

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

Telephone: 01903 812042

www.steyningpc.gov.uk

www.thesteyningcentre.co.uk

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 17th FEBRUARY 2020 AT 7.30PM
IN THE STEYNING CENTRE

Present: Cllrs Goldsmith (Chairman), Campbell, Cree, Hanson, Rudkin, Saunders, S Sullivan, G. Sullivan, Norcross, Alexander, and Young.

Clerk: John Fullbrook

Members of the Public: 15 (including District Cllr Bob Platt)

Meeting commenced 7.30 pm

DRAFT MINUTES

		ACTIONS
FULL/19/155	APOLOGIES	
155.1	Apologies received from Cllrs Trundle, Northam, Lloyd and Taylor. And District Councillor David Barling.	
FULL/19/156	DECLARATIONS OF INTEREST AND DISPENSATIONS	
156.1	There was a declaration of interest from Cllr S. Sullivan who as lives adjacent the MPF and serves on the Steyning Community Orchard Committee.	
FULL/19/157	QUESTIONS FROM THE FLOOR	
157.1	None	
FULL/19/158	CHAIRMAN'S ANNOUNCEMENTS	
158.1	The Chairman said he was going to alter the order of the Agenda after item 5 by going to items 8,7,9, 13 and then 10 and returning to item 6 at the end if there was time.	
FULL/19/159	MINUTES OF PREVIOUS MINUTES	
159.1	The Chairman said he wanted to defer the agreement of the draft minutes for the meetings held on the 27 th November 2019 and the 20 th January 2020, to allow for some changes to be made.	CLERK / Chairman
	Minutes show Agenda item 6 noted in original order for continuity purposes.	
FULL/19/160	MATTERS ARISING AND ACTIONS	
160.1	FULL/19/144.1.2 F&GP Committee to discuss CCTV coverage of the Steyning High street – Actioned	



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

160.2	FULL/19/145.1	To agree the deferred Minutes from the EOM of the 27 th November '19 – See item 159.1	
160.3	FULL/19/99.3	October 8 th Premises Minutes adopting deferred – See item 168.3.1	
160.4	FULL/19/118.2	Investigation regarding GDPR breach – Clerk to take to F&GP committee – Actioned	
160.5	FULL/19/147.1	External parties to be invited to Soft Sands working party - Actioned	
160.6	FULL/19/150.1	Clerk to prepare and send off precept request documentation to HDC – Actioned	
160.7	FULL/19/150.2	Clerk to arrange for Bongo bus sale receipts to be ring fenced – Actioned	
160.8	FULL/19/151.3	Cllr Saunders to gain advice regarding use of gender-neutral terminology – See item 166.1	
160.9	FULL/19/152.3	Clerk to post information regarding 4 th March Horsham Older People's Forum meeting on the SPC web site – Actioned	
160.10	FULL/19/152.10	Climate change emergency working party Terms of Reference updated – Actioned	
160.11	FULL/19/153.1	FOI panel representation deferred to next Full Council meeting – See item 164.2	
MATTERS ARISING AND ONGOING FROM THE MINUTES OF THE PREVIOUS MEETING			
160.12	FULL/19/72.1	Working party to be convened to discuss policies by Cllr Goldsmith – Actioned	
160.13	FULL/19/72.4	Working party to be convened to discuss committee terms of reference by Cllr Goldsmith - Ongoing	Cllr Goldsmith
160.14	FULL/19/110.1	Clerk to re-establish up-to-date FOI details on website - Ongoing	CLERK
160.15	FULL/19/72.14	Article 4 Working party to be convened by Cllr Goldsmith – Comes off	CLERK
160.16	FULL/19/73.1	PCSO to attend next Full Council meeting – Ongoing	Cllr Goldsmith
160.17	FULL/19/77.2	Full working parties list to be prioritised by Chair and Vice Chair - Actioned	CLERK / Chairman
160.18	FULL/19/91.12	FOI Panel to meet – Ongoing	CLERK
160.19	FULL/19/101.2	Code of Conduct policy amendments - Ongoing	Cllr Goldsmith
160.20	FULL/19/146.24	20 mile per hour speed limit project to be discussed, possibly through Climate emergency working party – Ongoing	Cllr Barling /Cllr Alexander
160.21	FULL/19/146.24	Membership of the Inter-Parish group to be discussed – See item 166.2	
160.22	FULL/19/149.4	Yellow lines issues to be progressed by Cllr Barling – Ongoing	Cllr Barling

