

# Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,  
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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 21<sup>st</sup> OCTOBER 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 2<sup>nd</sup> September 2019 and on the 16<sup>th</sup> September.
- 6.0 MATTERS ARISING AND ACTIONED FROM THE MINUTES OF PREVIOUS MEETING**
  - 6.1** FULL/19/69.1 Copy of Chairman's speech on web site with Minutes - **Actioned**
  - 6.2** FULL/19/70.2.2 Clerk to send out Cllr Training information - **Actioned**
  - 6.3** FULL/19/71.1 Amendment to 24<sup>th</sup> July Minutes - **Actioned**
  - 6.4** FULL/19/72.6 Barriers at corner of High street- Cllr Barling, then Clerk, to send out quote - **Actioned**
  - 6.5** FULL/19/76.3 Rota for Consultation process to be established - **Actioned**
  - 6.6** FULL/19/77.2 Full Working parties list sent out by Clerk - **Actioned**
  - 6.7** FULL/19/77.3 Clerk to organise urgent Soft Sands working party - **Actioned**
  - 6.8** FULL/19/78.1 Cllr Lloyd to send out information relating to Electric Car charging latest - **Actioned**
  - 6.9** FULL/19/78.5.2 Isolation and Loneliness paper to go onto Web site - **Actioned**
  - 6.10** FULL/19/79.2 Amenities Draft minutes deferred for this meeting - **Actioned**



Parish Clerk: John Fullbrook  
Deputy Clerk: Hazel Roxby

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- 6.11 FULL/19/80.1 FOI responses to be sent out by Clerk - **Actioned**
- 6.12 FULL/19/80.2 FOI Panel to be convened to help deal with other FOI requests – **Actioned**
- 6.13 FULL/19/81.3 Parish Council election date to organised – **Actioned**
- 6.14 FULL/19/84.2 Cllr Ray’s declaration of interests checked - **Actioned**

#### **MATTERS ARISING AND ONGOING FROM THE MINUTES OF THE PREVIOUS MEETING**

- 6.15 FULL/19/72.1 Working party to be convened to discuss policies by Cllr Goldsmith - **Ongoing**
- 6.16 FULL/19/72.4 Working party to be convened to discuss committee terms of reference by Cllr Goldsmith - **Ongoing**
- 6.17 FULL/19/72.8 SPC logo to go onto literature produced by Greening Society - **Ongoing**
- 6.18 FULL/19/72.14 Article 14 Working party to be convened by Cllr Goldsmith - **Ongoing**
- 6.19 FULL/19/73.1 PCSO to attend next Full Council meeting – **Ongoing**
- 6.20 FULL/19/74.4 Two actions for Cllr Barling re Chevrons sign and Gritting run into Shooting Field - **update from Cllr Barling**
- 6.21 FULL/19/77.2 Full working parties list to be prioritised by Chair and Vice Chair - **Ongoing**
- 6.22 FULL/19/83.4 SALC meeting with Police Chief Constable – issues sent to Clerk by 1<sup>st</sup> Nov - **Ongoing**

#### **7.0 NEIGHBOURHOOD WARDENS’ REPORT**

- 7.1 Neighbourhood Wardens report – (See supporting papers)

#### **8.0 DEBBIE WOOD - GUEST SPEAKER - ISOLATION AND LONELINESS / PPG**

- 8.1 To discuss and agree any actions arising from this request for assistance from SPC

#### **9.0 REPORT FROM COUNTY COUNCILLOR**

- 9.1 Cllr David Barling– (WSCC) update

#### **10.0 SOFT SANDS REVIEW**

- 10.1 Cllr David Barling - update

#### **11.0 NEIGHBOURHOOD PLAN UPDATE**

- 11.1 Update from the Neighbourhood plan steering committee representative
- 11.2 To discuss and agree Councillors and Steering committee’s involvement in the Consultation process

#### **12.0 COMMUNITY MATTERS (Supporting Papers)**

- 12.1 Polling District review – To discuss and agree
- 12.2 Steyning Bowling Club Lease – To agree recommendation from F&GP committee to approve new Lease

#### **13.0 REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS**

- 13.1 Cllr Tim Lloyd – (HDC) update
- 13.2 Cllr Bob Platt – (HDC) update
- 13.3 Cllr Rodney Goldsmith – (LAT) update
- 13.4 Cllr Rodney Goldsmith – (HALC/ SALC/NALC) update
- 13.5 Cllr Chris Young – Isolation and loneliness / PPG update
- 13.6 Cllrs Liz Trundle/ Cllr Saunders – ‘Steyning Greening’ group update
- 13.7 Cllrs Cree and Rudkin – Joint Parishes Cemetery Committee update
- 13.8 Cllr S. Sullivan – SCO Update
- 13.9 Cllrs Saunders – Joint Parishes Youth Committee

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

- 14.1 **Planning Committee** – To receive the Draft minutes of the meetings held on the 23<sup>rd</sup> September 2019.
- 14.2 **Amenities Committee** – To receive the Minutes of the meeting held on the 23<sup>rd</sup> July 2019 and Draft minutes from the 24<sup>th</sup> September 2019
- 14.3 **Premises committee** – To receive the Draft minutes of the meeting held on the 3<sup>rd</sup> September 2019.
- 14.4 **Finance & General Purposes Committee**– To receive the Draft minutes of the meetings held on the 10<sup>th</sup> September 2019.

- 15.0 ELECTION OF CHAIRMAN FOR AMENITIES COMMITTEE**  
**15.1** To discuss and agree to appoint Chairman to the Amenities Committee (From 29<sup>th</sup> October)
- 16.0 POLICIES AND TERMS OF REFERENCE** (Supporting Papers)  
**16.1** To discuss and agree JPYC Terms of reference  
**16.2** **Motion** - SPC resolves to adopt an amended Code of Conduct in accordance with the draft circulated prior to the meeting together with such amendments which may be agreed at the meeting; such adoption to take effect from receipt of approval of the draft by the HDC Monitoring Officer ("MO").  
**16.3** **Motion** - The MO already having a draft and her comments being awaited, the Chairman and Vice-Chairman have delegated authority to negotiate with the MO such amendments to the draft as may be required or expedient provided there are no substantive changes from the version agreed at 1 above. Any substantive changes must come back to the Council for approval before the amended Code shall take effect. The Clerk will be sole arbiter as to what is "substantive".
- 17.0 AUDIT REPORT**  
**17.1** To Discuss and agree actions from last internal Audit report (Support papers)
- 18.0 CORRESPONDENCE AND INFORMATION ITEMS**  
**18.1** Removal of failed Foot bridge at Fletchers Croft due to safety issues (For information only)
- 19.0 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 19.1 below would be prejudicial in the public interest as it is a discussion relating to personal information from those concerned.
- 19.1 STAFFING AND COUNCILLOR MATTERS**  
**19.1.1** To resolve that Cllr Kerry Taylor's absence from any further meeting of the council or of its committees be approved under S85(1) Local Government Act 1972 for a period of six months due to work commitments expiring 22<sup>nd</sup> April '20.  
**19.1.2** To discuss and agree a short-term increase in Office Staffing hours – 5 Hrs per week for 8 weeks
- 20.0 DATE OF NEXT MEETING: 18<sup>th</sup> November 2019 at 7.30pm**

**John Fullbrook**  
**Clerk to the Council**