

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 20th JANUARY 2020 AT 7.30PM

IN THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the Public: 28 (including Cllr Barling, Cllr Platt and Wardens, Mike Pearce and Paul Conroy)

Meeting commenced 7.30 pm

MINUTES

FULL/19/142 APOLOGIES

142.1 Apologies received from Cllr Lloyd as he was at a Horsham DC Meeting and stated he was liable to be late arriving, if at all.

ACTIONS

FULL/19/143 DECLARATIONS OF INTEREST AND DISPENSATIONS

143.1 There were declarations of interest from S. Sullivan as lives adjacent the MPF and serves on the Steyning Community Orchard committee.

FULL/19/144 QUESTIONS FROM THE FLOOR

144.1.1 *Q – Phil Bowell - I notice in 130.2.2 last week, the answer to the question about earmarked reserves which states there are sufficient reserves and therefore we will not be touching emergency reserves. The last council handed over to this council a project to replace the CCTV around the town in a number of key locations and the clerk was able to secure an advantageous price because technology has advanced and we can now get away with wireless cameras. I've been through all the paperwork and there does not seem to be any progress on that at all and no discussion and I'm wondering why especially in view of the two recent incidents in the High Street this last week.*

144.1.2 *A – Chairman - Well obviously there have been the incidents in the High Street and although it was not on the budget for this year for various reasons we are going to be looking at it again at the next F and GP meeting to see how we can move it forward.*

CLERK

144.1.3 *Note: See supporting paper to the minutes for verbatim record of the questions asked and answers given.*



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

FULL/19/145 MINUTES OF PREVIOUS MINUTES

145.1	Cllr Goldsmith deferred the minutes of the meeting held on the 27 th November 2019 until the next meeting	CLERK
145.2	Cllr Goldsmith proposed , Cllr Cree seconded the minutes of the meeting held on the 16 th December 2019 be agreed as a true and accurate record of proceedings. Agreed	
FULL/19/146	MATTERS ARISING AND ACTIONED	
146.1	FULL/19/111.1 SBUP email address link to be uploaded to Web site – Actioned	
146.2	FULL/19/95.1 Soft Sands review meeting to be convened, date to be arranged – Actioned – See item 147.1	
146.3	FULL/19/99.3 October 8 th Premises Minutes adopting deferred – On agenda - but ran out of time	CLERK
146.4	FULL/19/112.1 ‘Improving Local Places’ document to be distributed to all Councillors – Actioned	
146.5	FULL/19/113.1 Cllr Campbells NP report to be uploaded to Web Site - Actioned	
146.6	FULL/19/113.2 Clerk to arrange for Full Council EOM on 27 th November – Actioned	
146.7	FULL/19/114.1 Bowls Club Lease review – Actioned	
146.8	FULL/19/114.2 Clerk to further new Youth provision contract and MOU process and report back to Full Council – See item 150.2	
146.9	FULL/19/114.3 Clerk to Earmark £5,000 reserves to cover further NP expenses – Actioned	
146.10	FULL/19/116 Clerk to establish new Councillor representation on appropriate committees – Actioned	
146.11	FULL/19/117.1 Climate emergency item deferred to next Full Council Meeting – See item 152.10	
146.12	FULL/19/118.2 Clerk to undertake an investigation regarding GDPR breach – To be brought to F&GP Meeting	CLERK
146 .13	FULL/19/125.2 Clerk to send out SPC Neighbourhood plan documentation as per Regulation 15 submission as per agreed motion to Horsham District Council before 30 th November 2019 – Actioned	
146.14	FULL/19/125.3 Clerk to post the Full text of the agreed motion the same evening on Notice Boards and then on web site - Actioned	
	MATTERS ARISING AND ONGOING FROM THE MINUTES OF THE PREVIOUS MEETING	
146.15	FULL/19/72.1 Working party to be convened to discuss policies by Cllr Goldsmith – Ongoing	Cllr Goldsmith
146.16	FULL/19/72.4 Working party to be convened to discuss committee terms of reference by Cllr Goldsmith - Ongoing	Cllr Goldsmith
146.17	FULL/19/110.1 Clerk to re-establish up-to-date FOI details on website - Ongoing	CLERK

