

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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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 14th DECEMBER 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 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 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 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 11th December 2020. You will be asked to turn on your video camera if participating. SPC will control your microphone.
- 4.0 MINUTES OF PREVIOUS MEETINGS** - to agree the draft minutes of the meetings held on the 12th November 2020 and the 16th November 2020 as a true and fair record.
- 5.0 MATTERS ARISING**
 - 5.1** Clerk to write to three Steyning High Street Traders and congratulate on their awards - **Actioned**
 - 5.2** 19th October Full Council minutes amendments to be done as per minutes - **Actioned**
 - 5.3** Clerks office to make 'Scheme of delegation' amendments as per minutes - **Actioned**
 - 5.4** Working practices group to consider situation over maintenance contracts within scheme of delegation and come back to Full council with amendments if necessary - **Ongoing**
 - 5.5** Ham Farm papers to be put on web site - **Actioned**
 - 5.6** Electric charging points to be further discussed at Community committee - **Actioned**
 - 5.7** Joint Parishes Cemetery Committee draft minutes to be distributed in due course - **Actioned**
 - 5.8** Clerk to set up first 'Team Meeting' for Full Council to discuss management of SPC resources - **Actioned**
 - 5.9** Re-appointed Soft sands working party to meet – Clerk to set date/s - **Actioned**
 - 5.10** SPC Land Register to be brought back to Full Council – **Ongoing**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 6.0 COMMUNITY MATTERS**
- 6.1** Update from the Upper Beeding 'Hub' Team regards the Covid pandemic and their work in support of Steyning residents
- 7.0 MILLENNIUM AWARDS**
- 7.1** Update from the Chair
- 8.0 REPORT FROM COUNTY COUNCILLOR**
- 8.1** Cllr David Barling – (WSCC) update
- 9.0 NEIGHBOURHOOD WARDENS' REPORT** *(Supporting papers)*
- 9.1** To receive the Neighbourhood Wardens report for October
- 10.0 REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS**
- 10.1** Cllr Tim Lloyd – (HDC) update
- 10.2** Cllr Bob Platt – (HDC) update
- 10.3** Cllr Tim Lloyd – (HALC/ SALC/NALC) update
- 10.4** Cllr Chris Young/ Hanson – Isolation and Loneliness / PPG update
- 10.5** Cllrs Alexander and Norcross – South Downs National Park
- 10.6** Cllrs Saunders, Alexander, Trundle and Northam – Climate Change Emergency working Party
- 11.0 SOFT SANDS WORKING PARTY** *(Supporting papers)*
- 11.1** To discuss and agree to send the response as per supporting paper to WSCC as recommended by the Soft Sands working party.
- 12.0 YOUTH SERVICE MEMORANDUM OF UNDERSTANDING {MOU}** *(Supporting papers)*
- 12.1** To discuss and agree the Youth Service MOU for the next financial year - that is 2021/22 as recommended by the Joint Parishes Youth Committee
- 13.0 LOGO FOR STEYNING PARISH COUNCIL** *(Supporting papers)*
- 13.1** To discuss and agree a new Logo for Steyning Parish Council
- 14.0 GOVERNANCE ITEMS** *(Supporting papers)*
- 14.1** To discuss and agree the 2021 schedule of Parish Council Meetings as per supporting papers
- 14.2** To discuss and approve the interim Internal Audit letter – October 2020 and to agree any subsequent actions
- 14.3** To receive the external auditors copy of the signed 'External Auditor Report and Certificate for 2018/2019' and discuss and agree any subsequent actions.
- 15.0 REQUESTED MOTIONS** *(Supporting papers)*
- 15.1** To discuss and agree that the SPC Planning Committee will decide what representations to make on behalf of SPC concerning any planning application or s211 notification or any other consultation only at a properly constituted meeting and not by means of private emails exchanged between committee members.
- 15.2** The Clerk is charged with instructing SPC's solicitors to undertake the voluntary first registration at HM Land Registry of all SPC's parcels of land which are currently unregistered
- 15.3** The Clerk is directed that information given in response to an FoI or EIR request must be uploaded to the SPC register of requests and answers maintained on the SPC website as soon as practicable after any response is given.
- 16.0 CORRESPONDENCE AND INFORMATION ITEMS**
- 16.1** None at time of publication
- 17.0 DATE OF NEXT FULL COUNCIL MEETING: 18th JANUARY 2021 at 7.30pm**

John Fullbrook
Clerk to the Council



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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