

Steypning Parish Council



The Steypning Centre, Fletcher's Croft, Steypning,
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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 19th OCTOBER 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 16th October 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 minutes of the meetings held on the 20th April 2020, the 15th June 2020 and the 21st September 2020 as a true and fair record.
- 5.0 MATTERS ARISING**
 - 5.1** Adoption of draft minutes from Full Council meetings 20th April and 18th May deferred – **See item 4**
 - 5.2** Insert the word 'Not' onto item 46.2.1 within the 20th July minutes - **Actioned**
 - 5.3** HR services to provide the Council with professional advice on staff contracts – **See item 10.1**
 - 5.4** Clerk to send on soft sands representation report to local support groups and place on web site - **Actioned**
 - 5.5** Clerk to begin to adopt actions agreed by motions as outlined in 'moving towards a paperless council' – **Actioned**
 - 5.6** Clerk to send out letters in relation to the 20th July Full Council correspondence items - **Actioned**
 - 5.7** Clerk to convene a supplemental Working Practices Group meeting to discuss Amended Scheme of delegation document – **Actioned – see item 9.1**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 5.8** Clerk to contact Police to see if PCSO's could be more visible within the community - **Actioned**
- 5.9** Clerks Office to ensure Steyning Business Chamber receive £1500 agreed grant - **Actioned**
- 6.0 REPORT FROM COUNTY COUNCILLOR**
- 6.1** Cllr David Barling – (WSCC) update
- 7.0 REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS**
- 7.1** Cllr Tim Lloyd – (HDC) update
- 7.2** Cllr Bob Platt – (HDC) update
- 7.3** Cllr Simon Alexander – (LAT) update
- 7.4** Cllr Tim Lloyd – (HALC/ SALC/NALC) update
- 7.5** Cllr Chris Young/ Hanson – Isolation and Loneliness / PPG update
- 7.6** Cllrs Norcross – Joint Parishes Cemetery Committee update
- 7.7** Cllrs Saunders and Alexander – Joint Parishes Youth Committee
- 7.8** Cllrs Alexander and Lloyd – Update on Wardens Steering Group
- 7.9** Cllrs Alexander and Norcross – South Downs National Park
- 7.10** Cllrs Saunders, Alexander, Trundle and Northam – Climate Change Emergency working Party
- 8.0 STEYNING HIGH STREET DEVELOPMENT PROPOSALS** *(Supporting papers)*
- 8.1** To discuss and agree any actions arising from working party update, and planned proposals from HDC.
- 9.0 PLANNING WHITE PAPER CONSULTATION RESPONSE** *(Supporting papers)*
- 9.1** To discuss and agree a response to the recent Government white paper (Planning for the future) consultation
- 10.0 SPC SCHEME OF DELEGATION AND COMMITTEE OUTLINES OF DELEGATED RESPONSIBILITIES** *(Supporting papers)*
- 10.1** To discuss and agree a new 'SPC Scheme of delegation' and 'committee outlines of delegated responsibilities' as per supporting papers via recommendation from the working practices group
- 11.0 PERSONNEL COMMITTEE MEMBERSHIP**
- 11.1** To appoint and elect the members of the personnel committee.
- 11.2** To discuss and agree that Personnel committee consider new staff contracts for part time staff.
- 11.3** To discuss and agree that Personnel committee consider staff incremental pay rises
- 12.0 COMMITTEE MEMBERSHIP**
- 12.1** To discuss and agree to elect members to fill the remaining vacant positions on the Community committee and the Planning committee
- 13.0 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS** *(Supporting papers)*
- 13.1 Planning Committee** – To receive the Minutes from the 19th May 2020, 22nd June 2020, 27th July 2020 and 24th August 2020 meetings and the Draft Minutes of the meeting held on the 28th September 2020.
- 13.2 Amenities Committee** – To receive the Minutes from the 28th April 2020, the 26th May 2020, the 23rd June 2020 and the 23rd July 2020 and the Draft Minutes of the meeting held on the 29th September 2020 (Community committee) 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 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, the 14th July and the 15th Sept' 2020, and to adopt or otherwise any recommendations.
- 14.0 NEIGHBOURHOOD WARDENS' REPORT** *(Supporting papers)*
- 14.1** To receive the Neighbourhood Wardens report for September
- 15.0 LAND REGISTER** *(Supporting papers)*
- 15.1** To discuss and adopt the SPC Land register as per supporting papers

- 16.0 REQUESTED MOTIONS FROM CONCERNING PLANNING MATTERS** *(Supporting papers)*
- 16.1** To discuss and agree that the SPC Planning Committee when considering a notification of intended tree works within the conservation area under s211 Town and Country Planning Act 1990 will always consider whether or not to recommend to HDC the making of a Tree Preservation Order using the checklist
- 16.2** 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.
- 17.0 CORRESPONDENCE AND INFORMATION ITEMS** *(Supporting papers)*
- 17.1** WSALC REVIEW - To receive the report that WSALC are reviewing their processes and that there will be a Q&A consultation for SPC to participate in before the end of the year.
- 18.0 DATE OF NEXT FULL COUNCIL MEETING: 16th NOVEMBER 2020 at 7.30pm**

John Fullbrook
Clerk to the Council