Steyning Parish Council

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MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 13th May 2019 AT 7.30PM
IN THE STEYNING CENTRE

Present: Cllrs Tim Lloyd - Chairman for first item of business (TL), Steve Northam - Vice-Chairman for first item of business (SN), Rodney Goldsmith - Chairman (RG), Paul Campbell - Vice-Chairman (PC), Michael Bissett-Powell (MBP), Trevor Cree (TC), Deborah Hanson (DH), Paul Ray (PR), Tim Rudkin (TR), Georgia Saunders (GeS), Gary Sullivan (GaS),Sarah Sullivan (SJS), Kerry Taylor (KT) and Liz Trundle (LT).

Clerks: John Fullbrook and Hazel Roxby

Members of the Public: 54

Meeting commenced 7.30 pm

DRAFT MINUTES

		ACTION
FULL/19/1	**APOLOGIES**	
1.1	Apologies were received from Cllr Young.	
FULL/19/2	**STATEMENT FROM THE CHAIR AS A POINT OF ORDER.**	
2.1	Concerning the Make up of the Council, Committees and election of Chair and Vice Chair for Council and committees – The outgoing chair, Cllr Lloyd, expressed his concern over a document distributed to Cllrs by Cllr Goldsmith whereby it seemed all the positions had already been decided upon within a non-council meeting which had omitted some Cllrs, when normally this was a process undertaken in an open and transparent way within this first Parish Council meeting. {A Transcript will be attached to these minutes on the SPC Web site}	
FULL/19/3	**ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2019/2020**	
3.1	**(By paper ballet vote)** Cllr Trundle **proposed, seconded** by Cllr Northam that Cllr Hanson serve as Chairman of the Council **– 5 Votes,**	
3.2	Cllr Bissett-Powell **proposed, seconded** by Cllr Cree that Cllr Goldsmith serve as Chairman of the Council – **9 votes**, therefore Cllr Goldsmith elected as Chairman. **Agreed. – *Cllr Goldsmith then took over the meeting as Chairman and signed the declaration of Acceptance of Office form with the Clerk*.**	

FULL/19/4 **ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR '19/20 (By paper ballet vote)**

4.1 Cllr Lloyd **proposed, seconded** by Cllr Hanson that Cllr Trundle serve as Vice-Chairman of the Council **– 5 Votes,**

4.2 Cllr Goldsmith **proposed, seconded** by Cllr G Sullivan that Cllr Campbell serve as Vice - Chairman of the Council – **9 votes**, therefore Cllr Campbell elected as Vice-Chairman. **Agreed. *Cllr Campbell then signed Declaration of Acceptance of Office form*.**

FULL/19/5 **STATEMENT FROM THE NEW CHAIRMAN**

5.1 Cllr Goldsmith read out a prepared personal statement in which he wanted to convey some of the themes he would like to see the Council focus upon. Democratic Accountability, Openness, Transparency and a genuine philosophy of engagement were to be the important ideals for his term of office and that he hoped for the 4-year term of this Council.

He also wanted to confirm that "Steyning First" which was the banner that eight Councillors had campaigned under was chosen simply to signify to all the intention to always put Steyning first, and that it is registered at the Electoral Commission as a 'minor party', not a 'political party' and it has no ideological connection with any far right party

Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that this statement be uploaded to the SPC Web site as the Chairman's Personal Message and we might also consider uploading it to Spotted. **Agreed. 9 For, 5 against {TL,SN,LT,DH,GeS} –** Those against had stated it should be debated first. **CLERK**

{Full Statement will be attached to these minutes on the SPC Web site}

FULL/18/6 **DECLARATIONS OF INTEREST AND DISPENSATIONS**

6.1 There were declarations of interest from Cllr S Sullivan – being a member of the Steyning Community Orchard group and living adjacent the memorial playing fields. Cllr Saunders declared interest as has affiliation to the Green party.

FULL/18/7 **MINUTES OF PREVIOUS MINUTES**

7.1 Cllr S. Sullivan **Proposed,** Cllr G. Sullivan **seconded** the minutes of the meeting held on the 15th April 2019 be agreed as a true and accurate record of proceedings. **Agreed. 8 For, 6 Abstaining.**

FULL/18/8 **NEIGHBOURHOOD WARDENS' REPORT**

8.1 The report was a supporting paper and can be found on the web site.

FULL/19/9 **NEIGHBOURHOOD PLAN UPDATE**

9.1 Clerk updated that there had been a working party on the 24th April that was open to the public and was affectively a Question and Answer session with the Consultant (Andrew Metcalf) in attendance. There were some 21 questions put by the public gallery and minutes with the latest map showing the proposed sites will be available shortly and put on web sites.

