</b>       | FULL/18/10.7 – Working practices group Terms of reference agreement onto F&GP Agenda – Ongoing                                                                                                                                                                                                                                                     | <b>CLERK</b> |
| <b>32.6</b>       | FULL/18/11.2 – Premises Committee take on re-evaluation of Asset register – Ongoing                                                                                                                                                                                                                                                                | <b>CLERK</b> |
| <b>32.7</b>       | FULL/18/11.3 – Acceptance and approval of Land register be deferred – See item FULL/18/39.1                                                                                                                                                                                                                                                        |              |
| <b>32.8</b>       | 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 item FULL/18/41.1                                                                                                                                                   |              |
| <b>32.9</b>       | 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 item FULL/18/41.2                                                                                                                                           |              |
| <b>32.10</b>      | 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 FULL/18/41.4                                                                                                                                               |              |
| <b>32.11</b>      | 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 items FULL/18/40 and FULL/18/41.4 |              |
| <b>32.12</b>      | FULL/18/16.6 – Representation on 'Isolation and Loneliness' and 'PPG' deferred – See item FULL/18/42.1                                                                                                                                                                                                                                             |              |
| <b>32.13</b>      | FULL/18/16.8 – Steyning Parish Council Tree warden written notification – Clerk updated that he was awaiting response to email asking for written notification                                                                                                                                                                                     | <b>CLERK</b> |

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| <b>32.14</b>               | FULL/18/19.1 -To review and approve Parish Council subscriptions, taken back to F&GP for agreement - Actioned                                                                                                                                                                                                                                                                                              |              |
| <b>32.15</b>               | FULL/18/22.5 -To defer receiving the F&GP Minutes held on 15 <sup>th</sup> May<br>– See item FULL/18/38.4.1                                                                                                                                                                                                                                                                                                |              |
| <b>32.16</b>               | FULL/18/23.2 - Clerk to send to Councillors the ICO response when received – Actioned                                                                                                                                                                                                                                                                                                                      |              |
| <b>32.17</b>               | FULL/18/23.3 - Fitness equipment installation request to install taken to Amenities Committee – Actioned                                                                                                                                                                                                                                                                                                   |              |
| <b>32.18</b>               | FULL/18/23.4 - Letter to Duke and Duchess of Sussex – Actioned - with copy sent round to all members for reference                                                                                                                                                                                                                                                                                         |              |
| <b>32.19</b>               | FULL/17/198.7 - Clerk to consider more conducive seating arrangements for Full Council – Ongoing – This meetings variation called the ‘closed triangle’ – Next meeting will probably be final variation, at which point Council can vote on its preferred option                                                                                                                                           | <b>CLERK</b> |
| <b>FULL/18/33<br/>33.1</b> | <b>NEIGHBOURHOOD WARDENS’ REPORT</b><br>Warden Mike Pearce read through the written report (Available on line). Cllr Muncey reported an act of vandalism with a bin having been burnt, and also a tent was put up for one night. It was confirmed there should be no tents put up on the MPF and the Wardens can move on anyone proposing to do so. Clerk also to look into the policy on BBQ’s on the MPF | <b>CLERK</b> |
| <b>FULL/18/34<br/>34.1</b> | <b>JOINT PARISH YOUTH COMMITTEE</b><br>Nothing to report since last meeting                                                                                                                                                                                                                                                                                                                                |              |
| <b>FULL/18/35<br/>35.1</b> | <b>REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS</b><br><b>Cllr Lloyd update from HDC – Nothing to report</b><br>Please note Information is on SPC & HDC websites.                                                                                                                                                                                                                                      |              |
| <b>35.2</b>                | <b>Cllr Willett reports from HDC</b> – Committees have been reconstituted but no real change there. New monitoring officer and Chief Exec’ have settled in. 62/62 High street plan not on this month’s Planning Agenda so likely will be on the July Agenda.                                                                                                                                               |              |
| <b>35.3</b>                | <b>Cllr Barling reported from WSCC.</b>                                                                                                                                                                                                                                                                                                                                                                    |              |
| <b>35.3.1</b>              | The CLC meeting is on the 11 <sup>th</sup> July at Pulborough – A special presentation from ‘Velo South’ is involved – Many road closures                                                                                                                                                                                                                                                                  |              |
| <b>35.3.2</b>              | A27 Arundel by-pass situation – What happens there will affect Steyning directly - CLC to write to South downs National park asking not to pursue their Judicial review                                                                                                                                                                                                                                    |              |
| <b>35.3.3</b>              | Steyning Bypass grass cutting on the verge has been below par, but has been chased                                                                                                                                                                                                                                                                                                                         |              |
| <b>35.3.4</b>              | Charlton street pot holes done. Yellow line repainting yet to be completed                                                                                                                                                                                                                                                                                                                                 |              |
| <b>35.3.5</b>              | Involved with Cllr Howell with enforcement of local highways and pedestrian issues – this is ongoing. Object of whole exercise is to seek to fund a consultant who could come up with a highways scheme which will then need funding to pursue to completion.                                                                                                                                              |              |

