

Steyning Parish Council



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MEETING OF FULL PARISH COUNCIL (via Zoom video conferencing platform)

HELD ON MONDAY 19th OCTOBER 2020 AT 7.30PM - Hosted by Hazel Roxby – Deputy Clerk

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

Clerk: John Fullbrook

Members of the Public: 5 (including District Cllr Bob Platt and West Sussex Cllr David Barling)

Meeting commenced 7.31 pm

MINUTES

		ACTIONS
FULL/20/62	APOLOGIES	
62.1	Cllr Saunders gave apologies. Cllr Trundle arrived late – within item 65.1 discussion.	
FULL/20/63	DECLARATIONS OF INTEREST AND DISPENSATIONS	
63.1	None.	
FULL/20/64	QUESTIONS FROM THE FLOOR	
64.1	None.	
FULL/20/65	MINUTES OF PREVIOUS MEETINGS	
65.1	Cllr Norcross proposed, seconded by Cllr Northam that the minutes for the Full Council meetings on the 20 th April 2020, the 15 th June 2020 and the 21 st September 2020 be voted on en block and be accepted as a true and fair record. Agreed 7 For, 6 Against	
FULL/20/66	MATTERS ARISING	
66.1	Adoption of draft minutes from Full Council meetings 20 th April and 18 th May deferred – See item 65.1	
66.2	Insert the word 'Not' onto item 46.2.1 within the 20 th July minutes – Actioned	
66.3	HR services to provide the Council with professional advice on staff contracts – See item 72.2	
66.4	Clerk to send on soft sands representation report to local support groups and place on web site – Actioned	
66.5	Clerk to begin to adopt actions agreed by motions as outlined in 'moving towards a paperless council' – Actioned	



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 66.6 Clerk to send out letters in relation to the 20th July Full Council correspondence items – **Actioned**
- 66.7 Clerk to convene a supplemental Working Practices Group meeting to discuss ‘Amended Scheme of delegation’ document – **Actioned – see item 71.1**
- 66.8 Clerk to contact Police to see if PCSO’s could be more visible within the community – **Actioned**. Clerk to send on response when available. **CLERK**
- 66.9 Clerk’s Office to ensure Steyning Business Chamber receive £1500 agreed grant - **Actioned**
- FULL/20/67 REPORT FROM COUNTY COUNCILLOR**
- 67.1 Cllr Barling reported that WSCC finances still needed some careful management due to the impact from the Covid pandemic – especially moving into next year’s budget deliberations
- FULL/20/68 REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS**
- 68.1 Cllr Tim Lloyd – updated that HDC are attempting to manage their financial losses due to the Covid Pandemic, and it seems that next year there will have to be some hard decisions made possibly in terms of redundancies in order to balance the books. Also, HDC are spending some considerable time putting together the response to the planning white paper consultation.
- 68.2 Cllr Bob Platt – added that Horsham District Council might be punished in terms of the possible government enforced ‘New housing’ target, having over performed with developments in the past, this being due it seems to the nature of the algorithm used to calculate predicted numbers required and because it refers to past numbers. He also updated on the new Rookwood development and how it impinges on the adjacent nature reserve.
- 68.3 Cllr Simon Alexander – No meetings to report on ‘LAT’
- 68.4 Cllr Tim Lloyd – (HALC/ SALC/NALC) updated that next meeting for HALC was Wednesday 21st October and so he will report at next Full Council
- 68.5 Cllr Chris Young/ Hanson – Isolation and loneliness / PPG – updated that the NHS 111 service since the beginning of October now offers more direct access to health professionals. The annual Horsham District Old People’s Forum event via zoom on the 6th November will include a talk by Andrew Griffiths MP and details will be put on our web site if residents want to raise questions. Flu vaccinations are currently being completed – all should check their eligibility to a free service. The Care Quality Commission would like to hear from residents about their level of care – go to the Web site for details. Vintage Years continue their work remotely. **CLERK**
- 68.6 Cllrs Norcross – Joint Parishes Cemetery Committee updated there was a meeting on 25th October and will report at next meeting
- 68.7 Cllrs Saunders and Alexander – Joint Parishes Youth Committee – no meeting to report. But the Chairmen of the committee has said he will be stepping down for the next meeting.
- 68.8 Cllrs Alexander and Lloyd – Update on Wardens Steering Group – Next meeting on the 4th November and Cllr Alexander to raise issues as appropriate.
- 68.9 Cllrs Alexander and Norcross – South Downs National Park – no meeting to report
- 68.10 Cllrs Saunders, Alexander, Trundle and Northam – Climate Change Emergency working Party – a questionnaire had been compiled and sent to all councillors with a view to gain data that may help Councils processes move towards the ‘paperless’ target. Also, there were

