

Date published 10th February 2021

TO ALL MEMBERS OF STEYPING PARISH COUNCIL

**YOU ARE HEREBY SUMMONED TO A REMOTE MEETING OF FULL COUNCIL TO BE HELD ON
MONDAY 15th FEBRUARY 2021 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 name or descriptive label that is deemed by the Clerk/ Councillors to be inappropriate will not be given access to the meeting. Do not join with avatars. Any person appearing with an avatar will be removed from 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 12th February 2021. 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 meeting held on the 18th January 2021 as a true and fair record.
- 5.0 MATTERS ARISING**
To receive the following updates/reports and to discuss and agree any subsequent actions to be taken
 - 5.1** Question raised by resident regards Neighbourhood Plan to be dealt with at a later meeting – **See item 10.1**
 - 5.2** Working practices group to consider situation over maintenance contracts within scheme of delegation and come back to Full council with amendments if necessary – **See item 7.3**
 - 5.3** SPC Land Register to be brought back to Full Council, subject to processing of non-registered land – **See item 5.9**
 - 5.4** Cllr Norcross to present Millennium Award to the Upper Beeding Hub in person when able - **Ongoing**
 - 5.5** Clerk to invite PCSO's to a Full Council Meeting - **Ongoing**
 - 5.6** Cllr Responses to be sent to Climate change group - **Actioned**
 - 5.7** SPC Meeting schedule to be discussed at Personnel committee and brought back to Full Council – **See item 8.1**
 - 5.8** Internal Auditor appointment details to be brought back to Full Council – **Update from Clerk**
 - 5.9** Clerk charged with obtaining solicitors costs to undertake voluntary first registration of SPC land – **Update from Clerk**
 - 5.10** Approved budget recommendation to be submitted as a precept request to HDC - **Actioned**
 - 5.11** New Web Site to be updated and amended as soon as possible – **Actioned / Ongoing**
 - 5.12** Newly approved Logo to be utilised on SPC publications and other relevant material as soon as possible – **Actioned**

- 5.13 Cllr Barling to check on whether Cats eyes are no longer being used in road renewals – **See item 6.1**
- 5.14 Deputy Clerk to send photos of High street pothole and manhole cover issues to Cllr Barling – **Actioned**
- 5.15 Clerk to write congratulatory letter to High street shop on winning award - **Actioned**
- 5.16 New F&GP and Planning Councillor representatives to join their new committees - **Actioned**
- 5.17 5th January Community Committee draft minutes to be taken to future Full Council to be received – **Ongoing**
- 5.18 Cllr Lloyd to see if a response to public spaces protection order could be sent in late – **Cllr Lloyd to report**
- 5.19 Vaccine helpline to possibly go onto Visual display boards in Steyning Car Parks – **Cllr Lloyd and Clerk to report**

6.0 REPORT FROM COUNTY COUNCILLOR

- 6.1 Cllr David Barling – (WSCC) update

7.0 GOVERNANCE MATTERS *(Supporting papers)*

- 7.1 To discuss and agree the SPC position with regards to SSALC and WSALC and to agree the councillor representatives to be named on the proxy form and to attend the meeting to be held on the 25th February.
- 7.2 To discuss and agree the Working Practices Group recommendation in regard to whether residents have option to remain anonymous when asking questions at SPC meetings, as per supporting papers.
- 7.3 To discuss and agree the Working Practices Group recommendation to amend the scheme of delegation concerning the management of maintenance contracts as per supporting papers.
- 7.4 To discuss and agree the Personnel Committee recommendation to achieve paying a real living wage, as per supporting papers.
- 7.5 To discuss and agree the Personnel Committee recommendation to not furlough any staff, as per supporting papers.
- 7.6 To discuss and agree the Personnel Committee recommendation to amend the email policy, as per supporting papers.
- 7.7 To discuss and agree any recommendations from the Personnel working party which met on the 11th February 2021, as per supporting papers.

8.0 PARISH COUNCIL MEETING SCHEDULE *(supporting papers)*

- 8.1 To discuss and agree the 2021/22 SPC Meeting schedule as recommended by the Personnel Committee.

9.0 FREEDOM OF INFORMATION REVIEW PANEL APPOINTMENTS

- 9.1 To discuss and agree to appoint 3 councillors to sit on an FOI review panel {Councillor representatives should not be the same as those who made judgement on the original requests on the last FOI panel}
- To convene on the 18th/19th February 2021

10.0 NEIGHBOURHOOD PLAN *(Supporting papers)*

- 10.1 Update on where the SPC are in terms of the current process and to discuss any questions raised.

11.0 NEIGHBOURHOOD WARDENS' REPORT *(Supporting papers)*

- 11.1 To receive the Neighbourhood Wardens report for January

12.0 REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS

- 12.1 Cllr Tim Lloyd – (HDC) update
- 12.2 Cllr Bob Platt – (HDC) update
- 12.3 Cllr Tim Lloyd – (HALC/ SALC/NALC) update
- 12.4 Cllrs Chris Young and Hanson – Isolation and loneliness / PPG update
- 12.5 Cllrs Alexander and Lloyd – Update on Wardens Steering Group

13.0 REQUESTED MOTION

- 13.1 **Motion** - That the following provision in the Scheme of Delegation be amended as shown in italics
“3.1.17 Dealing with all FOI/SAR requests as per the FOI Policy and report these *at its next meeting to F&GP and to copy in all relevant committee members (or full council members if the matter so relates) simultaneously with the answer being sent.*”

14.0 CORRESPONDENCE AND INFORMATION ITEMS *(Supporting papers)*

14.1 South Ash playground closure

14.2 Proposed 20 mph Steyning Speed limit Questionnaire publicity

15.0 DATE OF NEXT FULL COUNCIL MEETING: ANNUAL PARISH MEETING - 15th MARCH 2021 at 7.30pm

John Fullbrook

Clerk to the Council