

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 11th December 2019

TO ALL MEMBERS OF STEYNING PARISH COUNCIL
YOU ARE HEREBY SUMMONED TO A FULL PARISH COUNCIL MEETING TO BE HELD ON
MONDAY 16th DECEMBER 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 ANNOUNCEMENTS**
- 5.0 MINUTES OF PREVIOUS MEETINGS** - to agree the minutes of the meetings held on the 18th November and the EOM of the 27th November 2019.
- 6.0 MATTERS ARISING AND ACTIONED FROM THE MINUTES OF PREVIOUS MEETING**
 - 6.1** FULL/19/111.1 SBUP email address link to be uploaded to Web site - **Actioned**
 - 6.2** FULL/19/95.1 Soft Sands review meeting to be convened, date to be arranged – **Actioned/Ongoing**
 - 6.3** FULL/19/99.3 October 8th Premises Minutes adopting deferred – **See Agenda item 14.3**
 - 6.4** FULL/19/112.1 'Improving Local Places' document to be distributed to all Councillors - **Actioned**
 - 6.5** FULL/19/113.1 Cllr Campbells NP report to be uploaded to Web Site - **Actioned**
 - 6.6** FULL/19/113.2 Clerk to arrange for Full Council EOM on 27th November - **Actioned**
 - 6.7** FULL/19/114.1 Bowls Club Lease review – **Actioned/ Ongoing**
 - 6.8** FULL/19/114.2 Clerk to further new Youth provision contract and MOU process and report back to Full Council – See item 10.2
 - 6.9** FULL/19/114.3 Clerk to Earmark £5,000 reserves to cover further NP expenses - **Actioned**
 - 6.10** FULL/19/116 Clerk to establish new Councillor representation on appropriate committees - **Actioned**
 - 6.11** FULL/19/117.1 Climate emergency item deferred to next Full Council Meeting – **See Agenda item 7.0**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

- 6.12** FULL/19/118.2 Clerk to undertake an investigation regarding GDPR breach – **Actioned**
- 6.13** FULL/19/125.2 Clerk to send out SPC Neighbourhood plan documentation as per Reg 15 submission as per agreed motion to Horsham District Council before 30th November 2019 - **Actioned**
- 6.14** FULL/19/125.3 Clerk to post the Full text of the agreed motion the same evening in Notice Boards and then on Web site - **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/19/110.1 Clerk to re-establish up-to-date FOI details on website - **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/19/77.2 Full working parties list to be prioritised by Chair and Vice Chair - **Ongoing**
- 6.21** FULL/19/91.12 FOI Panel to meet – **Ongoing**
- 6.22** FULL/19/101.2 Code of Conduct policy amendments – **Ongoing**
- 6.23** FULL/189/112.1 Cllr Barling to back the idea of a TRO for lines adjacent Fletchers Croft Access road - **Ongoing**

7.0 CLIMATE MATTERS (Supporting Papers)

- 7.1** To discuss and agree whether Steyning Parish Council joins other Local Parish, District and County Councils in declaring a 'Climate Emergency' and committing to the reduction of Steyning's Carbon footprint through significant measures by the year 2030.
- 7.2** To agree to set up a working party to create a 10-year Action plan whose work is to begin by May 2020 and to establish a clear pathway towards the implementation of all agreed significant measures by 2030
- 7.3** To discuss and agree Steyning Parish Council's confirmation to officially back the campaign to make Steyning, Bramber & Beeding plastic free Communities

8.0 NEIGHBOURHOOD WARDENS' REPORT

- 8.1** Neighbourhood Wardens report – (See supporting papers)

9.0 REPORT FROM COUNTY COUNCILLOR

- 9.1** Cllr David Barling– (WSCC) update

10.0 FINANCE MATTERS (Supporting Papers)

- 10.1** To discuss and agree that Council extends the current Youth Service provider's contract for three years, and the to discuss and agree the Youth Service MOU for the next financial year - that is 2020/21
- 10.2** To discuss the appointment of HR Services, with particular reference to the terms of their engagement and the Council's expectation of any outcomes

11.0 COMMUNITY MATTERS

- 11.1** To discuss and agree the recommendation from Premises Committee for Council to support a 'Happy to chat' bench (Supporting papers)
- 11.2** Inter- Parish Group – A network of 17 Parish Councils in the Low Weald and SDNP area collaborating on issues of a mutual interest – To discuss and agree membership and representation.

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 Rodney Goldsmith – (HALC/ SALC/NALC) update
- 12.5** Cllr Chris Young – Isolation and Loneliness / PPG update
- 12.6** Cllrs Liz Trundle/ Cllr Saunders – 'Steyning Greening' group update

- 12.7 Cllrs Cree and Rudkin – Joint Parishes Cemetery Committee update
- 12.8 Cllr S. Sullivan – SCO Update
- 12.9 Cllrs Saunders – Joint Parishes Youth Committee
- 12.10 Cllrs Hanson and Cree – Update on Soft Sands working party
- 12.11 Cllr Campbell – Update on Wardens Steering Group
- 12.12 Cllrs Cree and Young – South Downs National Park

13.0 COUNCILLOR ATTENDANCE AND REPRESENTATION

- 13.1 To discuss and agree Councillor attendance records being uploaded onto the SPC web site
- 13.2 To discuss and agree Councillor representation onto the FOI panel – 3 spaces to be filled.

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

- 14.1 **Planning Committee** – To receive the Minutes of the meetings held on the 28th October 2019 and Draft Minutes of the Meeting on the 25th November 2019.
- 14.2 **Amenities Committee** – To receive the Minutes of the meeting held on the 29th October 2019.
- 14.3 **Premises committee** – To receive the Minutes of the meeting held on the 8th October and 5th November Draft Minutes for the meeting on the 3rd December 2019.
- 14.4 **Finance & General Purposes Committee** – To receive the Non – confidential Minutes of the meetings held on the 15th and 23rd October and 12th November 2019.

15.0 CORRESPONDENCE AND INFORMATION ITEMS

- 15.1 None at time of writing

16.0 DATE OF NEXT MEETING: 20th January 2020 at 7.30pm

John Fullbrook
Clerk to the Council