The next meeting is going to be held on the 20th May at 8pm and will be another session open to the public. This one will give Site promoters an opportunity to present their aspirations for possible developments on the local sites.

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FULL/19/10 ADOPTIONS OF STANDING ORDERS

10.1 Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that the adoption of standing orders be brought forward on the agenda. **Agreed unanimously.**

10.2 Cllr Campbell **proposed, seconded** by Cllr Cree that all further decisions tonight are not bound by standing order 7 and are subject to review in due course by Full council following recommendations from the working practices group or any other working party or committee. **Agreed. For 13, 1 Abstain.**

10.3 Cllr Northam **proposed** an amendment to a proposal, **seconded** by Cllr Trundle that this Council adopts the current standing orders and that the working party group be tasked to work with the Clerk on recommendations for any further amendments. **Not Agreed. For 4 {TL,SN,LT,DH}, Against 7 {RG,GaS,SJS,TR,PC,TC,KT}, Abstain 3 {GeS,PR,MBP}**

10.4 Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that this Council hereby adopts the NALC standard precedent as completed in red in accordance with the draft provided to the Clerk Tuesday 7th May 2019 and as further amended and voted on, following discussions this evening and that the working practices group be tasked to work with the Clerk on recommendations for any further amendments. **Agreed. 7 For {TC, PC, SJS, GaS, RG, TR, KT}, 4 Against {TL, SN, LT, DH}, 3 Abstain {PR, GeS, MBP}**

10.5.1 The proposed standing orders document was then distributed via Cllr Campbell and each page that had any amendments was discussed and the contents of the amended page were then voted on by a show of hands as follows;

10.5.2 ***Rules of debate*** – Page 7 – 1(t) – '2 minutes' – **14 For, Agreed**

10.5.3 ***Meetings generally*** – Page 8 – 3(c) – 2 options, with first deleted and 3(e) - include 'ask and' and remove 'in respect of the business on the Agenda'**.**
14 For, Agreed

10.5.3 ***Meetings generally*** - Page 9 – 3(f) – '15 minutes' remains, 3(g) - '2 minutes' remains, 3(i) – 'Remove all but 'A person shall raise his hand when requesting to speak'**. 13 For, 1 Abstain{DH}, Agreed**

10.5.4 ***Meetings generally*** - Page 12 – 3(x) – '2.5 Hours' and under
Committees and Sub-committees – 4(d) it was suggested that there ought to be the following maximum numbers of councillors on each committee:

Amenities	– 7 Councillors
Finance and General Purposes (F&GP)	– 9 Councillors
Premises	– 7 Councillors
Planning	– 8 Councillors

And councillor representation on the Neighbourhood Plan Steering Committee raised from 2 to 4 councillors
For 12, 2 Abstain {DH,SN}. Agreed

10.5.5 ***Committees and sub-committees*** – Page 13 – 4(v) – '14 days', then 4(vi) to include 'and vice-chairman' and 4(viii) in terms of committee quorums shall be no less than three but also to include 'but five in the case of the Finance and General Purposes Committee and the Neighbourhood Plan Steering Committee'. **For 12, 2 Abstain {MBP,SN}. Agreed**

10.5.6 ***Extraordinary meetings of the council, committees and sub committees*** – Page 16 6(d) inserted numbers are as per previous Standing order agreement, that is '3 days', '2 members' and '2 members' and under Previous resolutions 7(a) '8 councillors' and 7(c) to add 'This standing order does not apply to decisions made in the six months prior to polling day in an election year.' **For 9 {MBP,RG,PC,PR, KT,TR,TC,GaS,SJS}, Against 4 {TL,DH,SN,LT}, 1 Abstains {GeS}. Agreed**

10.5.7 ***Motions for a meeting that require written notice to be given to the proper officer*** – Page 17 9(b) '5 clear days' and 9(d) '4 clear days'**. For 9 {MBP,RG,PC,PR, KT,TR,TC,GaS,SJS}, 5 Abstains {GeS,TL,LT,SN,DH}. Agreed**

10.5.8 ***Draft Minutes*** - Page 19 – 12(e) Delete the provision about the Council's expenditure and income and insert 'The Council will endeavour to' publish draft minutes 'within 5 working days'. And 12(f) to remove the words 'or recordings'. **12 For, 2 Abstains {SN,LT}. Agreed**

10.5.9 ***Code of conduct and dispensations*** - Page 20 – 13(e and g) insert~~s~~ 'by the proper officer' options and delete the other option, **For 11,3 Abstains{DH,LT,SN}. Agreed**

