

Steyning Parish Council



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

www.steyningpc.gov.uk

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 21st SEPTEMBER 2020 AT 7.30 PM VIA THE ZOOM VIDEO CONFERENCING
PLATFORM AND HOSTED BY THE DEPUTY CLERK**

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 LOGIN DETAILS BY 12 NOON ON THE DAY OF THE MEETING TO THE CLERK**

Please join with your own video camera turned off and keep it turned off unless invited to participate. It is appreciated if members of the public log on respectfully with their given name. Any Avatar, name or descriptive label that is deemed by the Clerk/ Councillors to be inappropriate will not be given access to the meeting

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 REMAINDER OF THE MUNICIPAL YEAR 2020/21**
 - 2.1** To receive nominations for the position of Chairman of the Steyning Parish Council.
- 3.0 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.
- 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, the 15th June 2020, the 20th July 2020 and the 20th August 2020 as a true and fair record.
- 6.0 MATTERS ARISING**
 - 6.1** Receiving Committee minutes be deferred until next Full Council meeting – **See item 13.1**
 - 6.2** HR services to provide the Council with professional advice on staff contracts – **See item 14.1**
 - 6.3** Clerks office to update Land Register to include land registry information - **Actioned**
 - 6.4** Adoption of draft minutes from Full Council meetings 20th April and 18th May deferred – **See item 5**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

- 6.5 Clerk to update insurance policy renewal details when documents available – **Actioned**
- 6.6 Clay's Hill proposed road works – Cllr Barling to update via email - **Actioned**
- 6.7 Cllrs Hanson and Cree, Clerk and working party members to represent SPC at Soft Sands Hearings - **Actioned**
- 6.8 Cllr Cree to head an all councillor working party to prepare and send Local plan submission - **Actioned**
- 6.9 Clerk to respond to HDC open space, sports and recreation review - **Actioned**
- 6.10 PPG information to be placed on Web site - **Actioned**
- 6.11 Clerk to begin to adopt actions agreed by motions as outlined in 'moving towards a paperless council' – **Ongoing**
- 6.12 Clerk to send out letters in relation to the 20th July Full Council correspondence items - **Actioned**
- 6.13 Clerk to amend committee, working party, and outside body representative membership as per agreed motions of the 20th August Full Council EOM – **Actioned**
- 6.14 Clerk delegated to appoint two additional F&GP committee members – **Actioned**
- 6.15 Clerk to convene a working practices group meeting in order to gain recommendations for any amendments to the draft 'Scheme of delegation' document and the SPC public meetings 'Calendar' – **Actioned**

- 7.0 **NEIGHBOURHOOD WARDENS' REPORT**
- 7.1 To receive the Neighbourhood Wardens report for both July and August (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**
- 9.1 Update from the Working party following representation at WSCC Hearings on the 25th August

- 10.0 **RESPONSE TO PLANNING CONSULTATION (S. papers)**
- 10.1 To discuss and agree a response to the recent NALC planning consultation

- 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 Simon Alexander – (LAT) update
- 11.4 Cllr Tim Lloyd – (HALC/ SALC/NALC) update
- 11.5 Cllr Chris Young/ Hanson – Isolation and Loneliness / PPG update
- 11.6 Cllrs Norcross – Joint Parishes Cemetery Committee update
- 11.7 Cllrs Saunders and Alexander – Joint Parishes Youth Committee
- 11.8 Cllrs Alexander and Lloyd – Update on Wardens Steering Group
- 11.9 Cllrs Alexander and Norcross – South Downs National Park
- 11.10 Cllrs Saunders, Alexander, Trundle and Northam – Climate Change Emergency working Party

- 12.0 **STEYNING HIGH STREET DEVELOPMENT PROPOSALS**
- 12.1 To discuss and agree any actions arising from working party update, and planned proposals from HDC.

- 13.0 **COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS – (See supporting papers)**
- 13.1 **Planning Committee** – To receive the Minutes from the 19th May 2020, 22nd June 2020 and 27th July 2020 meetings and Draft Minutes of the meeting held on the 24th August 2020
- 13.2 **Amenities Committee** – To receive the Minutes from the 28th April 2020, the 26th May 2020 and the 23rd June 2020 and the Draft Minutes of the meeting held on the 23rd July 2020 and to adopt or otherwise any recommendations.
- 13.3 **Premises committee** – To receive the Minutes of the meetings held on the 5th May, the 2nd June 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, the 9th June, and the 14th July 2020 and the Draft Minutes from the 15th Sept' 2020 meeting, and to adopt or otherwise any recommendations.

14.0 SPC SCHEME OF DELEGATION AND COMMITTEE TERMS OF REFERENCE

14.1 To discuss and agree a new 'SPC Scheme of delegation' and 'committee outlines of delegated responsibilities' terms of reference as per supporting papers via recommendation from the working practices group

15.0 PERSONNEL COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

15.1 To appoint and elect the members of the personnel committee as well as to discuss and agree the terms of reference for this non - standing committee as per supporting papers.

16.0 SPC MEETINGS CALENDAR

16.1 To discuss and agree the dates for the SPC committees as per supporting papers

17.0 COMMITTEE MEMBERSHIP

17.1 To discuss and agree to elect members to fill the remaining vacant positions on the Community committee and the Planning committee

18.0 STEYNING HIGH STREET CHRISTMAS LIGHTS PROJECT 2020

18.1 To discuss and agree the best value option as per supporting papers and to ensure SPC can help provide a High street Christmas light display.

19.0 LAND REGISTER

19.1 To discuss and adopt the SPC Land register as per supporting papers

20.0 CORRESPONDENCE AND INFORMATION ITEMS

20.1 None at time of publication

21.0 DATE OF NEXT FULL COUNCIL MEETING: 19th OCTOBER 2020 at 7.30pm

John Fullbrook
Clerk to the Council