

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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Date published 12th February 2020

TO ALL MEMBERS OF STEYNING PARISH COUNCIL
YOU ARE HEREBY SUMMONED TO A FULL PARISH COUNCIL MEETING TO BE HELD ON
MONDAY 17th FEBRUARY 2020 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 approve the minutes of the meetings held on the 20th January 2020 and the EOM of the 27th November 2019.
- 6.0 MATTERS ARISING AND ACTIONED FROM THE MINUTES OF PREVIOUS MEETING**
 - 6.1** FULL/19/144.1.2 F&GP Committee to discuss CCTV coverage of the Steyning High street - **Actioned**
 - 6.2** FULL/19/145.1 To agree the deferred Minutes from the EOM of the 27th November '19 – **See item 5**
 - 6.3** FULL/19/99.3 October 8th Premises Minutes adopting deferred – **See Agenda item 14.3**
 - 6.4** FULL/19/118.2 Investigation regarding GDPR breach – Clerk to take to F&GP committee - **Actioned**
 - 6.5** FULL/19/147.1 External parties to be invited to Soft Sands working party - **Actioned**
 - 6.6** FULL/19/150.1 Clerk to prepare and send off precept request documentation to HDC - **Actioned**
 - 6.7** FULL/19/150.2 Clerk to arrange for Bongo bus sale receipts to be ring fenced – **Actioned**
 - 6.8** FULL/19/151.3 Cllr Saunders to gain advice regarding use of gender-neutral terminology – **See item 11.1**
 - 6.9** FULL/19/152.3 Clerk to post information regarding 4th March Horsham Older People's Forum meeting on the SPC web site - **Actioned**
 - 6.10** FULL/19/152.10 Climate change emergency working party Terms of Reference updated - **Actioned**
 - 6.11** FULL/19/153.1 FOI panel representation deferred to next Full Council meeting – **See item 13.2**



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Deputy Clerk: Hazel Roxby

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MATTERS ARISING AND ONGOING FROM THE MINUTES OF THE PREVIOUS MEETING

- 6.12** FULL/19/72.1 Working party to be convened to discuss policies by Cllr Goldsmith - **Ongoing**
- 6.13** FULL/19/72.4 Working party to be convened to discuss committee terms of reference by Cllr Goldsmith - **Ongoing**
- 6.14** FULL/19/110.1 Clerk to re-establish up-to-date FOI details on website - **Ongoing**
- 6.15** FULL/19/72.14 Article 4 working party to be convened by Cllr Goldsmith - **Ongoing**
- 6.16** FULL/19/73.1 PCSO to attend next Full Council meeting – **Ongoing**
- 6.17** FULL/19/77.2 Full working parties list to be prioritised by Chair and Vice Chair - **Ongoing**
- 6.18** FULL/19/91.12 FOI Panel to meet – **Ongoing**
- 6.19** FULL/19/101.2 Code of Conduct policy amendments – **Ongoing**
- 6.20** FULL/19/146.24 20 mile per hour speed limit project to be discussed, possibly through Climate emergency working party – **Ongoing**
- 6.21** FULL/19/146.24 Membership of the Inter-Parish group to be discussed – **See item 11.2**
- 6.22** FULL/19/149.4 Yellow lines issues to be progressed by Cllr Barling – **Ongoing**
- 6.23** FULL/19/149.7 Amenities to consider a resolution regarding potholes on the Steyning by-Pass – **Ongoing**
- 6.24** FULL/19/151.1 Cllr Alexander to present detailed report on proposed SPC surgery to F&GP committee - **Ongoing**
- 6.25** FULL/19/151.2 Cllr Alexander to present detailed report on proposed quarterly business forum to F&GP Committee – **Ongoing**

7.0 PROPOSED SOFT SANDS EXTRACTION AT HAM FARM

- 7.1** Working party to update on recent meetings and to discuss and agree the next steps to be taken.

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 report on the decision from the Finance and General Purposes Committee to appoint the Grass Cutting Contractor for the next three-year period – 2020/2023.
- 10.2** To discuss and agree the new youth service provider 3-year contract 2020/23 and associated MOU for '20/21
- 10.3** To agree to an extension of the additional 5 hours per week for Steyning Centre administrative cover
- 10.4** To report on the decision from F&GP to agree, sign off and send the 2019/20 AGAR to the external auditor

11.0 COMMUNITY MATTERS (Supporting papers)

- 11.1** To discuss and agree the revision of the titles 'Chairman' and 'Vice Chairman', to be replaced with the gender neutral terms 'Chair' and Vice-Chair' – Report from Cllr Saunders
- 11.2** To discuss and agree SPC membership to the inter – parish group
- 11.3** To update on the latest situation from HDC regarding their Local plan and to agree Councillor representation at the SDNP advisory service meeting on the 2nd March '20
- 11.4** To discuss and agree details for the promotion of the Steyning Annual Parish Meeting – 16th March '20

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** Cllr Campbell – Update on Wardens Steering Group
- 12.11** Cllrs Cree and Young – South Downs National Park
- 12.12** Cllrs Saunders, Alexander, Trundle and Northam – Climate Change Emergency working Party, and to discuss and agree Terms of reference for the Working Party (S. Papers)

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 '19, the 25th November '19 and Draft Minutes of the Meeting held on the 27th January '20.
- 14.2 Amenities Committee** – To receive the Minutes of the meeting held on the 29th October 2019, 7th January '20 and Draft minutes of the 26th November '19 and 28th January '20.
- 14.3 Premises committee** – To receive the Minutes of the meetings held on the 8th October, 5th November, 3rd December '19 and 13th January '20 and Draft Minutes for the meeting held on the 4th February '20.
- 14.4 Finance & General Purposes Committee** – To receive the Minutes of the meetings held on the 15th and 23rd October '19, the 12th November '19, the 10th December '19, the 14th January '20, and the 4th and 11th of February 2020

15.0 STEYNING PARISH COUNCIL MEETINGS SCHEDULE

- 15.1** To discuss and agree the meeting schedule for the next 16-month period

16.0 CORRESPONDENCE AND INFORMATION ITEMS

- 16.1** None at time of writing

17.0 DATE OF NEXT ANNUAL PARISH MEETING: 16th March 2020 at 7.30pm

John Fullbrook
Clerk to the Council