

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

Telephone: 01903 812042

Date published 12th September 2018

TO ALL MEMBERS OF STEYNING PARISH COUNCIL

YOU ARE HEREBY SUMMONED TO A FULL PARISH COUNCIL MEETING TO BE HELD ON MONDAY 17th SEPTEMBER 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**
 - 3.1** Millennium Award nominations
- 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 meetings held on the 18th June 2018 and the 16th July 2018.
- 6.0 MATTERS ARISING AND ACTIONS** – to consider matters arising and actions from the Minutes of the previous meeting.
 - 6.1** FULL/18/54.1 – Email response to Mr Cree's question from the floor sent - Actioned
 - 6.2** FULL/18/55.1 – 3 amendments to June 18th minutes - Actioned
 - 6.3** FULL/18/56.3 – Clerk to seek expert IT advice regarding email issues – Actioned
 - 6.4** FULL/18/56.12 – Lease arrangement for Fletchers croft to be reported to future Amenities meeting when reply from HDC received - Actioned
 - 6.5** FULL/18/58.1 – JPYC to discuss possible tender of next 3 year contract, at 20th August meeting - Actioned
 - 6.6** FULL/18/59.1 – Public information regarding 'Licence for disposal' placed on SPC Web site - Actioned
 - 6.7** FULL/18/59.10 – Clerk to inform PPG representatives about upcoming social prescribing meeting - Actioned



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel@steyningpc.gov.uk

- 6.8 FULL/18/60.1 – SPC Land Register update – See Agenda item 10.1
- 6.9 FULL/18/61.1 – Clerk and F&GP Chair to check details of project costs for Neighbourhood plan start up
– Actioned
- 6.10 FULL/18/61.2 – Written or verbal report from Neighbourhood plan steering group for next Full Council
meeting - Actioned
- 6.11 FULL/18/61.4 – Neighbourhood plan SC to look at Steyning 'MOU' on their next Agenda - Actioned
- 6.12 FULL/18/62.2 – Amenities Minutes for 26th June approval deferred to next meeting – See agenda item 11.2
- 6.13 FULL/18/63.1.2 – Working party to meet to gain assurances from Insurance Brokers regarding cover
– Actioned
- 6.14 FULL/18/65.1 – Clerk to write in support of Steyning Partnerships proposal to install 4 new Finger posts in
High street – Actioned
- 6.15 FULL/18/69.1 – Council to seek Legal advice regarding recommendations of the Working party – Actioned
See also Agenda item 18.1

7.0 NEIGHBOURHOOD WARDENS' REPORT

- 7.1 Neighbourhood Wardens report – (See supporting papers)

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 Hanson – 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
- 9.10 Cllr S.Sullivan – SCO update

10.0 LAND REGISTER APPROVAL

- 10.1 To Agree and approve Steyning Parish Council Land Register (See supporting papers)

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

- 11.1 **Planning Committee** – to receive and adopt the minutes of the meeting held on the 23rd July and the 20th August 2018
- 11.2 **Amenities Committee** – to receive and adopt the minutes of the meetings held on the 26th June and the 24th July 2018
- 11.3 **Premises committee** – to receive and adopt the minutes of the meeting held on the 4th September 2018
- 11.4 **Finance and General Purposes Committee** – to receive and adopt the minutes of the meeting held on the 10th July 2018
- 11.5 **Neighbourhood Plan Steering Committee** – To receive and adopt the minutes of the meetings of the 19th June 2018, 12th July 2018 and the 10th September 2018.
To receive a report from the steering group, and to discuss and agree any actions to be taken.

12.0 BUDGETS FOR 2019/2020

- 12.1 To discuss and agree timeline for the 2019/2020 budgets (See supporting paper)
- 12.2 Committee's to begin to look at next year's budget and earmarked reserve requests

13.0 FULL COUNCIL SEATING ARRANGEMENTS

13.1 To agree on which of the options trialled over the last 5 months is preferred and is to be used henceforth (Supporting paper)

14.0 RAISING THE PROFILE OF THE COUNCIL

14.1 To discuss and agree how to raise the profile of the Council (See supporting paper)

15.0 CORRESPONDENCE AND INFORMATION ITEMS

15.1 No correspondence items at time of publication

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 20 and 21 below would be prejudicial in the public interest.

17.0 CONFIDENTIAL SESSIONS

17.1 To discuss and agree the use of confidential information

18.0 CONFIDENTIAL CORRESPONDANCE AND INFORMATION ITEM

18.1 To receive update on advice from SALC and solicitors regarding FOI and SAR issues and to discuss and agree any further action to be taken.

19.0 DATE OF NEXT MEETING: 15th OCTOBER 2018 at 7.30pm

John Fullbrook
Clerk to the Council