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| 35.3.6            | Personal congratulations to the Festival committee (including the work of Councillor Bowell) for putting on an excellent event. Council to write to Festival organisers to pass on congratulations                                                                                                                                                                                         | CLERK             |
| 35.3.7            | Cllr Syred asked about any proposed internet cable or broadband installations – Cllr Barling to chase and circulate responses                                                                                                                                                                                                                                                              | Cllr Barling      |
| 35.3.8            | Cllr Hanson asked about when White lines to be painted back on the newly resurfaced A283, and whether heavy vehicles access could be restricted on some of the local roads. Cllr Barling will enquire.                                                                                                                                                                                     | Cllr Barling      |
| 35.4              | <b>Cllr Toomey reported from LAT (Local Action Team)</b> – Need better communication with HDC as Cllr Toomey had not been invited to last meeting                                                                                                                                                                                                                                          |                   |
| 35.5              | <b>Cllr Bowell / Cllr Hanson reported from the Jnt. Parishes cemetery committee</b> – Nothing to report as no meeting                                                                                                                                                                                                                                                                      |                   |
| 35.6              | <b>Cllr Willett and Cllr Muncey reported from SDNP</b> – Cllr Muncey represented Council at the last SDNP workshop on the 6 <sup>th</sup> June –Supporting papers gives details (on web site)                                                                                                                                                                                              |                   |
| 35.7              | <b>Cllr Lloyd and Cllr Willett reported from HALC, SALC and NALC</b> – Nothing to report                                                                                                                                                                                                                                                                                                   |                   |
| <b>FULL/18/36</b> | <b>STEYNING CAR PARK DEVELOPMENTS</b>                                                                                                                                                                                                                                                                                                                                                      |                   |
| 36.1              | Details of the feedback from the working groups meeting have been distributed – with more to be discussed at next Amenities meeting, but not much has changed from previous meetings plans other than HDC have now set out a planned timescale The working party asked if HDC could look at an ongoing maintenance programme grant for Steyning PC . Work to begin in Autumn of this year. |                   |
| <b>FULL/18/37</b> | <b>STEYNING NEIGHBOURHOOD PLAN UPDATE</b>                                                                                                                                                                                                                                                                                                                                                  |                   |
| 37.1              | Cllr Trundle not in attendance, so Cllr Lloyd will ensure report back at next Full Council meeting                                                                                                                                                                                                                                                                                         | Cllr Lloyd        |
| <b>FULL/18/38</b> | <b>COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS</b>                                                                                                                                                                                                                                                                                                                                      |                   |
| 38.1              | <b>Planning Committee</b> –Cllr Hanson <b>proposed, seconded</b> by Cllr Picking, to receive the minutes and approve the recommendations of the meeting held on the 22 <sup>nd</sup> May 2018. <b>Agreed</b>                                                                                                                                                                               |                   |
| 38.2.1            | Formal request from Steyning PC required in order for Wilson memorial trust to pursue funding of Exercise equipment before 19 <sup>th</sup> July. Arrangements for the Leasing of the Play area needs to be checked at HDC                                                                                                                                                                 | Cllr Lloyd /CLERK |
| 38.2.2            | <b>Amenities Committee</b> –Cllr Muncey <b>proposed, seconded</b> by Cllr Syred, to receive and approve the minutes as a true record of the meeting held on the 29th May 2018 and approve the recommendations of the meeting, except the recommendation contained within point A/18/8.2 which relates to annual Bowling club event . <b>Agreed</b>                                         |                   |
| 38.3.1            | <b>Premises Committee</b> - Cllr Northam informed Council that income from the MPF Pavilion was much less than was hoped for currently and that therefore the Premises                                                                                                                                                                                                                     | CLERK             |

committee would be looking into alternative income streams from this location at the next meeting. Also the Committee had not made a decision on the income reports as it was felt that there was insufficient information to agree this item. Cllr Northam as chair had since met with the Clerk and a more detailed explanation of the differences between 'non-accrued' and 'accrual included' statements had been given and Cllr Northam was now happy to approve this at the next meeting.