10.5.10 ***Proper officer*** - Page 22 - b(ii) – '4 clear days' **For 12, Abstain 2 {SN,LT} . Agreed**

10.5.11 ***Proper officer*** - Page 23 - b(XV) reference the fact that the Council does have a planning committee so delete the refence to chairman and vice chairman of full council options. **For 11, 3 Abstains {DH,LT,SN}. Agreed**

10.5.12 ***Handling staff matters*** - Page 26/27 – 19 (a,b,c,d,e) to reflect the fact that SPC does have a Finance and General Purposes Committee so delete the sub-committee options, and under
Responsibilities to provide information - Page 27 20(b) delete first option for a council with expenditure of up to £25,000 **10 For, 4 Abstains {DH,GeS, LT,SN}. Agreed**

10.5.13 ***Execution and sealing of legal deeds*** - Page 28 – 23(b) – Delete the first option because the Council does have a common seal**. 13 For, 1 Abstain {SN}. Agreed**

10.5.14 **Standing orders Generally** - Page 30 – 26(b) to read written notice by at least '8 councillors' **. 12 For, Abstains 2 {SN,LT}. Agreed**

FULL/19/11 ADOPTIONS OF FINANCIAL REGULATIONS, CODE OF CONDUCT AND DISPENSATION SCHEME

11.1 Cllr Goldsmith **proposed, seconded** by Cllr Northam that Council adopts the Financial Regulations, Code of Conduct and the Dispensation Scheme as drafted in supporting papers {existing agreed documents} en bloc and that the Working Practices Group be tasked with working with the clerk on recommendations for any further amendments. **Agreed** **CLERK**

FULL/19/12 REVIEW AND CONFIRM COMMITTEE MEMBERSHIP

12.1 The Clerk had collected committee preferences from each councillor, but the Chairman proposed to follow his own draft discussion list of committee membership which had been distributed by the Chairman to all councillors the previous week and also proposed to agree Chair and Vice chair of each committee at this meeting **CLERK / Cllr Goldsmith**

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following his draft plan, and stated that if any councillor did not agree with his draft plan and chooses not to serve on the committee as stated then the committee would be formed one or two short of the full complement of members. Over the next month the Chair stated he would work with the Clerk to try to reassign to fill any vacancies in a way that is acceptable to all in order to gain full memberships.

12.2.1 Cllr Goldsmith **proposed** to confirm the Amenities Committee membership of 7 councillors should be as listed being Cllrs Sullivan, Goldsmith, Campbell, Lloyd, Ray, Taylor and Young, was **seconded** by Cllr Campbell**. For 9 {PC,RG,TR,PR,KT,MBP,SJS,GaS,TC}, 5 Abstains {GeS,DH,LT,SN,TL}. Agreed**

12.2.2 Cllr Goldsmith **proposed,** the Chairman for Amenities Committee for the municipal year 2019/20 should be Cllr S. Sullivan, **seconded** by Cllr Campbell**. For 9 {PC,RG,TR,PR,KT,MBP,SJS,GaS,TC}, 1 Against{SN}, 4 Abstains {GeS,DH,LT,TL}. Agreed**

12.2.3 Cllr Goldsmith **proposed** the Vice Chairman for Amenities Committee for the 2019/20 municipal year be Cllr Goldsmith, **seconded** by Cllr Cree**. For 9 {PC,RG,TR,PR,KT,MBP,SJS, GaS,TC}, 5 Abstains {GeS,DH,LT,TL,SN}. Agreed**

12.3.1 Cllr Goldsmith **proposed** to confirm the Premises Committee membership of 7 councillors should be as listed being Cllrs Cree, Northam, Bissett-Powell, Ray, Rudkin, Sullivan and Taylor, was **seconded** by Cllr Campbell**. For 9 {PC,RG,TR,PR,KT,MBP,SJS,GaS,TC}, 5 Abstains {GeS,DH,LT,SN,TL}. Agreed**

12.3.2 Cllr Goldsmith **proposed,** the Chairman for Premises Committee for the municipal year 2019/20 should be Cllr Cree, **seconded** by Cllr Campbell**. For 9 {PC,RG,TR,PR,KT,MBP,SJS,GaS,TC}, 5 Abstains {GeS,DH,LT,TL,SN}. Agreed**

12.3.3 Cllr Goldsmith proposed the Vice Chair of the Premises Committee be Cllr Northam, but he declined.

12.3.4 Cllr Cree **proposed** the Vice Chairman for Premises Committee for the 2019/20 municipal year be Cllr G. Sullivan, **seconded** by Cllr Goldsmith**. For 9 {PC,RG,TR,PR,KT,MBP,SJS,GaS,TC}, 5 Abstains {GeS,DH,LT,TL,SN}. Agreed**

