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 15th JULY 2019 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 pace. 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 the public to make representations, (2 minutes per person) ask questions or give evidence, 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*.

4.0 **CHAIRMAN'S ANOUNCEMENTS**

5.0 **MINUTES OF PREVIOUS MEETINGS** - to agree the minutes of the meetings held on the 17th June '19.

6.0 **FINANCE MATTERS**

6.1 To approve the recommendation from F&GP committee to agree Insurance cover with Inspire via AXA for Steyning Parish Council for the next three-year period from 1st September 2019 (Supporting paper)

6.2 To approve the recommendation from F&GP Committee that SPC's clerk is authorised to sign and release the two agreements (Wardens Service contract with HDC and MOU with Upper Beeding and Bramber Parish Councils) in accordance with the latest draft versions as per supporting papers - provided that if any party declines to accept them as drafted then further negotiations will be required. Meanwhile, the Clerk to give assurance to the wardens that we have been using our best endeavours to bring matters to completion and that our aim continues to be to conclude the agreements as soon as possible and that they will be backdated to 1 April. (Supporting Papers)

7.0 AUDIT ITEM

7.1 To agree or disagree with the recommendation from F&GP committee that the 'Annual Accounting statement', the 'Annual Governance statement', the 'Annual carry forward figure' and the 'Notice of public rights' are accurate and can be signed off by the Chairman. (Supporting papers)

8.0 MEDIA

8.1 To Discuss and agree the appointment of Cllr Kerry Taylor as a media liaison councillor with the terms of refence as previously set out in briefing paper (supporting paper) and with specific authority to upload the NP recruitment advert plus any agendas or minutes of the council or its committees or any other document at the request of the Clerk

9.0 NEIGHBOURHOOD PLAN UPDATE

9.1 Report from the Neighbourhood plan steering committee representative

9.2 To discuss and agree appointment of Neighbourhood plan steering committee Chairman and Vice Chairman

9.3 To discuss and agree publication of NP Steering committee vacancy Advert (Supporting paper)

9.4 To discuss and agree new Terms of reference for NP steering committee (Supporting paper)

10.0 CORRESPONDENCE AND INFORMATION ITEMS

10.1 None at time of publication

11.0 CONFIDENTIAL SESSION

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 12.1 below would be prejudicial in the public interest as it is a discussion relating to the terms of a contract.

12.0 NEIGHBOURHOOD PLAN

12.1 To undertake a question and answer session with Norman Kwan, the Horsham District Council Senior Neighbourhood planning Officer in order to bring Parish councillors up to speed with regards to the options for Steyning's Neighbourhood Plans, having gone into confidential session at his request

12.2 To discuss and agree whether to endorse the letter sent to HDC from the Steering committee in response to the Letter received from them dated the 13th March 2019. (Supporting papers)

13.0 DATE OF NEXT MEETING: EOM on the 24th July 2019 at 7.30pm

John Fullbrook
Clerk to the Council

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