

Steyning Parish Council



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

HELD ON MONDAY 20th JULY 2020 AT 7.30PM - Hosted by Hazel Roxby – Deputy Clerk

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

Clerk: John Fullbrook

Members of the Public: 8 (including District Cllr Bob Platt and West Sussex Cllr David Barling and Neighbourhood wardens – Paul Conroy and Mike Pearce)

Meeting commenced 7.32 pm

MINUTES

FULL/20/34 APOLOGIES

34.1 No Apologies received. Cllr Campbell absent. Cllr Goldsmith after the meeting had begun but before Matters arising discussed under item 38.1

ACTIONS

FULL/20/35 DECLARATIONS OF INTEREST AND DISPENSATIONS

35.1 Cllr S. Sullivan declared a personal interest as she owns a building plot adjacent the Memorial playing field and that she is a committee member of the Steyning Community Orchard group.

FULL/20/36 CHAIRMANS STATEMENT

36.1 *The Chairman announced that due to the summer recess there will be no F&GP, Premises, Council or Amenities meetings in August. The Planning meeting will be held on 24th August 2020. As there is a full agenda the Chairman proposed under Standing Order 1a to defer Agenda item 5; 'Minutes of the previous meeting', until after item 13; 'Committee meetings, reports and recommendations'. Members of the public were reminded that the Amenities Meeting is on Thursday 23rd July 2020 instead of the usual last Tuesday evening of the month.*

FULL/19/37 QUESTIONS FROM THE FLOOR

37.1.1 None.

FULL/20/38 MATTERS ARISING

38.1 Community Orchard boundary issue taken back to Amenities committee for further discussion – **Actioned**

38.2 Newly agreed Planning Terms of reference published on web site - **Actioned**

38.3 Newly agreed range of policies adopted at 15th June meeting to be published on web site - **Actioned**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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38.4	SPC Chairman to sign 2019/20 AGAR and to then be sent to external auditors - Actioned	
38.5	Receiving Committee minutes be deferred until next Full Council meeting– Ongoing.	CLERK
38.6	Additional categories within Wardens report to be discussed at next steering group meeting – Ongoing. There has been no meeting since the last council meeting.	CLERK
38.7	HR services to provide the Council with professional advice on staff contracts – Ongoing New Contract templates received, but still being looked at by the staff working party.	CLERK
38.8	Clerk's office to update Land Register to include land registry information – Ongoing Planned to be progressed during the August recess.	CLERK
38.9	Clerk to take FOI panel membership to working practices group for discussion – Ongoing Committee were informed that there are 2 FOI requests currently outstanding. one is concerning the bowling club lease and the other concerning copies of different versions of Draft Minutes. It is proposed to deal with both in the run up to the September F&GP Meeting.	CLERK
38.10	Adoption of draft minutes from Full Council meetings 20 th April 2020 and 18 th May 2020 deferred until next meeting – See Agenda item 6.10	
38.11	Clerk to update insurance policy renewal details when documents available – Ongoing Papers have now been received and it is hoped that this will be dealt with before the renewal date of 31 st August 2020	CLERK
FULL/20/39	NEIGHBOURHOOD WARDENS' REPORT	
39.1	To receive the Neighbourhood Wardens report – The Wardens were in attendance and read through the report and received questions. Cllr Goldsmith took notes to bring to the attention of the members of the Steering committee. That meeting taking place the following week. Full report available on the SPC web site	
FULL/20/40	REPORT FROM COUNTY COUNCILLOR	
40.1	Cllr David Barling reported that the WSCC was to re-boot their service provision because of the lack of available funds. Their focus remains on the green Agenda.	
40.2	Cllr Barling updated regards the passageway between 12 Coombe Drove & the Bostal Road and suggested there ought to be a joint Definitive map modification order from both Bramber and Steyning parish councils.	
40.3	Cllr Barling stated as far as he could see the submissions to WSCC, and work being undertaken from the Soft sands working party had been excellent.	
40.4	Clays Hill proposed road works. Information to be forthcoming to SPC via Cllr Barling as soon as possible	Cllr Barling
FULL/20/41	PROPOSED SOFT SANDS EXCAVATION AT HAM FARM	
41.1	The Chair outlined what the Soft Sands working party had been doing and that reports that had been completed were available and distributed and that he believed the group had been continuing to make a very good case. Cllr Cree proposed, seconded by Cllr Hanson that Council agrees to the content of the two 'Submission Statements' to be submitted to West Sussex CC , and for the working party to continue to represent the Parish residents at the forthcoming 'Hearings' on the 25 th to 27 th August 2020. Agreed	CLERK

FULL/20/42 RESPONSES TO CORRESPONDENCE REVIEWS FROM HORSHAM DISTRICT COUNCIL

42.1 HDC Local Plan. A response to HDC's latest correspondence was discussed. It was necessary to complete a lot of investigation into any potential infrastructure developmental improvements to the Steyning Parish and respond to HDC in a very short timeframe. Cllr Cree **proposed, seconded** by Cllr Alexander that Council delegate authority to a working party open to all Councillors to collect proposed infrastructure developments and that before submissions on the 7th August to email all councillors for them to examine and agree by majority having made comments and contributions before that submission. **Agreed, 9 For, 4 Abstained.** Cllr Cree will make contact with local organisations and organise working party to convene

**CLERK /
Cllr Cree**

42.2 Open space, sports, and recreation study review. Council discussed a likely response. Cllr Cree **proposed, seconded** by Cllr Hanson that Council will respond to the survey and to the consultant working on behalf of the Horsham District Council. **Agreed**

CLERK

FULL/20/43 REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS

43.1 Cllr Lloyd (HDC) – HDC losing substantial sums of money – approx. £800,000 per month. Likely deficit at end of year to be £6 million, with government possibly going to granting £1.5 million additional funds but this will clearly not cover the losses. Fortunately, HDC has good financial reserves in place.