discussions around the possible installation of white boards at the Steyning centre, and the widening of the remit of items to be discussed by this working party.

FULL/20/69 STEYNING HIGH STREET DEVELOPMENT PROPOSALS

69.1

To discuss and agree any actions arising from working party update, and planned proposals from HDC for a small temporary pedestrian development adjacent the High Street car park as per supporting papers. Cllr Lloyd temporarily left the meeting at this point due to poor reception issues. Cllr Norcross **proposed, seconded** by Cllr Northam that Steyning Parish Council supports that this project proceeds (as per supporting papers). **Agreed 11 For 1 Against**

CLERK

FULL/20/70 PLANNING WHITE PAPER CONSULTATION RESPONSE

70.1

To discuss and agree a response to the recent government white paper (Planning for the future) consultation. A great deal of work had been completed on formulating answers for this consultation by a number of councillors, as per presented within the summary supporting paper, but some councillors expressed their concerns that as a body this council did not have the expertise to provide a response. Cllr Norcross **proposed, seconded** by Cllr Trundle that Council submit the response (to the planning white paper as per supporting paper). **Not agreed, 5 For, 6 Against, 2 abstentions.** Therefore, the prepared response will not be submitted.

CLERK

FULL/20/71 SPC SCHEME OF DELEGATION AND COMMITTEE OUTLINES OF DELEGATED RESPONSIBILITIES

71.1.1

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. Cllr Campbell presented a number of amendments. Cllr Lloyd **proposed, seconded** by Cllr Campbell that the 'committee outlines of delegated and other responsibilities' should not be considered by the members and that 'the scheme of delegation' should stand on its own. **Agreed 10 For, 3 Against**

CLERK

71.1.2

Cllr Campbell **proposed, seconded** by Cllr Lloyd that Council agrees a new 'SPC scheme of delegation' in accordance with the draft before us (as per supporting papers) subject to the following amendments to be voted on in sequence. **Agreed**
Cllr Campbell **proposed, seconded** by Cllr Lloyd that Clause 2.1 be amended to say "*Power to create working parties and sub-committees, with power to appoint councillors and/or members of the public to either, and to appoint officers to working parties but not to sub-committees.*". **Agreed**
Cllr Campbell **proposed, seconded** by Cllr Lloyd that in substitution for 3.1.2 the clause is amended to say "*See the table at 3.1.23 for the Parish Clerk's delegated responsibilities and for the delegation arrangements in the Parish Clerk's absence.*". Along with a corresponding change at 3.1.23 so that "*Delegated responsibilities in the absence of the Parish Clerk*" becomes "*The following responsibilities of the Parish Clerk are delegated as follows in the absence of the Parish Clerk*". **Agreed**
Cllr Campbell **proposed, seconded** by Cllr Alexander that the following words are added to the end of the existing wording at clause 3.1.19 "*and the currently adopted staff structure and pay scales*". **Agreed**

CLERK

71.1.3

Cllr Campbell also **proposed, seconded** by Cllr Lloyd that the working party consider the situation over maintenance contracts and consider coming back with a report to Full Council in respect to any further amendments. **Agreed**