- 38.3.2 Premises Committee** – To receive the minutes and approve the recommendations of the meeting held on the 5<sup>th</sup> June 2018. Cllr Northam **proposed, seconded** by Cllr Picking. **Agreed**
- 38.4.1 Finance and General Purposes committee** – To receive the minutes and approve the recommendations of the meeting held on the 15<sup>th</sup> May 2018. Cllr Pearcey **proposed, seconded** by Cllr Bowell. **Agreed**
- 38.4.2 Finance and General Purposes committee** – To defer receipt and approval of minutes of the 12<sup>th</sup> June 2018 subject to an update of item F&GP/18/10.1 and to clarify whether names of members of the public are to be recorded in minutes. Cllr Pearcey **proposed, seconded** by Cllr Syred. **Agreed** **CLERK**
- FULL/18/39 39.1 LAND REGISTER APPROVAL**  
Deferred until next meeting subject to more detailed information being circulated. Query regarding Map inclusion for Abbey road and a red triangle on map next to Fletchers croft car park **CLERK**
- FULL/18/40 40.1 CONFIRM COMMITTEE TERMS OF REFERENCE**  
Clerk sent out the Steyning Neighbourhood Plan steering committee terms of Reference as agreed by the steering committee at their last public meeting on the 30<sup>th</sup> April. Cllr Lloyd **proposed, seconded** by Cllr Pearcey that the terms of reference for the Steyning Neighbourhood plan steering group committee be approved. **Agreed with 2 Abstentions (GM,GS)**
- FULL/18/41 41.1 ADOPTION OF STEYNING PARISH COUNCIL POLICIES**  
The Standing orders Policy has been discussed and agreed at Policies Working group and approved by F&GP. Cllr Pearcey **proposed, seconded** by Cllr Bowell to adopt the 2018 edition for the Steyning Parish Council Standing Orders Policy. **Agreed with one Abstention (GS)**
- 41.2** The Code of Members Conduct Policy has been discussed and agreed at Policies Working group and approved by F&GP. Cllr Pearcey **proposed, seconded** by Cllr Northam to adopt the Code of Members conduct policy. **Agreed with one abstention (GS)**
- 41.3** The 'Dignity at work/ Bullying and Harassment' policy has been discussed and agreed at Policies Working group and approved by F&GP. Cllr Pearcey **proposed, seconded** by Cllr Syred to adopt the 'Dignity at work/ Bullying and Harassment' policy. **Agreed with one abstention (GS)**
- 41.4** 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 **CLERK**

