

Steyning Parish Council



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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 APRIL 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 consider apologies for absence.
- 2.0 DECLARATIONS OF INTEREST** – disclosure by councillors of personal interests in matters on the agenda, and whether any councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR** - Up to 8 Minutes (2 minutes per person), will be allowed for the public to make representations via Zoom or questions which have been submitted in writing to the Clerk by noon on Friday 17th April 2020.
- 4.0 CHAIRMAN'S ANNOUNCEMENTS**
- 5.0 MINUTES OF PREVIOUS MEETINGS** - to approve the minutes of the meetings held on the 27th November '19, 20th January '20 and the 17th February 2020
- 6.0 EMAIL DECISIONS**
 - 6.1** Confirmation and variation as required of the email decisions which have taken place since the Covid – 19 lockdown in March prevented conventional SPC meetings being undertaken (supporting papers)
 - 6.1.1** To confirm the decision of 23 March 2020 that the public toilets on the High Street and at Fletchers Croft are closed forthwith to avoid transmission of the Covid-19 disease.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
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- 6.1.2** To confirm the decision of 23 March 2020 that the Clerk is instructed forthwith:-
1. To affix a notice on all SPC Playground gates / access points and in the vicinity of the adult gym equipment confirming the relevant facility is closed until further notice as a precaution against Covid – 19 virus spread.
 2. If practicable the gates and gym equipment should be taped off until further notice
 3. The caretakers be tasked to make a daily inspection and if it is necessary to reaffix any notices and/or tape.

- 6.1.3** To confirm the decision of 3 April 2020 that:-
1. For an experimental period (and so not bound by the “six-month rule”), all further meetings by SPC and its committees be virtual ones using, so far as practicable, Zoom conferencing and abiding by the existing meetings schedule.
 2. Such meetings to be scheduled and notified not less than three clear days in advance and in all respects, so far as practicable, abiding by existing Standing Orders and terms of delegation -to include agenda documents being drawn up by the Clerk in consultation with the relevant chairs and being responsible for circulating and uploading both agendas and supporting documents in the usual way.
 3. Any councillor not able to use Zoom shall not be excluded from the process and all reasonable steps must be taken via the Clerk and relevant Chair to enable them to participate by phone and/or email, and in particular to vote -though having due regard to the need not to be predetermined and therefore the need to have regard to all relevant matters before voting.

And to resolve that the decisions now be varied and supplemented to provide as follows:-

1. For the period authorised by The Local Authorities and Police and Crime Panels (Coronavirus) Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and not bound by the “six-month rule”, all further meetings by SPC and its committees be remote ones using, so far as practicable, Zoom conferencing and abiding by the existing meetings schedule and the said Regulations.
2. Such meetings to be scheduled and notified not less than three clear days in advance and in all respects, so far as practicable, abiding by existing Standing Orders and terms of delegation -to include agenda documents being drawn up by the Clerk in consultation with the relevant chairs and being responsible for circulating and uploading both agendas and supporting documents in the usual way
3. For the period of the remote meetings all agendas must carry a summons and a GDPR notice in substantially the same terms as the wording used at the head of this agenda.
4. It is resolved that for GDPR purposes the lawful basis for processing the data in the Parish Council’s recording of the meeting are:-
 - a. Consent
 - b. Legal obligation; and
 - c. Public task

(Supporting Papers re GDPR and re Regulations)

7.0 NEIGHBOURHOOD WARDENS’ REPORT

- 7.1** Neighbourhood Wardens report – (See supporting papers)

8.0 REPORT FROM COUNTY AND DISTRICT COUNCILLORS

- 8.1** Cllr David Barling– (WSCC) update
8.2 Cllrs Lloyd and Platt (HDC)

9.0 COMMUNITY MATTERS

- 9.1** To update on any matters related to the Covid-19 lockdown and to discuss and agree any matters arising

- 10.0 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS – (See supporting papers)**
- 10.1 Planning Committee** – To receive the minutes of the meetings held on 24th February '20.
- 10.2 Amenities Committee** – To receive the minutes of the meeting held on 25th February '20.
- 10.3 Premises committee** – To receive the minutes of the meetings held on 3rd March and 7th April 20.
- 10.4 Finance & General Purposes Committee** – To receive the Minutes of the meetings held on the 10th December '19, the 10th March '20 and the 11th of February '20
- 11.0 CORRESPONDENCE AND INFORMATION ITEMS**
- 11.1** None at time of writing
- 12.0 CONFIDENTIAL SESSION**
To resolve, under the Public Bodies (Admissions to Meetings) Act 1960 and in accordance with Standing Order 3d to exclude the press and public on the ground that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted because it concerns employment and contractual matters.
- 12.1** To make any further decisions which may be necessary or desirable in order to implement any decision or recommendation from the F and GP Committee or otherwise concerning staffing matters and office procedures in consequence of the Covid-19 situation (Confidential supporting papers)
- 13.0 DATE OF NEXT FULL COUNCIL MEETING: 18th May 2020 at 7.30pm**

John Fullbrook
Clerk to the Council