

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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EXTRAORDINARY MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 3rd June 2019 AT 7.30PM
IN THE STEYNING CENTRE

Present: Cllrs Goldsmith (Chairman), Bissett-Powell, Cree, Campbell, Hanson, Ray, Rudkin, Saunders, S Sullivan, G Sullivan, Taylor, and Young.

Clerks: John Fullbrook

Members of the Public: 14

Meeting commenced 7.30 pm

MINUTES

ACTION

FULL/19/19 APOLOGIES

19.1 Apologies were received from Cllrs Lloyd, Northam and Trundle, with Cllr Ray having to leave after 30 minutes to meet working commitments.

FULL/19/20 DECLARATIONS OF INTEREST AND DISPENSATIONS

20.1 There were no declarations of interest

FULL/19/21 CHAIRMAN'S STATEMENT

21.1 *Once again councillors have a large agenda for this meeting and it's imperative that all business is concluded tonight and as this evening is a continuation of the Annual Parish meeting held on the 13th May there will be no questions from the public. Can I please remind everyone, if a resident has any matters or issues, question time will resume at the next full council meeting later this month on the 17th June or they can attend the monthly committee meetings which also have a question time or if the matter is more pressing, please contact the office at the Steyning Centre.*

21.2 *Cllr Bissett Powell raised a point of order that if there was enough time could Council not receive questions at the end of the meeting to allow those in attendance to have a say. Cllr Goldsmith referred Cllr Bissett-Powell to the statement he had just made – it being a continuation of the Annual Parish meeting*

21.3 Cllr Campbell **proposed, seconded** by Cllr S Sullivan All further decisions made tonight are not bound by Standing order 7 and are subject to review in due course by full Council either of its own volition or following any recommendations put forward by the working practices group or any other working party or committee. **Agreed**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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FULL/19/22

REVIEW AND CONFIRM COMMITTEE MEMBERSHIP

CLERK

22.1

The item whereby Council was to complete and agree final arrangements for committee membership so as to fill the remaining positions within the four main committees. Cllr Goldsmith **proposed, seconded** by Cllr Campbell to defer this item until the next meeting. **Agreed**

22.2.1

Election of membership of the Neighbourhood Plan Steering Committee. Cllr Campbell explained the legal advice from SSALC's solicitor confirming that all committee memberships, including that of the Neighbourhood Plan Steering Committee, lapsed when the four-year term of the previous council expired. He explained that the Council comprises the fifteen elected councillors and that the Council is the "Qualifying Body" under the Regulations relating to neighbourhood plans. The new Councillors' principle role at the annual meeting in an election year is to decide what powers and duties they wish to delegate and if so, to whom and on what terms.

22.2.2

This item had been deferred at the 13 May Full Council meeting at the request of the former representatives on the Steering Committee so that there could be a meeting to discuss wishes and aspirations before the new appointments were made. A copy is annexed to these minutes. There followed the election of the four councillor representatives to the Neighbourhood Plan Steering Committee. 5 councillors had put their names forward for election, namely Cllrs Campbell, Cree, Lloyd, Saunders and Trundle. Each of the candidates present spoke in support of their candidature. There followed four rounds of voting by show of hands.

22.2.3

Round one – Cllr Campbell elected to represent as received an absolute majority of 9 votes out of 12 available. **Agreed**

22.2.4

Round two – Cllr Cree elected to represent as received an absolute majority of 11 votes out of 12 available. **Agreed**

22.2.5

Round three – Cllr Saunders elected to represent as received an absolute majority of 10 votes out of 12 available. **Agreed**

22.2.6

Round four – Cllr Trundle elected to represent as received an absolute majority of 6 votes out of 11 cast, with one Councillor having abstained. **Agreed**

22.2.7

The next item was to elect the resident representative members of the Neighbourhood Plan Steering Committee. The seven residents who had previously served on this committee, namely Mariella Alexander, Russell Barnes, Richard Bell, Paul Cotton, Sally Johnstone, Paul Maidment and Murray van der Poll had all indicated their willingness to be re-elected. Cllr Hanson **proposed, seconded** by Cllr Cree that all the previous resident non-elected members of the Steyning Neighbourhood plan steering committee be elected en bloc onto the committee. **Unanimously agreed.**

FULL/19/23

ADOPTION OF STEYNING PARISH COUNCIL POLICIES

CLERK

23.1

Cllr Goldsmith **proposed, seconded** by Cllr Bissett-Powell that Council adopts the SPC policies en bloc and come back to them at a later meeting if the working practices group make recommendations except for Agenda item 5.8 (Members Allowance policy) which is to be deferred because Council cannot adopt it as the document within supporting papers was a draft paper with uncompleted options. The Council adopts the rest of the SPC policies as listed on the Agenda, that is 5.1 to 5.7 and 5.9 to 5.17 on

bloc {These being 1. Steyning Parish Council breach notification policy, 2. Publication of information scheme, 3. Complaints procedure, 4. Data retention and disposal policy, 5. Subject access request policy, 6. CCTV policy and code of practice, 7. Dignity at work / Bullying and Harassment Policy, 9. Freedom of information & Environmental Information Regulations Requests policy, 10. Health and safety policy, 11. Equality policy, 12. Social media policy, 13. Community engagement policy, 14. Grant awarding scheme, 15. Privacy notice under GDPR, 16. Model Hiring Agreement for The Steyning Centre, 17. Data protection Policy} and that the working practices group be tasked to work with the clerk upon recommendations for any further amendments on these and on item 5.8 (members Allowance policy). **Unanimously agreed**