146.18	FULL/19/72.14	Article 4 Working party to be convened by Cllr Goldsmith - Ongoing	Cllr Goldsmith
146.19	FULL/19/73.1	PCSO to attend next Full Council meeting – Ongoing	CLERK
146.20	FULL/19/77.2	Full working parties list to be prioritised by Chair and Vice Chair – Ongoing – Clerk to send out email sent in September again as reminder	Cllr Goldsmith / Campbell
146.21	FULL/19/91.12	FOI Panel to meet – Ongoing	CLERK
146.22	FULL/19/101.2	Code of Conduct policy amendments - Ongoing	All
146.23	FULL/19/112.1	Cllr Barling to back the idea of a TRO for yellow lines adjacent Fletchers Croft Access road – See item 149.4	Cllr Barling
146.24		Cllr Campbell suggested for consideration at the next meeting ought to be the proposed 20 mile per hour speed limit, and membership to the Inter-Parish group	CLERK
FULL/19/147	PROPOSED SOFT SANDS EXTRACTION AT HAM FARM		
147.1		Cllr Hanson updated that the group were attempting to meet up soon, so that an appropriate representation could be put together. Other external parties will be invited to help the process at a latter date and that will be decided at the meeting.	CLERK
FULL/19/148	NEIGHBOURHOOD WARDENS REPORT		
148.1		The Wardens reported that their monthly report covers the period up to or nearest to the first of the month {The Full report summary is available on the Web Site}	
148.2		They also updated on more recent events including a matter raised by Cllr Barling – The recent ‘smash and grabs’ at Steyning’s Martins Newsagents, the Steyning football club and Bramber pharmacy. The Wardens reported that local CCTV footage and other evidence seems to have incriminated some local suspects, but the investigations are continuing. The Wardens also reported that with the recently augmented PCSO’s service in place they are working more closely once more.	
FULL/19/149	REPORT FROM COUNCILLOR BARLING {County Councillor representative}		
149.1		Major on-going re-structuring at Steyning Grammar School, with Church street premises becoming vacant and sixth form moving to the ‘Towers’ at Upper Beeding. The proposed sale of Church Street buildings gaining funds for the school for other developments	
149.2		In terms of Budget from the County perspective, the precept rise will be 3.9%, which relates to a new cost to Band D properties of £1,400.	
149.3		A group of residents from Kings Barn lane had been in contact about flooding issues relating to a blocked culvert, and now a contractor has been organised to clear this issue next month (February)	
149.4		Yellow lines issues – there has been a meeting with Steyning primary school and a highways engineer, as there is a strip for free parking on the access route to the school causing problems because of antisocial parking. This and other beforementioned local antisocial parking hot spots (such as the Fletchers Croft access) are going to be highlighted by Cllr Barling as a group ‘tagged together’ as a future TRO application.	Cllr Barling
149.5		Castle Lane request for grass to be cut – that has been actioned.	

149.6	20 mph speed restrictions discussion – There needs to be a major consultation if this is to be moved forward. The Chair suggested the Climate Working Party considers this.	
149.7	The Chairman asked about permit fee structures – Cllr Barling to find out information Also, the poor Cobblestone maintenance on the High street Roundabout was highlighted, with again Cllr Barling to find out if this repair to be reconsidered.	Cllr Barling
149.8	Amenities committee to consider a resolution regarding the Potholes on the By-pass.	CLERK
FULL/19/150	FINANCIAL MATTERS	
150.1.1	<i>To approve the recommendations from the Finance and General Purposes Committee and agree the Steyning Parish Council 2020/2021 budget and associated precept request to HDC for 2020/2021.</i>	CLERK
150.1.2	<i>Cllr Goldsmith referred councillors to the individual budgets of each committee discussed in a series of meetings open to the public and he explained how the overall budget recommendation agreed unanimously by F and GP on 14 January 2020 had been derived from those. He also referred councillors to a briefing paper from Cllr Campbell sent to all councillors. He went on to give an overview on the proposed precept increase to £124.60 pa for a B and D property (£0.49p per week) in comparison to some other councils in the district, and in comparison referred, to the overall HDC Council Tax figure, suggesting the resulting 1.3% proposed increase in that caused by the SPC rise is a relatively small proportion.</i>	
150.1.3	<i>The Chair went on to provide explanations in answer to a series of questions raised by Councillors. He explained that the figures are not “speculative” as suggested by some councillors but are the best estimates we could arrive at based on the information we have and that the budget and precept recommendations were unanimously agreed by F and GP after the extensive discussions by individual committees. (see F & GP, Amenities and Premises committee minutes for details)</i>	
150.1.4	<i>The Chair also explained that rather than fund projects in 2020/21 out of existing budget lines or from SPC reserves that have been accrued over a number years of prudent budgeting, this council preferred towards designating funds specifically for these works at the beginning of the year and fund them separately to the normal budget line projects – hence the amount set aside in this budget of £12,700 to cover the following projects – Bin relocation on the MPF; Notice board renewal on the high street; LED lighting installation at the Steyning Centre; MPF/Allotment access improvements and disused concrete plinth removal on the MPF. (Details in supporting papers)</i>	
150.1.5	<i>The Chair stated that each SPC committee had had at least two meetings to agree their own budget before in turn the overview of the full budget was discussed and unanimously agreed at F&GP committee on the 14th January 2020. Cllr Goldsmith proposed, seconded by Cllr Campbell to agree the Steyning Parish Council 2020/2021 budget and associated precept request to HDC for 2020/2021, as recommended by F&GP of a 26.56% precept rise, this being a precept request for £322,305. {Equating to an increase for a Band D property of 49 pence /week, to £124.60 for the year}. Agreed, 8 For {PC, KT, TC, TR, RG, SSu, GSu, CY}, 4 Against {SN, LT, JN, SA}, 2 Abstained {DH, GSa}</i>	
150.2	Council discussed the current Youth Service provider’s letter of intent. The Solicitor has now supplied suggested amendments to the MOU, Contract and content of the letter.	CLERK