43.2 Cllr Bob Platt – (HDC) There are 'green' seminars taking place with, for example, the president of the Sussex Wildlife Trust speaking on climate change issues.

43.3 Cllr Rodney Goldsmith – (LAT) update – No meetings.

44.4 Cllr Rodney Goldsmith and Trevor Cree – (HALC) update – A meeting in the previous week neither Cllr could attend.

44.5 Cllr Chris Young – Isolation and loneliness / PPG – reported on the 'Because we all care' campaign from the Care Quality Commission and Health Watch England which attempts to identify and improve care services to patients in response to Covid 19. NHS are going to launch an on-line Covid 19 rehabilitation service for ex-patients. Links and further information are available on the SPC web site

CLERK

44.6 Cllrs Cree and Rudkin – Joint Parishes Cemetery Committee – No meetings.

44.7 Cllr S. Sullivan – SCO Update – General maintenance days have successfully taken place. There had been a visit from other Council representatives who were keen to set up community orchards and were interested in following the Steyning example. Sadly, the Apple day is to be cancelled this year.

44.8 Cllrs Saunders – Joint Parishes Youth Committee. Meeting took place on the 8th July 2020. Service providers had done a great job on changing the nature of the service since Covid 19, with on-line sessions 'outside with social distancing' sessions and on-line counselling sessions taking place rather than traditional youth club. Proposed Youth survey has been put back to until schools are reopened so responses are more accurate. Committee looking into issue with Steyning youth club venue at present. Service provider reports and committee minutes available on the SPC web site.

44.9 Cllrs Campbell, Goldsmith, Alexander: - Wardens Steering group meeting due on the 29th July '20

44.10 Cllrs Cree and Young – South Downs National Park – No meetings

44.11 Cllr Saunders – ‘Steyping Greening’ group – Report under item 46

FULL/20/45 NEIGHBOURHOOD PLAN

45.1 Cllr Cree reported legal compliance being checked by HDC and there will be a consultation process followed by the appointment of an independent examiner

Chair suggested moving via Standing order 1a to go straight to Agenda item 14.

FULL/20/46 MOVING TOWARDS A PAPERLESS COUNCIL

46.1 Cllr Saunders reported on the Climate Change Emergency working party’s recommendation for Council to adopt the motions that were put onto the Agenda for this meeting and the reasoning and calculations associated with why they should be adopted – noted in supporting papers. Cllr Saunders **proposed, seconded** by Cllr Alexander that with effect from 1st August 2020:

CLERK

- o Councillors are encouraged to use their own laptops or tablets for council meetings. Hard copies of meeting agendas will be provided by default, but hard copies of supporting papers will only be provided to councillors requesting this in advance.

- o Hard copies of agendas and supporting papers will not be distributed in the public seating area, instead these shall be projected on a screen during the meeting.

Agreed, 12 For, 1 Against

46.2.1 Cllr Lloyd **proposed an amendment, seconded** by Cllr S. Sullivan that Council move towards 100% councillor participation in the paperless meeting initiative by December 2021 or sooner if practicable, by:

CLERK

- o Providing training for councillors to ensure confident use of tablets/laptops during meetings.

- o To introduce a scheme to allocate tablets/laptops to councillors for the duration of their terms where they do not wish to provide their own device.

- o Ensure adequate Wi-Fi is available to councillors during meetings.

Not Agreed 5 For, 7 Against, 1 Abstained

46.2.2 Cllr Saunders **proposed, seconded** by Cllr Alexander that Council move towards 100% councillor participation in the paperless meeting initiative by January 2021, by:

- o Providing training for councillors to ensure confident use of tablets/laptops during meetings.

- o To introduce a scheme to allocate tablets/laptops to councillors for the duration of their terms where they do not wish to provide their own device.

- o Ensure adequate Wi-Fi is available to councillors during meetings.

Agreed 7 For, 4 Against, 2 Abstained

FULL/20/47 CORRESPONDENCE AND INFORMATION ITEMS

47.1 Local Resident letter concerning High street and Covid response – Council discussed SPC and local businesses initiatives. The Clerk to respond to the resident relaying comments from this discussion and share this response with all councillors.

CLERK

47.2 Letter to Towers Convent – The Chairman had drafted a letter stating that the Council thought the donation of the Towers property/land to the Steyping Grammar School to be an incredibly generous gesture. Cllr Cree **proposed, seconded** by Cllr Hanson that this letter was well written and ought to be sent by the Clerk. **Agreed, 8 For, 2 Against, 3 Abstained**

CLERK

All other Agenda items not discussed to be moved to next Council meeting

FULL/20/48 DATE OF NEXT FULL COUNCIL MEETING: 21st September 2020 at 7.30pm

Meeting closed at 10:02pm

Signed Date 21st September 2020

Chairman

Video and Audio recordings of this meeting are available at

Video: https://archive.org/details/2020-07-20-steyning-parish-council-full-meeting_202007