160.23	FULL/19/149.7 Amenities to consider a resolution regarding potholes on the Steyning by-Pass – Ongoing	CLERK
160.24	FULL/19/151.1 Cllr Alexander to present detailed report on proposed SPC surgery to F&GP committee – Ongoing	Cllr Alexander
160.25	FULL/19/151.2 Cllr Alexander to present detailed report on proposed quarterly business forum to F&GP Committee – Ongoing	Cllr Alexander
FULL/19/161	NEIGHBOURHOOD WARDENS REPORT	
161.1	{The Full report summary is available on the Web Site} The Chairman asked for questions in the absence of the Wardens. - Nothing to report	
FULL/19/162	PROPOSED SOFT SANDS EXTRACTION AT HAM FARM	
162.1	Cllrs Hanson and Cree updated on the progress made by the Working party in terms of the details being compiled towards a submission being made on behalf of the Council. The planned submission was going to be concentrating, although not exclusively so, on three main aspects of SPC's objections to the Ham Farm site being exploited including the sites proximity to listed buildings, the question as to the prospective contractor's report of validity of the projected quality and quantity of sand produced, and the lack of a substantive reply from WSCC in relation to the concerns raised within the previous submission by the Council. Other considerations included the impact on the views from the South Downs and the increased levels of traffic and adding potentially dangerous site-access junctions. Cllr Cree proposed, seconded by Cllr Hanson that the Soft sands working party has delegated responsibility to respond to the WSCC Soft Sands consultation, but before submission to WSCC the Clerk was to send it to all SP councillors so that there would be time for any final comments. Agreed	CLERK
FULL/19/163	REPORT FROM COUNCILLOR BARLING {County Councillor representative}	
163.1	Not present	
FULL/19/164	COUNCILLOR ATTENDANCE	
164.1	Cllr Cree proposed, seconded by Cllr Alexander to agree that Councillor attendance records being uploaded onto the SPC web site – from May 2019. Agreed	CLERK
164.2	Councillor representation onto the FOI panel – 3 spaces were to be filled. There were more than three Councillors interested in the representation so as per standing orders there were rounds of voting for each councillor via show of hands. For the first position there were two Councillors interested and were nominated. Cllr Cree was successful with 7 For, 4 Against. Agreed. For the second position there were two Councillors interested and nominated. Cllr G. Sullivan was successful with 7 For, 4 Against. Agreed. For the third position there were two Councillors interested and nominated. Cllr Lloyd was successful with 10 For, 1 Against. Agreed	
FULL/19/165	FINANCIAL MATTERS	
165.1.1	To report on the decision from the Finance and General Purposes Committee to appoint the grass cutting contractor – The Chair updated that out of 6 tenders received the successful contractor was selected initially by a working party who then reported to F&GP that same evening, who then agreed their recommendation.	
165.1.2	The successful tender was from ID Verdi. As current contractor they will continue their service, with the new three-year term beginning this April 2020.	