- 150.3** Cllr Saunders **proposed, seconded** by Cllr Goldsmith to agree to 'Ring Fence' monies gained via sale of Bongo Bus to be spent on Equipment for Youth service provision. **Agreed.**
- FULL/19/151 COMMUNITY MATTERS**
- 151.1** To discuss and agree community engagement projects as proposed by Cllr Alexander. **Cllr Alexander**
It was suggested that Cllr Alexander provides a more detailed briefing paper for Councillors to consider in terms of providing a regular SPC surgery for local residents, and that other Councillors channel their ideas on this matter to Cllr Alexander.
Cllr Campbell **proposed, seconded** by Cllr Goldsmith that Cllr Alexander be a one-man working party to explore this matter further and come back to the next F&GP when he can manage to do it, for further discussion. **Agreed**
- 151.2** Cllr Goldsmith **proposed, seconded** by Cllr Cree that Cllr Alexander be a one-man working party to explore SPC setting up a quarterly business forum and come back to the next F&GP, when he can manage to do it, for further discussion. **Agreed** **Cllr Alexander**
- 151.3** Council discussed the revision of the titles 'Chairman' and 'Vice-Chairman', to be replaced with the gender-neutral terms 'Chair' and 'Vice-Chair'. **Cllr Saunders**
Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan that Cllr Saunders provides a briefing paper for Councillors, and to speak with SALC to check any advice they may have on this matter. **Agreed, 13 For, 1 Abstained**
- FULL/19/152 REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS**
- 152.1** Cllr Bob Platt – (HDC) updated a possible change of use of the Drill Hall in Horsham from community use and the plan to convert it into affordable housing and divert the community users to a new development in Highwood. Also, Warnham nature reserve are spending money on an expanded visitor centre.
- 152.2** Cllr Rodney Goldsmith – Nothing to report from LAT, HALC, SALC & NALC.
- 152.3** Cllr Chris Young – Isolation and Loneliness / PPG update – Horsham older peoples forum want to engage more with local older community – their next meeting is on the 4th March at 10am in Shipley – details to go on web site **CLERK**
- 152.4** Cllrs Trundle/ Cllr Saunders – The next 'Steyning Greening' group meeting due to be on the 28th January at the Football club - discussing progress.
At this point the Chair left the room for a brief comfort break and returned for item 152.10 – The Clerk chaired in his absence
- 152.5** Cllrs Cree and Rudkin – Joint Parishes Cemetery Committee – Nothing to report
- 152.6** Cllr S. Sullivan – SCO Updated on a successful Wassail event and that two more memorial trees are to be planted in February and also one or two in March
- 152.7** Cllrs Saunders – Joint Parishes Youth Committee - Next meeting – 6th February
- 152.8** Cllr Campbell – Update on Wardens Steering group - Next Meeting – 29th January.
Cllr Campbell requested any information or questions from Councillors or residents to be sent to him or the Clerk in preparations for this meeting
- 152.9** Cllrs Cree and Young – South Downs National Park No meeting and nothing to report

152.10 Cllrs Saunders, Alexander, Trundle and Northam – The Climate Change Emergency Working Party met for a preliminary meeting and discussed ‘Terms of Reference’ for the working party, and their draft agreed terms were provided for Council as a supporting paper. Cllr Campbell outlined some issues he had with them. Cllr Campbell **proposed, seconded** by Cllr Young that we (SPC) adopt these Terms of Reference (as per supporting paper) for this [working party] subject to the deletion of the words ‘additional members may be co-opted’ and from the final sentence on page one, to delete – ‘this period may be extended by the parish council for an agreed period.’ **Agreed**

CLERK

FULL/19/153 COUNCILLOR ATTENDANCE

153.1 Council were to agree remaining representation on the FOI panel. There were three spaces available and there were the following candidates stated an interest: - Cllrs Cree, Norcross, Hanson, Young, Alexander, S. Sullivan, G. Sullivan. Unfortunately, the meeting ran out of time to complete the voting process, and so the Chair deferred this item and all other items not discussed from the Agenda to the next meeting.

CLERK

FULL/19/154 DATE OF NEXT MEETING: 17th February 2020 at 7.30pm

Meeting closed at 9.58 pm

Signed Date 17th February 2020

Chairman

These Minutes were agreed at Full Council on June 15th, 2020.

Cllr Goldsmith who was Chair at the time of this meeting {20th January 2020} wanted the following statement to be attached to these Minutes.

“Under SO12 d the Chair of the meeting does not believe these minutes to be a true and fair record because they omit important information concerning the matters councillors took into account before making their decision over the precept. The Chair’s version which included those matters was not upheld at the meeting despite no one suggesting they were inaccurate or giving any other adequate reason other than that the minutes would be too lengthy. The Chair observed that his version comprised 688 words for thirty-three minutes of debate, compared with 650 words for five minutes of question time. These minutes are confirmed by majority vote as true and fair despite the Chair’s objection’