

Steyning Parish Council



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TO ALL MEMBERS OF STEYNING PARISH COUNCIL

**YOU ARE HEREBY SUMMONED TO AN EXTRAORDINARY FULL PARISH COUNCIL MEETING TO BE HELD ON
WEDNESDAY 24th 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 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 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 and on the 15th July 2019.
- 6.0 MATTERS ARISING AND ACTIONS** – to consider matters arising and actions from the Minutes of the previous meeting.
 - 6.1 FULL/19/34.1** Statements to go onto web site - **Actioned**
 - 6.2 FULL/19/34.2** Clerk to write to Mr Ashby to express the Council's thanks for his work on the Welcome sign project - **Actioned**
 - 6.3 FULL/19/35.1** Full Council Meeting closure times to be checked by Clerk to ensure accurate - **Actioned**
 - 6.4 FULL/19/35.2** Cllr Bisset-Powell's point of Order regarding public questions to be included on Minutes - **Actioned**
 - 6.5 FULL/19/36.4** Article 4 to go onto a future Full Council Agenda - **Actioned**
 - 6.6 FULL/19/36.3** External Auditors progress with signing off 2017/18 Accounts - **Actioned**
 - 6.7 FULL/19/36.7** Neighbourhood Wardens contract and MOU to be progressed - **Actioned**



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- 6.8 FULL/19/36.9 Working party to be convened to discuss at greater length any amendments to policies - **Ongoing**
- 6.9 FULL/19/36.10 Chair and Clerk to reassign committee memberships – Update from Chairman
- 6.10 FULL/19/36.11 Asset and Land register adoption deferred - **Ongoing**
- 6.11 FULL/19/36.12 Committee Terms of reference to be reviewed by Working practices group - **Ongoing**
- 6.12 FULL/19/36.13 Steyning Parish Council Policies that were adopted en bloc to be reviewed by the Working practices Group - **Ongoing**
- 6.13 FULL/19/36.14 Cllr representation on outside bodies to be relayed to organisations - **Actioned**
- 6.14 FULL/19/36.16 'Respect and Remember' correspondence – Update from Cllr Hanson
- 6.15 FULL/19/37.2 Clerk to arrange for as soon as possible a working party in order to move the Neighbourhood planning process forward - **Actioned**
- 6.16 FULL/19/37.3.1 Skatepark project to be taken forward to Neighbourhood planning team for further consideration and a working party to be set up – See Agenda item 16.1
- 6.17 FULL/19/39.1.2 Barriers at Corner of High street – Clerk to assist with finding quotes – **Ongoing**
- 6.18 FULL/19/39.1.3 Pavement clearance at George corner to be undertaken – Cllr Barling to Action – item 8.1
- 6.19 FULL/19/39.1.4 Electric charging points to be put on Amenities Agenda – **Actioned**
- 6.20 FULL/19/40.1 Clerk to arrange date for next JPYC meeting for as soon as possible – **Actioned**
- 6.21 FULL/19/45.2 'LAT' report to go on Web site – **Actioned**
- 6.22 FULL/19/45.6 Greening issues to become items for Premises and Amenities Agenda's – **Ongoing**
- 6.23 FULL/19/45.6 SPC logo to go on literature produced by Greening society – Clerk to forward suggestions - **Ongoing**
- 6.24 FULL/19/46.1.1 Penlands rise letter to be acknowledged and suggest resident keeps SPC informed - **Actioned**
- 6.25 FULL/19/46.1.2 Clerk to inform local groups regarding lottery funding options – **Ongoing**
- 6.26 FULL/19/50.4.2 Request for Article 4 communication to become public knowledge - **Actioned**
- 6.27 FULL/19/53.1 Clerk to proceed to organise the next three Years SPC Insurance cover – **Actioned**
- 6.28 FULL/19/53.2 Approved Wardens documents to be passed onto other Parishes for their approval - **Actioned**
- 6.29 FULL/19/54.1 Audit items to be agreed to be deferred to F&GP – **Ongoing**
- 6.30 FULL/19/55.1 Media liaison councillor appointment to be deferred to next Full Council – **Actioned**
- 6.31 FULL/19/56.3 N. Plan advert to be distributed/promoted by Cllr Trundle / Clerk – **Actioned**
- 6.32 FULL/19/56.4 N. Plan Terms of reference comments to be circulated to Steering committee members for comment before the end of the week (19th July) – **Ongoing** – see item 9.4

7.0 NEIGHBOURHOOD WARDENS' REPORT

- 7.1 Neighbourhood Wardens report – (See supporting papers)

8.0 REPORT FROM COUNTY COUNCILLOR

- 8.1 Cllr David Barling– (WSCC) update

9.0 NEIGHBOURHOOD PLAN UPDATE

- 9.1 Update from the Neighbourhood plan steering committee representative (Supporting papers)
- 9.2 To discuss and agree response to the HDC letter as of 13th March (Supporting papers)
- 9.3 To discuss and agree other actions based upon the new Timeline proposals within the Supporting papers.
- 9.4 To discuss and agree Terms of reference for Neighbourhood plan steering committee (Supporting papers)

10.0 JOINT PARISH YOUTH COMMITTEE

- 10.1 Update from Cllrs Saunders and Taylor (Supporting papers)

11.0 ARTICLE 4 - DIRECTION FOR STEYTNING'S CONSERVATION AREA (Supporting Paper)

- 11.1 To discuss the letter received from HDC in response to SPC correspondence and to agree actions

12.0 REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS

- 12.1** Cllr Tim Lloyd – (HDC) update
- 12.2** Cllr Bob Platt – (HDC) update
- 12.3** Cllr Rodney Goldsmith – (LAT) update
- 12.4** Cllr Michael Bissett-Powell – SDNP update
- 12.5** Cllr Rodney Goldsmith – (HALC/ SALC/NALC) update
- 12.6** Cllr Chris Young – Isolation and loneliness / PPG update
- 12.7** Cllrs Liz Trundle and/or Georgia Saunders – ‘Steyning Greening’ group update
- 12.8** Cllrs Cree and Rudkin – Joint Parishes Cemetery Committee update
- 12.9** Cllr S. Sullivan – SCO Update

13.0 AUDIT ITEMS

- 13.1** 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)

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

- 14.1 Planning Committee** – To receive the minutes of the meeting held on the 24th June 2019.
- 14.2 Amenities Committee** – To receive the minutes of the meeting held on the 25th June 2019. – To include discussion to agree decision to refuse parking on the MPF for an event following follow up correspondence
- 14.3 Premises committee** – To receive the minutes of the meeting held on the 2nd July 2019.
- 14.4 Finance & General Purposes Committee**– To receive the minute of the meetings held on the 11th June ‘19.

15.0 SKATEPARK

- 15.1** To discuss and agree the terms of reference for a Skatepark working Team (Supporting papers)

16.0 FINANCIAL MATTERS

- 16.1** Proposed Loan to Steyning and District Partnership – To discuss and agree whether SPC agrees for the Loan to go ahead. (Supporting papers)

17.0 CORRESPONDENCE AND INFORMATION ITEMS

- 17.1** None at time of publication

18.0 DATE OF NEXT MEETING: 16th September 2019 at 7.30pm

John Fullbrook
Clerk to the Council