165.2	To discuss and agree the new youth service provider 3-year contract 2020/23 and associated MOU for '20/21. The documents received as supporting papers have, in earlier versions, already been agreed by the Joint Parishes Youth Committee (JPYC). These were then amended by SPC Councillors, and agreed by Councillors from the two partner Councils (i.e. Upper Beeding and Bramber) then approved with amendments by the SPC solicitors, then gained further SPC Councillors' agreement via email distribution and finally taken once more to the Joint Parishes Youth Committee for agreement – which they received on the 6 th February. Cllr Saunders proposed, seconded by Cllr Norcross to agree the new youth service 3-year contract (from Sussex Clubs for Young People) and associated MOU between the three Parish Councils for '20/21. Agreed 10 For, 1 Abstained (PC - who abstained as he believed the MOU should also be for a three-year period).	CLERK
165.3	To agree to an extension of the additional 5 hours per week for Steyning Centre administrative cover - (Initially this was for 8 weeks). Cllr Campbell proposed, seconded by Cllr Hanson to agree to an extension of the additional 5 hours per week for administrative cover. Agreed. The Clerk suggested and Council agreed the necessity for this cover should be checked by the line managers.	CLERK
165.4	To report on the decision from F&GP to agree, sign off and send the 2018/19 AGAR to the external auditor. F&GP agreed to sign off the AGAR for the year 2018/19 on the 11 th February '20. The details of the explanation as to the 'No's' in the section 1 Governance statement are detailed in the agreed motion recorded in the minutes of that meeting. The Chairman then signed these documents off with the Clerk on the 14 th February and they were sent and received with an acknowledgement by the external Auditors the same day.	
FULL/19/166 COMMUNITY MATTERS		
166.1	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'.' – Cllr Saunders reported the matter was ongoing.	Cllr Saunders
166.2	Membership of the interparish group. Seventeen Parish councils who were in the business of sharing information including possible local housing developments upstream on the river Adur floodplain such as the proposed 'Mayfield' site. Cllr Goldsmith proposed, seconded by Cllr S. Sullivan that Cllr Hanson represent SPC at the interparish group meetings. Agreed. Cllr Campbell proposed, seconded by Cllr Goldsmith that the Clerk inform the interparish group that Steyning Parish Council wants to join. Agreed	Cllr Hanson CLERK
166.3	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 2 nd March '20 Cllrs Cree and Goldsmith attended a recent meeting at Billingshurst where the Local Plan was discussed. This Local Plan is in a consultation phase. The Clerk was asked to put this information on the Web site and the link to this consultation. Cllr Goldsmith proposed, seconded by Cllr S. Sullivan that Cllrs Campbell, Cree and Trundle represent the SP Council at the SDNP advisory meeting on the 2 nd March '20 and that the Clerk gets in touch with HDC to confirm this as soon as possible. Agreed	CLERK CLERK Cllrs / Clerk
166.4	To discuss and agree details for the promotion of the Steyning Annual Parish Meeting – 16 th March '20. The Clerk was tasked with finding a speaker for the meeting preferably, on an environmental theme.	CLERK

FULL/19/167 REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS

- 167.1** Cllr Bob Platt – (HDC) reported the HDC part of the Council tax will be going up by 2%. This will represent a rise for Band D property owners of £277.12 next year.
- 167.2** Cllr Rodney Goldsmith – (HALC) update – Attended a meeting and our F&GP committee have supported a letter from HALC to HDC saying they do not support such high numbers for proposed new housing development within the Horsham district.
- 167.3** Cllr Chris Young – Isolation and loneliness / PPG – There were many updates and these details are to be uploaded onto the website with these minutes **CLERK**
- 167.4** Cllr Saunders – ‘Steyping Greening’ group. There is much good work being achieved by the group in preparing for projects. On the 11th March there is to be a community engagement meeting
- 167.5** Cllrs Cree and Rudkin – Joint Parishes Cemetery Committee met on the 3rd Feb and the key issue remains finding land for the Cemetery. Fortunately, the bank balance is in good order for when land is to be purchased.
- 167.6** Cllr S. Sullivan – SCO Updated that there would be fruit tree planting next Saturday.
- 167.7** Cllrs Saunders – Joint Parishes Youth Committee. Monies raised via Bongo Bus sale which are ring fenced need to be spent and the JPYC committee are proposed to have delegated responsibility – Cllr Hanson **proposed, seconded** by Cllr S. Sullivan that the Clerk to take this to the next F&GP committee. **Agreed** **CLERK**
- 167.8** Cllr Campbell – Wardens Steering group – There was a quarterly meeting on the 29th January. Darren Worsfold was in attendance – he is the new supervisor for the Wardens. The meeting discussed Cyber-crime issues. Community engagement will be promoted as a matter of priority. There will be some raising awareness of the Wardens vehicle so that residents become more familiar with what it looks like. The Neighbourhood watch is going to be targeted for better liaison with the Wardens. The Wardens wish to promote themselves and intend doing so at the Farmers Market and are to park their vehicle in more prominent positions to act as a deterrent and by way of a promotion of the service when they are on foot patrols. They aim to increase foot patrols in Steyping. The ‘Street link’ service for the homeless was also discussed.
- 167.9** Cllrs Cree and Young – South Downs National Park – There is a link on the SPC web site under ‘community’ to the SDNP monthly newsletter which is very informative.
- 167.10** Cllrs Saunders, Alexander, Trundle and Northam – Climate Change Emergency Working Party. Clerk had distributed updated Terms of Reference which are on the web site as a supporting paper. Cllr Saunders **proposed, seconded** by Cllr Alexander that the updated version of the Terms of reference as per supporting papers for this meeting be agreed. **Agreed** The first proper meeting of the working party will be on the evening of the March 6th and will include some invited guests. Chair and Vice-Chair of the Working party will be appointed at that meeting.

