

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 20th JULY 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 17th July 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 meetings held on the 20th April 2020, the 18th May 2020 and the 15th June 2020 as a true and fair record.
- 6.0 MATTERS ARISING**
 - 6.1** Community Orchard boundary issue taken back to Amenities committee for further discussion - **Actioned**
 - 6.2** Newly agreed Planning Terms of reference published on web site - **Actioned**
 - 6.3** Newly agreed range of policies adopted at 15th June meeting to be published on web site - **Actioned**
 - 6.4** SPC Chairman to sign 2019/20 AGAR and to then be sent to external auditors - **Actioned**
 - 6.5** Receiving Committee minutes be deferred until next Full Council meeting – **See item 13.1**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 6.6** Additional categories within Wardens report to be discussed at next steering group **meeting - Ongoing**
- 6.7** HR services to provide the Council with professional advice on staff contracts – **Ongoing**
- 6.8** Clerks office to update Land Register to include land registry information - **Ongoing**
- 6.9** Clerk to take FOI panel membership to working practices group for discussion – **Ongoing**
- 6.10** Adoption of draft minutes from Full Council meetings 20th April and 18th May deferred until next meeting – **See item 5**
- 6.11** Clerk to update insurance policy renewal details when documents available – **Ongoing**

- 7.0 NEIGHBOURHOOD WARDENS' REPORT**
- 7.1** To receive the Neighbourhood Wardens report (See supporting paper)

- 8.0 REPORT FROM COUNTY COUNCILLOR**
- 8.1** Cllr David Barling – (WSCC) update

- 9.0 PROPOSED SOFT SANDS EXCAVATION AT HAM ROAD** (See supporting papers)
- 9.1** Report from the Working party, and to discuss and agree council representation at August 25th Hearings at West Sussex – Cllrs Cree and Hanson

- 10.0 RESPONSES TO CORRESPONDENCE REVIEWS FROM HORSHAM DISTRICT COUNCIL**
- 10.1** Local Plan Response - to discuss and agree the submission to HDC following their recent correspondence
- 10.2** Open space, Sports and recreation study review – to discuss and agree response to Knight Kavanagh & Page

- 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

- 12.0 NEIGHBOURHOOD PLAN**
- 12.1** Report on latest communication from SDNP and to discuss and agree any actions

- 13.0 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS** – (See supporting papers)
- 13.1 Planning Committee** – To receive the Minutes from the 19th May 2020 meeting and Draft Minutes of the meeting held on the 22nd June 2020
- 13.2 Amenities Committee** – To receive the Minutes from the 28th April 2020 and the Draft Minutes of the meetings held on the 26th May and 23rd June 2020 and to adopt or otherwise any recommendations.
- 13.3 Premises committee** – To receive the Minutes of the meetings held on the 5th May and the 2nd June 2020 and the Draft Minutes on the 7th July 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 , the 14th April, the 12th May, and the 9th June 2020, and to adopt or otherwise any recommendations.

14.0 MOVING TOWARDS A PAPERLESS COUNCIL (Supporting papers)

14.1 Motion 1

To adopt the following measures with effect from 1st August:

- Councillors are encouraged to use their own laptops or tablets for council meetings. Hard copies of meeting agendas will be provided by default, but hard copies of supporting papers will only be provided to councillors requesting this in advance.
- Hard copies of agendas and supporting papers will not be distributed in the public seating area, instead these shall be projected on a screen during the meeting.

Motion 2

To move towards 100% councillor participation in the paperless meeting initiative by January 2021, by:

- Providing training for councillors to ensure confident use of tablets/laptops during meetings.
- To introduce a scheme to allocate tablets/laptops to councillors for the duration of their terms where they do not wish to provide their own device.
- Ensure adequate Wi-Fi is available to councillors during meetings.

15.0 SPC's COVID PANDEMIC RESPONSE

15.1 To report on current Steyning Parish Council response to Covid -19 pandemic and to discuss and agree any future actions required

16.0 CORRESPONDENCE AND INFORMATION ITEMS

16.1 Local Residents letter concerning High street and Covid response

16.2 Rail link – Email correspondence 'towards a better public transport'

16.3 Passageway between 12 Coombe drove & the Bostal road, Steyning

16.4 SLCC proposed letter to secretary of state – dated 30th June 2020

17.0 DATE OF NEXT FULL COUNCIL MEETING: 21st SEPTEMBER 2020 at 7.30pm

John Fullbrook
Clerk to the Council