

Steyning Parish Council



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

www.steyningpc.gov.uk

Telephone: 01903 812042

Date published 10th June 2020

TO ALL MEMBERS OF STEYNING PARISH COUNCIL

**YOU ARE HEREBY SUMMONED TO A REMOTE MEETING OF FULL COUNCIL TO BE HELD ON
MONDAY 15th JUNE 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 and keep it turned off unless invited to participate)

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 DECLARATIONS OF INTEREST.** – Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether the councillor regard their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 CHAIRMAN'S STATEMENT**
- 4.0 QUESTIONS FROM THE FLOOR** - *Up to 15 minutes (2 minutes per person) will be available for the public to make representations or ask questions via Zoom or (preferably) to answer questions which have been submitted in writing to the Clerk by noon on Friday 12th June 2020. You will be asked to turn on your video camera if participating. SPC will control your microphone.*
- 5.0 MINUTES OF PREVIOUS MEETINGS** - to agree the minutes of the meeting held on the 20th of January 2020, the 20th April 2020 and the 18th May 2020 as a true and fair record.
- 6.0 MATTERS ARISING**
 - 6.1** Draft minutes agreement for 20th January '20 deferred to next meeting with Cllr Goldsmith asking Clerk to include additional narrative- **Actioned**
 - 6.2** Cllr Barling to report back on Sand quarry latest – **See item 7.1**
 - 6.3** The Hub signpost to go back on the SPC web site - **Actioned**
 - 6.4** Receiving of 10th March F&GP Minutes deferred to next meeting – **See item 13.4**
 - 6.5** Staff payment recommendation for May to be actioned by Clerk – **Actioned**



Locum Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

- 6.6 Staff payments working party to be convened as soon as possible – **Actioned**
- 6.7 HR services to provide the Council with professional advice on staff contracts – **Ongoing / Actioned**
- 6.8 Clerks office to change committee membership details – **Actioned**
- 6.9 Clerk to take FOI panel membership to working practices group for discussion – **Ongoing**
- 6.10 Clerk to ensure those policies that required further scrutiny were discussed at a working practices group meeting – **Actioned**
- 6.11 Clerks office to amend Councillor representation on outside bodies details – **Actioned**
- 6.12 Clerk to provisionally book the next JPYC meeting – **Actioned**
- 6.13 Clerk to look into Insurance policy options leading up to present cover expiring on August 31st - **Ongoing**

- 7.0 **REPORT FROM COUNTY COUNCILLOR**
- 7.1 Cllr David Barling – (WSCC) update to include latest situation with regards to proposed soft sands extraction at Ham Farm

- 8.0 **CONFIRM COMMITTEE TERMS OF REFERENCE** (See supporting papers)
- 8.1 To agree and adopt the Planning Committee terms of reference as recommended by the Working Party

- 9.0 **ADOPTION OF STEYNING PARISH COUNCIL POLICIES** – (as recommended by the Working Party)
- 9.1 To agree and adopt the Dignity at Work / Bullying and Harassment Policy
- 9.2 To agree and adopt the Email Policy
- 9.3 To agree and adopt the SPC Complaints Policy
- 9.4 To agree and adopt the Social Media Policy
- 9.5 To agree and adopt the Unacceptable Behaviour Policy
- 9.6 To agree and adopt the Overarching Protocol for Conduct

- 10.0 **COMMUNITY MATTERS** (Supporting papers)
- 10.1 Proposed widening of the High street pedestrian area – Report from Working Party

- 11.0 **REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS**
- 11.1 Cllr Tim Lloyd – (HDC) update
- 11.2 Cllr Bob Platt – (HDC) update
- 11.3 Cllr Rodney Goldsmith – (LAT) update
- 11.4 Cllr Rodney Goldsmith and Trevor Cree – (HALC/ SALC/NALC) update
- 11.5 Cllr Chris Young – Isolation and Loneliness / PPG update
- 11.6 Cllrs Cree and Rudkin – Joint Parishes Cemetery Committee update
- 11.7 Cllr S. Sullivan – SCO Update
- 11.8 Cllrs Saunders and Alexander – Joint Parishes Youth Committee
- 11.9 Cllrs Campbell, Alexander and Goldsmith – Update on Wardens Steering Group
- 11.10 Cllrs Cree and Young – South Downs National Park
- 11.11 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)

- 12.0 **FINANCIAL MATTERS**
- 12.1 To discuss and agree, following recommendation from F&GP, that the 'Notice of Public Rights' be published and Section 1 and 2 of the Annual Governance statements with associated notes for 2019/20 be sent to the External Auditor having been signed by the Steyning Parish Council Chair (Supporting papers)

- 13.1 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS – (See supporting papers)**
- 13.1 Planning Committee** – To receive the draft minutes of the meeting held on the 19th May 2020
- 13.2 Amenities Committee** – To receive the draft minutes of the meeting held on the 28th April 2020 and to adopt or otherwise any recommendations.
- 13.3 Premises committee** – To receive the minutes of the meeting held on the 5th May 2020 and the draft minutes on the 2nd June 2020 and to adopt or otherwise any recommendations.
- 13.4 Finance and General Purposes Committee** – To receive the minutes of the meetings held on the 10th March 2020 and the 14th April 2020 and to adopt or otherwise any recommendations.
- 14.0 ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES – (See supporting papers)**
- 14.1** To agree and adopt the Privacy Notice
- 14.2** To agree and adopt the SPC Health and Safety policy
- 14.3** To discuss and adopt the SPC Memorial seat policy
- 14.4** To agree and adopt the Equality policy
- 14.5** To agree and adopt the SPC Community Engagement policy
- 14.6** To agree and adopt the SPC Grant awarding policy
- 14.7** To agree and adopt the SPC Training statement of intent
- 14.8** To agree and adopt the SPC Communications policy
- 14.9** To agree and adopt the SPC Staff Grievance policy
- 14.10** To agree and adopt the SPC Staff discipline policy
- 15.0 NEIGHBOURHOOD WARDENS' REPORT**
- 15.1** To receive the Neighbourhood Wardens report (See supporting paper)
- 16.0 LAND REGISTER (See supporting papers)**
- 16.1** To agree and approve Steyning Parish Council Land register
- 17.0 CORRESPONDENCE AND INFORMATION ITEMS**
- 17.1** None at time of Printing
- 18.0 DATE OF NEXT FULL COUNCIL MEETING: 20th JULY 2020 at 7.30pm**

John Fullbrook
Clerk to the Council