FULL/19/168 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS

- 168.1.1** **Planning Committee** – Cllr S. Sullivan **proposed, seconded** by Cllr Young, to receive the minutes of the meeting held on the 28th October 2019 .**Agreed**
- 168.1.2** **Planning Committee** – Cllr S. Sullivan **proposed, seconded** by Cllr Young, to receive the minutes of the meeting held on the 25th November 2019 .**Agreed**

168.1.3	Planning Committee – Cllr S. Sullivan proposed, seconded by Cllr Young, to receive the draft minutes of the meeting held on the 27 th January 2020. Agreed	
168.2.1	Amenities Committee – Cllr Campbell proposed, seconded by Cllr Cree, to receive the minutes of the meeting held on the 29 th October 2019. Agreed	
168.2.2	Amenities Committee – Cllr Campbell proposed, seconded by Cllr Cree, to receive the minutes of the meeting held on the 7 th January 2020. Agreed	
168.2.3	Amenities Committee – Cllr Campbell proposed, seconded by Cllr Cree, to receive the draft minutes of the meeting held on the 26 th November 2019. Agreed	
168.2.4	Amenities Committee – Cllr Campbell proposed, seconded by Cllr Cree, to receive the draft minutes of the meeting held on the 28 th January 2020. Agreed	
168.3.1	Premises Committee – Cllr Cree proposed, seconded by Cllr G. Sullivan, to receive the minutes of the meeting held on the 8 th October 2019. Agreed	
168.3.2	Premises Committee – Cllr Cree proposed, seconded by Cllr G. Sullivan, to receive the minutes of the meeting held on the 5 th November 2019. Agreed	
168.3.3	Premises Committee – Cllr Cree proposed, seconded by Cllr G. Sullivan, to receive the minutes of the meeting held on the 3 rd December 2019. Agreed	
168.3.4	Premises Committee – Cllr Cree proposed, seconded by Cllr G. Sullivan, to receive the minutes of the meeting held on the 13 th January 2020. Agreed	
168.3.5	Premises Committee – Cllr Cree proposed, seconded by Cllr G. Sullivan, to receive the draft minutes of the meeting held on the 4 th February 2020. Agreed	
168.4.1	Finance and General Purposes committee – To receive the Non-confidential minutes of the meeting held on the 15 th October 2019. Cllr Goldsmith proposed, seconded by Cllr Campbell. Agreed	
168.4.2	Finance and General Purposes committee – To receive the Non – confidential minutes of the meeting held on the 23 rd October 2019. Cllr Goldsmith proposed, seconded by Cllr Campbell. Agreed	
168.4.3	Finance and General Purposes committee – To receive the Non – confidential minutes of the meeting held on the 12 th November 2019. Cllr Goldsmith proposed, seconded by Cllr Campbell. Agreed	
168.4.4	Finance and General Purposes committee – Receiving the Non – confidential minutes of the meeting held on the 10 th December 2019 was deferred because the minutes of the confidential items (street cleaning, HR services and potential defamation proceedings) discussed at the meeting had been accidentally omitted.	CLERK
168.4.5	Finance and General Purposes committee – To receive the Non – confidential minutes of the meeting held on the 14 th January 2020. Cllr Goldsmith proposed, seconded by Cllr Campbell. Agreed	
168.4.6	Finance and General Purposes committee – To receive the Non – confidential minutes of the meeting held on the 4 th February 2020. Cllr Goldsmith proposed, seconded by Cllr Campbell. Agreed	

168.4.7 Finance and General Purposes committee – Receiving the draft minutes for the meeting on the 11th February 2020 was deferred. **CLERK**

FULL/19/169 STEYNING PARISH COUNCIL MEETINGS SCHEDULE

169.1 Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan to agree the meeting schedule for the next 16-month period as per supporting papers. **Agreed**

FULL/19/170 CORRESPONDANCE AND INFORMATION ITEMS

170.1 Cllr Goldsmith noted that Council had received a communication from the Department of the Environment. Food and Rural Affairs, in regard to the Agricultural Bill. This document will be put on the SPC web site for resident's information.

FULL/19/171 DATE OF NEXT MEETING: Annual Parish Meeting - 16th March 2020 at 7.30pm
– next Full Council 20th April

Meeting closed at 9.14pm

Signed Date 16th March 2020

Chairman

A Recording of the meeting is available at <https://archive.org/details/20200217steyningparishcouncilfullmeeting>