12.4.1 Cllr Goldsmith **proposed** to confirm the Planning Committee membership of 8 councillors should be as listed (Cllr Hanson withdrew) being Cllr Bissett-Powell, Northam, Rudkin, Saunders, S Sullivan, Trundle and Young, was **seconded** by Cllr Campbell**. For 11 {PC,RG,TR,PR,KT,MBP,SjS,GaS,TC,GeS,LT}, 3 Abstains {DH,SN,TL}. Agreed**

12.4.2 Cllr Goldsmith **proposed,** the Chairman for Planning Committee for the municipal year 2019/20 should be Cllr Bissett-Powell, **seconded** by Cllr S. Sullivan**. For 9 {PC,RG,TR,PR,KT,MBP,SjS,GaS,TC}, 5 Abstains {GeS,DH,LT,TL,SN}. Agreed**

12.4.3 The election of the Vice chair of the Planning Committee was deferred

12.5 At the request of Russell Barnes (chairman of the Neighbourhood Plan Steering Committee), the appointment of both the four councillor and the eight public representatives to serve on the Neighbourhood Plan Steering Committee was deferred

12.6.1	Cllr Goldsmith **proposed** to confirm the Finance and General Purposes Committee membership of 9 councillors should be as listed being Cllrs Goldsmith (ex-officio), Campbell (ex-officio) Cree (ex officio), Hanson, Lloyd, Saunders, G Sullivan, S Sullivan (ex officio) and Taylor, was **seconded** by Cllr Campbell**. For 10 {PC,RG,TR,PR,KT,MBP,SJS,GaS,TC,GeS}, 4 Abstains {DH,SN,TL,LT}. Agreed**	
12.6.2	Cllr Campbell **proposed,** the Chairman for Finance and General Purposes Committee for the municipal year 2019/20 should be Cllr Goldsmith, **seconded** by Cllr Ray**. For 9 {PC,RG,TR,PR,KT,MBP,SJS,GaS,TC}, 5 Abstains {GeS,DH,LT,TL,SN}. Agreed**	
12.6.3	Cllr Goldsmith proposed that Cllr Lloyd be Vice Chair of F&GP Committee, but Cllr Lloyd declined. The election of the Vice chair of the Finance and General Purposes committee was therefore deferred	
12.7	It had been agreed with the approval of Standing orders earlier in this meeting that Committee chairman are to serve as ex officio members of the F&GP Committee.	
FULL/19/13	**CONFIRM COMMITTEE TERMS OF REFERENCE**	
13.1	Cllr Goldsmith **proposed, seconded** by Cllr Cree that Council adopt the terms of reference en bloc for all the committees listed {9.1 to 9.6 on the Agenda} and as per the circulated supporting papers and come back to the matter based upon the recommendations and suggestions from the Working Practices Group. **14 For. Agreed**	**CLERK**
FULL/19/14	**REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON SUB COMMITTEES**	
14.1	Working Practices Group (Referred to on the Agenda as the Policy Committee) – Cllr Goldsmith **proposed** that the Working Party Group membership should be as listed in the document circulated by Cllr Goldsmith previous to this meeting} that being Cllrs Goldsmith, Campbell, Cree, Hanson and Lloyd, **seconded** by Cllr Cree. **13 For, 1 Abstain {LT}. Agreed**	
FULL/19/15	**ASSET AND LAND REGISTERS**	
15.1	Cllr Goldsmith **proposed, seconded** by Cllr Hanson that this item is deferred. **Agreed**	
FULL/19/16	**TO REVIEW AND CONFIRM A LIST OF BANK SIGNATORIES**	
16.1	Cllr Goldsmith **proposed, seconded** by Cllr Bissett-Powell that the chairs and vice chairs of the committees be appointed for the purposes listed at 17.1 on the Agenda (For services associated with Being a Bank signatory) and these were named as Rodney Goldsmith, Paul Campbell, Michael Bissett-Powell, Sarah Sullivan, Gary Sullivan and Trevor Cree. **Agreed**	
16.2	Cllr Goldsmith **proposed, seconded** by Cllr Cree to defer to the F&GP Committee meeting to decide whether to allow existing bank signatories to maintain their position of responsibility as a signatory, even if they are no-longer a councillor. **For 11, Against 2, Abstain 1. Agreed**	
FULL/19/17	The Chairman drew the meeting to a close at this point as there was no more time	

FULL/19/18 **DATE OF NEXT MEETING – 17th June 2019**

Meeting closed at 10.01 pm

Chairman Signed …………………………………………………… Date 17th June 2019