

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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Telephone: 01903 812042

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TO ALL MEMBERS OF STEYNING PARISH COUNCIL

**YOU ARE HEREBY SUMMONED TO A REMOTE MEETING OF FULL COUNCIL TO BE HELD ON
MONDAY 18th MAY 2020 AT 7.30 PM VIA THE ZOOM VIDEO CONFERENCING PLATFORM**

This meeting is convened under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

**MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO 'ATTEND' THE MEETING BY SUBMITTING A
REQUEST FOR THE LOG-IN DETAILS TO THE CLERK IN ADVANCE OF THE MEETING
(Please join with your own video camera turned off, but note that due to the length of this
Annual Parish meeting there will not be any time for public questions)**

GDPR Notice

Please note that the Council is, and members of the public and individual councillors could be, making audio or video recordings of this meeting. The Council's recordings will be uploaded to a cloud-based website of record and will be available indefinitely to the general public. By participating at the meeting, including by merely logging-in to it, you consent to this. If you do not consent to these terms you should please not log-in to the meeting

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2020/21**
 - 2.1** To receive nominations for the position of Chairman of the Steyning Parish Council.
- 3.0 ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2020/21**
 - 3.1** To receive nominations for the position of Vice Chairman of the Steyning Parish Council.
- 4.0 DECLARATIONS OF INTEREST.** – Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 5.0 MINUTES OF PREVIOUS MEETINGS** - to agree the minutes of the meeting held on the 20th of January '20 and the 20th April 2019 as a true and fair record.
- 6.0 MATTERS ARISING**
 - 6.1** Chairman's statement and transcript of Q & A from the 20th April meeting to go on Web site – **Actioned**
 - 6.2** Draft minutes agreement for 20th January '20 deferred to next meeting with Cllr Goldsmith asking Clerk to include additional narrative- **Actioned**
 - 6.3** Cllr Barling to report back on Sand quarry latest – **Ongoing**
 - 6.4** The Hub signpost to go back on the SPC web site - **Actioned**



Locum Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 6.5 Receiving of 10th March F&GP Minutes deferred to next meeting – **See Agenda item 16.4**
- 6.6 Staff payment recommendation for May to be actioned by Clerk – **Actioned**
- 6.7 Staff payments working party to be convened as soon as possible – **Actioned**
- 6.8 HR services to provide the Council with professional advice on staff contracts – **Ongoing / Actioned**

- 7.0 REVIEW AND CONFIRM COMMITTEE MEMBERSHIP AND APPOINT CHAIRS AND VICE-CHAIRS**
- 7.1 Amenities (7)
- 7.2 Premises (7)
- 7.3 Planning (7)
- 7.4 Finance & General Purposes {F&GP} (9 in all with up to 5 being ex officio)

- 8.0 CONFIRM COMMITTEE TERMS OF REFERENCE** (See supporting papers)
- 8.1 Premises Committee
- 8.2 Amenities Committee
- 8.3 Planning Committee
- 8.4 Finance & General Purposes Committee

- 9.0 ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, CODE OF CONDUCT AND DISPENSATION SCHEME** – (See supporting papers).
- 9.1 Adoption of Standing Orders
- 9.2 Adoption of Financial Regulations
- 9.3 Adoption of the Code of Members Conduct
- 9.4 Adoption of the Dispensation Scheme

- 10.0 ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES** – (See supporting papers)
- 10.1 To adopt the Steyning Parish Council Breach Notification Policy (Data Protection)
- 10.2 To adopt the Data protection policy (Data Protection)
- 10.3 To adopt the Data Retention and Disposal Policy (Data Protection)
- 10.4 To adopt the Subject Access Request Policy (Data Protection)
- 10.5 To adopt the CCTV Policy and Code of Practice (Data protection)
- 10.6 To adopt the Freedom of Information & Environmental Information Regulations Requests policy
- 10.7 To agree and adopt the Dignity at Work / Bullying and Harassment Policy
- 10.8 To agree and adopt the Email Policy
- 10.9 To agree and adopt the SPC Complaints Policy
- 10.10 To agree and adopt the Social Media Policy
- 10.11 To agree and adopt the Unacceptable Behaviour Policy
- 10.12 To agree and adopt the Overarching Protocol for Conduct

- 11.0 REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES**
- 11.1 South Downs National Park (SDNP) – one rep.
- 11.2 Joint Parishes Youth Committee (JYPC) – two reps.
- 11.3 HALC / SALC / NALC - two reps
- 11.4 Local Action Team (LAT) – one rep.
- 11.5 Joint Parishes Cemetery Committee (JPCC) – two reps.
- 11.6 Isolation & Loneliness representative – one rep.
- 11.7 Tree Warden for Steyning Parish Council
- 11.8 Patient Participation Group (PPG) – one rep.
- 11.9 Neighbourhood Wardens Steering Committee – three reps.
- 11.10 SPC councillor representative on the 'Greening Steyning' group – four reps.

- 12.0 REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON SUB COMMITTEES / FOI PANEL AND CONFIRM TERMS OF REFERENCE.**
- 12.1** FOI Panel – 5 Reps.
- 12.2** Working Practices Group – 5 reps.
- 13.0 TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES** (Supporting paper)
- 13.1** Sussex Association of Local Councils (SALC)
- 13.2** Horsham Association of Local Councils (HALC)
- 13.3** Society of Local Council Clerks (SLCC)
- 13.4** Open Spaces Society (OSS)
- 14.0 JOINT PARISH YOUTH COMMITTEE**
- 14.1** Update from Clerk
- 15.0 PARISH COUNCIL INSURANCE COVER.** To note that the Council’s insurance policy expires on 31st August ‘20
- 16.0 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS –** (See supporting papers)
- 16.1 Planning Committee** – To receive the planning notice dated 27th April ‘20
- 16.2 Amenities Committee** – To receive the draft minutes of the meeting held on the 28th April ‘20 and to adopt or otherwise any recommendations.
- 16.3 Premises committee** – To receive the draft minutes of the meeting held on the 5th May ‘20 and to adopt or otherwise any recommendations.
- 16.4 Finance and General Purposes Committee** – To receive the minutes of the meetings held on the 10th March ‘20 and the 14th April ‘20 and to adopt or otherwise any recommendations.
- 17.0 NEIGHBOURHOOD WARDENS’ REPORT**
- 17.1** To receive the Neighbourhood Wardens report (See supporting paper)
- 18.0 LAND REGISTER** (See supporting papers)
- 18.1** To agree and approve Steyning Parish Council Land register
- 19.0 CORRESPONDENCE AND INFORMATION ITEMS**
- 19.1** None at time of Printing
- 20.0 DATE OF NEXT FULL COUNCIL MEETING: 15th JUNE 2020 at 7.30pm**

{DATE OF NEXT ANNUAL PARISH COUNCIL MEETING: 17th May 2021 at 7.30pm}

John Fullbrook
Clerk to the Council



Locum Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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