CLERK

FULL/20/72 PERSONNEL COMMITTEE MEMBERSHIP

- 72.1** To appoint and elect the members of the personnel committee. Cllr Norcross **proposed, seconded** by Cllr Alexander that the following seven Councillors be appointed as members onto the personnel committee – Cllrs Alexander, Young, Hanson, Lloyd, Norcross, Trundle and Northam. **Agreed 12 For, 1 Abstention** **CLERK**
- 72.2** To discuss and agree that Personnel committee consider new staff contracts for part time staff. Cllr Campbell **proposed, seconded** by Cllr Northam that the Personnel committee are charged with working with HR services to examine all outstanding or potential issues concerning contracts of employment for all staff other than the clerk and deputy clerk and to report back to Full Council with recommendations. **Agreed** **CLERK**
- 72.3** To discuss and agree that Personnel committee consider staff incremental pay rises. Cllr Campbell **proposed, seconded** by Cllr G. Sullivan that the personnel committee consider staff pay rates and potential rises and to report back to Full Council with recommendations. **Agreed** **CLERK**

FULL/20/73 COMMITTEE MEMBERSHIP

- 73.1** To discuss and agree to elect members to fill the remaining vacant positions on the Community committee and the Planning committee. Cllr Hanson **proposed** that Cllr Young sits on the Community committee. Cllr Goldsmith **proposed** that Cllr G. Sullivan sits on the Community committee. A vote was taken with 8 votes for Cllr G. Sullivan, and 4 votes for Cllr Young. **Agreed that Cllr G. Sullivan becomes a member on the Community committee.** **CLERK**
- 73.2** No members were nominated or put their names forward for the two vacant positions on the planning committee

FULL/20/74 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS

- 74.1** Cllr Norcross **proposed, seconded** by Cllr Alexander to receive the Planning committee minutes from the 19th May 2020, 22nd June 2020, 27th July 2020 and 24th August 2020 meetings and the draft minutes of the Planning committee meeting held on the 28th September 2020. **Agreed 12 For 1 abstained**
- 74.2** Cllr Campbell **proposed, seconded** by Cllr Northam to receive the Amenities 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 Community committee meeting held on the 29th September 2020 and clerk to make Council aware of any recommendations within these meetings if they apply at a future meeting. **Agreed 12 For, 1 abstained**
- 74.3** Cllr Norcross **proposed, seconded** by Cllr Young to receive the Premises committee minutes of the meetings held on the 5th May, the 2nd June and the 7th July 2020 and clerk to make Council aware of any recommendations within these meetings if they apply at a future meeting. **Agreed 11 For, 1 abstained**
- 74.4** Cllr Norcross **proposed, seconded** by Cllr Young to receive the F&GP 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 clerk to make Council aware of any recommendations within these meetings if they apply at a future meeting. **Agreed 12 For, 1 abstained**

FULL/20/75 NEIGHBOURHOOD WARDENS' REPORT

75.1 The Neighbourhood Wardens report for September was received. It was pointed out that youths and young adults appear to be regularly gathering and drinking alcohol at the High street bus shelter after the wardens finishing hours – this will be brought to the Wardens Steering meeting by the representative councillors. Clerk also to invite the wardens to the next meeting. **CLERK**

FULL/20/76 LAND REGISTER

76.1 To discuss and adopt the SPC Land register as per supporting papers. Cllr Norcross **proposed, seconded** by Cllr Northam that the Land register be revisited and brought back to next Full Council. **Agreed** **CLERK**

FULL/20/77 REQUESTED MOTIONS FROM CONCERNING PLANNING MATTERS

77.1 Cllr Campbell **proposed, seconded** by Cllr Goldsmith 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 (as per supporting paper). **Agreed, 6 For, 7 abstained.**

All other matters not discussed on the Agenda taken forward to the next meeting **CLERK**

FULL/20/78 DATE OF NEXT FULL COUNCIL MEETING: 16th November 2020 at 7.30pm

Meeting closed at 10:00pm

Signed Date 16th November 2020

Chairman

Video recording of this meeting is available at

Video: <https://archive.org/details/2020-10-19-steyning-parish-council-full-meeting-offical-copy>