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| <b>FULL/18/42</b> | <b>REVIEW AND CONFIRM APPOINTMENTS ON OUTSIDE BODIES AND REPRESENTATIVES ON OUTSIDE BODIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |
| <b>42.1</b>       | Cllr Lloyd <b>proposed, seconded</b> by Cllr Northam that Cllr Toomey continues to represent the Steyning Parish Council as the Isolation & Loneliness representative. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                               |              |
| <b>42.2</b>       | Cllr Lloyd <b>proposed, seconded</b> by Cllr Hanson that Councillors Syred and Northam share the responsibility to represent the Council on the Patient Participation group (PPG). <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                   |              |
| <b>FULL/18/43</b> | <b>FINANCIAL MATTERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |
| <b>43.1</b>       | Cllr Lloyd <b>proposed, seconded</b> by Cllr Pearcey that the Council approve the Annual Accounting statement 2017/18. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |
| <b>43.2</b>       | Cllr Lloyd <b>proposed, seconded</b> by Cllr Pearcey that the council approve the Annual Governance statement 2017/18. <b>Agreed with one abstention(GS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |
| <b>42.3</b>       | Cllr Lloyd <b>proposed, seconded</b> by Cllr Pearcey that Council approve the date of announcement of the Notice of Public rights and Publication of unaudited Annual Governance & Accountability return 2017/18. <b>Agreed with one abstention (GS)</b>                                                                                                                                                                                                                                                                                                                                           |              |
| <b>42.4</b>       | Councillors passed on their thanks to the Clerk for making the process clear and for completing a successful Internal Audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |
| <b>FULL/18/44</b> | <b>SCHOOL SECURITY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |
| <b>44.1</b>       | There has been at least one instance of a serious breach of security at Steyning Grammar school with an intruder identified in the grounds, but after contact made with police (including agreed security code words) the Police still failed to respond. Chair agreed that processes are underway to rectify the situation but that Cllr Barling should also be notified                                                                                                                                                                                                                          | <b>CLERK</b> |
| <b>FULL/18/45</b> | <b>CORRESPONDANCE AND INFORMATION ITEMS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |
| <b>45.1.1</b>     | Committee discussed the written request from Steyning Bowling club for Full Council to reconsider the decision made by the Amenities committee under item A/18/8.2 and as referred to under item FULL/18/38.2.2 in this meeting. Cllr Muncey <b>proposed, seconded</b> by Cllr Lloyd that the Bowling club should not be allowed access for parking on the MPF for this event but that the Clerk would write to the Cricket club to arrange for them to suspend use of the Car Park from preceding Thursday evening to ensure the Bowling club gain all spaces available. <b>3 For, 9 Against.</b> |              |
| <b>45.1.2</b>     | Cllr Willett <b>proposed, seconded</b> by Cllr Northam that within a limited time period Council allows parking on the MPF for the forthcoming Bowls club event with regulations to be agreed by the Bowls club and the Clerk for a limited period of hours on that day. <b>9 For, 3 Against, Agreed.</b> Clerk to inform Bowls Club.                                                                                                                                                                                                                                                              | <b>CLERK</b> |
| <b>45.2</b>       | The Steyning Partnership have put forward a plan for the construction of a proposed structure on the entrance to the 'Twitten' between Newham's lane car Park and the High street. This will be discussed at Planning committee at some point and was for information. Council asked the Clerk to inform Steyning Partnership that they may want to consider incorporating the new building that is currently being built on their front elevation plans as the background, rather than the already demolished shed.                                                                               | <b>CLERK</b> |

**FULL/18/46**      **CONFIDENTIAL SESSION**  
**46.1**      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 Agenda items 21,22 and 23 would be prejudicial in the public interest. Cllr Lloyd **proposed, seconded** by Cllr Pearcey that the meeting go into confidential session and be adjourned for a short period. **Agreed**

**Meeting suspended at 9.15 and re-commenced at 9.22**

**FULL/18/47**      **CHAIRMAN'S STATEMENT**  
**47.1**      Chairman read out a statement outlining what was to be discussed and why declarations of interest are being asked for again relating to confidential items

**FULL/18/48**      **DECLARATIONS OF INTEREST IN CONFIDENTIAL ITEMS –**      There was a declaration  
**48.1**      of personal interest from Cllr Gary Sullivan in item 23.1 on the Agenda

**FULL/18/49**      **FREEDOM OF INFORMATION (FOI) REQUESTS AND OTHER RELATED ISSUES**  
**49.1**      To discuss and agree how the Council was to respond to the recent correspondence.

**49.2**      Cllr G Sullivan left the meeting before the following motion was voted upon.

**49.3**      Cllr Northam **proposed, seconded** by Cllr Pearcey that Council agrees to form a working party, membership of which will be the Chairman and Vice Chairman of Full Council and Chairmen of the committees with the Clerk in support to map out a strategy for the Council to follow in relation to issues raised within recent correspondence. **Agreed**

**49.4**      Cllr Lloyd **proposed, seconded** by Cllr Hanson that the Council agrees to undertake a detailed evaluation of the recent correspondence relating to FOI requests, considers an appropriate response, seeks independent legal and other professional advice as appropriate to ensure that the Council can be proactive and robust in the future in dealing with its FOI requests and any other material matters raised in recent communications, and consider what actions, if any, the council can legally pursue, outside of the members Code of conduct, in particular, the Council's duties as an Employer, and to authorise expenditure for professional services for a sum not exceeding £10,000. **Unanimously agreed**

**FULL/18/50**      **DATE OF NEXT MEETING – 16<sup>th</sup> JULY 2018**

**Meeting closed at 10.05 pm**

**Signed .....**      **Date 16<sup>th</sup> July 2018**

**Chairman**