FULL/19/24	REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES	
24.1	Cllr Cree expressed an interest in representing the Steyning Parish Council on the Joint Parishes Cemetery Committee, but without another volunteer this item was deferred.	CLERK
24.2	Cllr Goldsmith proposed, seconded by Cllr G Sullivan that Cllrs Saunders and Taylor represent the Steyning Parish Council on the Joint Parishes Youth Committee. Agreed	
24.3	Cllr Goldsmith proposed, seconded by Cllr Young that Cllrs Campbell, Goldsmith and G. Sullivan represent the Steyning Parish Council on the joint parishes Neighbourhood Wardens steering group. Agreed	
24.4	Cllr Goldsmith proposed, seconded by Cllr G. Sullivan that Cllr Bissett-Powell represents the Steyning Parish Council on the South Downs National Park. Agreed	
24.5	Cllr Goldsmith proposed, seconded by Cllr Bissett-Powell that Cllr Goldsmith, (with second representative remaining vacant at this time) represent the Steyning Parish Council on the HALC, SALC and NALC . Agreed	
24.6	Cllr Goldsmith proposed, seconded by Cllr Bissett-Powell that Simon Zec represents the Steyning Parish Council as the Tree Warden for Steyning Parish Council. Agreed	
24.7	Cllr Goldsmith proposed, seconded by Cllr S. Sullivan that Cllrs Saunders and Trundle represent the Steyning Parish Council on the 'Greening Steyning' group. Agreed	
24.8	Cllr Goldsmith proposed, seconded by Cllr Bissett-Powell that Cllr Young represents the Steyning Parish Council on both roles for the positions on the Isolation and Loneliness and Patient Participation group. Agreed	
24.9	Cllr Campbell proposed, seconded by Cllr Cree that Cllr Goldsmith represents the Steyning Parish Council on the Local Action Team (LAT). Agreed	
24.10	The Community Orchard group representative to be discussed at the next meeting	CLERK
FULL/19/25	TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES	
25.1	Cllr Campbell proposed, seconded by Cllr Goldsmith that Council approve subscription to the Sussex Association of Local Councils (SALC) - £1481.14 . and NALC (National) - £326.08. Agreed	
25.2	Cllr Campbell proposed, seconded by Cllr Goldsmith that council approve subscription to Horsham Association of Local Councils (HALC) £15. Agreed	

- 25.3** Cllr Campbell **proposed, seconded** by Cllr Goldsmith that council approve subscription to the Society of Local Council Clerks (SLCC) £220. **Agreed**
- FULL/19/26** **PARISH COUNCIL INSURANCE COVER.**
- 26.1** This item was to note that the Council's insurance policy expires on 31st August '19, and that Council will probably be considering a 3-year cover period this time and to consider this at next F&GP. Cllr Campbell **proposed, seconded** by Bissett-Powell that the Clerk provide a brief paper for next F&GP on this item. **Agreed** **CLERK**
- FULL/19/27** **REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON SUB COMMITTEES / FOI PANEL**
- 27.1** Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan that the following Councillors serve on the FOI panel – Cllrs Trundle, Goldsmith, Campbell, Ray with one position remaining vacant at this time. **Agreed, 10 For, 1 Abstain.**
- FULL/19/28** **TO REVIEW THE COUNCILS POSITION ON FINANCIAL ITEMS UNDER SECTION 5 - STANDING ORDERS**
- 28.1** Steyning has 4647 on the electoral role, then times this by the figure provided by the Government each year and for 2018/19 this was £8.12 (as per supporting paper) and this gave us a limitation figure of £37,733. Cllr Bissett-Powell **proposed, seconded** by Cllr Cree that the Council understand and agree to comply to the terms of expenditure incurred under S137 of the Local Government Act 1972. **Agreed**
- 28.2** Cllr Campbell **proposed, seconded** by Cllr Bissett-Powell that Council defer the Council's position in terms of becoming eligible to exercise the general power of competence to until such time as after the Clerk achieves a pass within the appropriate qualification. **Agreed**
- FULL/19/29** **CORRESPONDANCE AND INFORMATION ITEMS**
- 29.1** Respect and Remember letter from SALC as per supporting papers. Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan that Cllr Hanson pursues this item. **Agreed** **CLERK / Cllr Hanson**
- 29.2** Communication from Vintage Years club representative as per supporting papers. This important club are looking for administrative support for up to 4 days a month and complete excellent service for the community. Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan that this matter be deferred to the next F&GP meeting. **Agreed** **CLERK**
- 29.3** The West Sussex Civilian Military Partnership Board Briefing as per supporting papers.

FULL/19/30 **DATE OF NEXT MEETING – 17th June 2019 at 7.30 pm**

Meeting closed at 8.46 pm

Signed **Date 17th June 2019**

Chairman



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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