Steyning Parish Council

The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

Telephone: 01903 812042

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

HELD ON THURSDAY 20TH AUGUST 2020 AT 7.30PM - Hosted by Hazel Roxby – Deputy Clerk

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

Clerk: John Fullbrook

Also present: James Corrigan (Council adviser)

Members of the Public: **12 (including West Sussex Cllr David Barling)**

Meeting commenced 7.30 pm

DRAFT MINUTES

The Chairman of the Council, Cllr Cree, welcomed everyone to the meeting **Actions**

FULL/20/49 APOLOGIES FOR ABSENCE

49.1 None received. Cllrs Campbell, Goldsmith, S Sullivan, G Sullivan and Rudkin were absent.

FULL/20/50 DECLARATIONS OF INTEREST

50.1 There were no declarations of interest from Cllrs

FULL/20/51 STATEMENT FROM THE COUNCILLORS WHO CALLED THIS MEETING UNDER STANDING ORDER 6(b)

51.1 *The Purpose of the EOM is to put before council several motions to debate with the intention of improving ways of working together to ensure the delivery of more efficient and effective service to the Steyning Community. The advice of an independent expert Clerk has been sought and received and it was thought to be expedient to act without delay. A number of key issues will be addressed including the number of committees, frequency of meetings, the introduction of a new agenda and minutes policy and a scheme of delegation all of which are primarily designed to ensure the council's valued officers are given the necessary support that they need. Therefore, the proposed motions are intended to result in the changes needed within the council that will reduce the workload for the council's officers and enable more opportunities for collaborative working between councillors.*

FULL/20/52 QUESTIONS FROM THE FLOOR

52.1 Cllr Barling informed Council that WSCC Highways department stated he was able to put forward one road within his designated area to enable works to be undertaken to clean signage, clear vegetation from obscuring signage and cutting of grass on verges. He was going to suggest the Steyning bypass would benefit the most people. Clerk to respond formally to Cllr Barling with a positive response.
Clerk to action

LOCAL COUNCIL AWARD SCHEME FOUNDATION

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel@steyningpc.gov.uk

FULL/20/53 SPECIAL RESOLUTIONS

53.1 **Motion 1 :** In recognising the difficulties that may arise out of changes to the committee structures and other changes that are proposed in the motions before Council, the Council resolves to agree that James Corrigan should be present at the meeting to provide guidance to all councillors. **It was resolved to agree motion 1. Agreed**

53.2 **Motion 2**: In accordance with Standing Order No. 7(a) and 4(d)(xii) the Council resolves that all committees, sub-committees, working parties, working groups, and representatives to outside bodies agreed at the Annual Meeting of the Parish Council held on the 18th May 2020 are dissolved with immediate effect. **It was resolved to agree Motion 2. Agreed** **CLERK**

53.3 **Motion 3:** In accordance with Standing Order Nos. 4(d) and 4(d)(vi) the Council resolves to appoint the following committees and elect the members as well as the Chairs and Vice Chairs of those committees: F&GP, Amenities, Planning, and the membership numbers in accordance with Standing Order No. 4(d), and the Personnel Committee. These committees will be subject to their respective Terms of Reference as detailed in motion 5 below. Cllr Lloyd proposed an **Amended Motion 3:** In accordance with Standing Order Nos. 4(d) and 4(d)(vi) the Council resolves to appoint the following committees and elect the members as well as the Chairs and Vice Chairs of those committees: F&GP, Planning, and the membership numbers in accordance with Standing Order No. 4(d), and the Personnel Committee. These committees will be subject to their respective Terms of Reference as detailed in motion 5 below. **It was resolved to agree the Amended motion 3. Agreed**

The Chairman, under standing orders 10a vi, brought forward Agenda item 4.4 before completing Agenda item 4.3

53.4.1 **Motion 4:** In accordance with Standing Order Nos. 7(a), 4(d) and 4(d)(xii) the Council resolves that to reduce the number of meetings each month and the pressure on the clerks' office, the Premises committee will be discontinued and that the duties and responsibilities of that committee shall be transferred to the Amenities committee, with membership numbers to remain as 7 in accordance with the numbers agreed for the Amenities committee by Council at the Annual Meeting of the Parish Council held on the 18th May 2020, and that in accordance with Standing order No. 4(vi), the Council shall elect the members as well as the Chair and Vice Chair of the committee. This committee will be subject to its Terms of Reference as detailed in motion 5 below.

53.4.2 Councillors discussed a change to the name of the Amenities committee. Cllr Northam **proposed,** an amendment to the above motion to insert the wording ***which shall be renamed as the Community Committee*** after 'transferred to the Amenities Committee'.
Therefore, **the amended motion 4** will read : In accordance with Standing Order Nos. 7(a), 4(d) and 4(d)(xii) the Council resolves that to reduce the number of meetings each month and the pressure on the clerks' office, the Premises committee will be discontinued and that the duties and responsibilities of that committee shall be transferred to the Amenities committee, which shall be renamed as the Community Committee. Membership numbers to remain as 7 in accordance with the numbers agreed for the Amenities committee by Council at the Annual Meeting of the Parish Council held on the 18th May 2020, and that in accordance with Standing order No. 4(vi), the Council shall elect the members as well as the Chair and Vice Chair of the committee. This committee will be subject to its Terms of Reference as detailed in motion 5 below**. It was resolved to agree the Amended Motion 4. Agreed. 8 For, 1 Abstention**.

Motion 3 was returned to at this point.

53.5.1 **Community committee**
Cllr Lloyd **proposed ,** to vote in the seven members as indicated by the Clerk and vote those members in en-bloc {the proposed membership which had been circulated to all Councillors **CLERK**

previously were listed as being Cllrs Goldsmith, Campbell, Alexander, S Sullivan, Hanson, Lloyd and Norcross} onto the Community committee. **Agreed.**

53.5.2 Cllr Alexander **proposed** that Cllr Hanson be appointed Chairman for the Community Committee. Cllr Cree **proposed** Cllr Goldsmith, but this proposal was not seconded, therefore the first proposal was **Agreed 8 for, 1 abstention**. Cllr Hanson is to Chair the Community committee.

53.5.3 Cllr Norcross **proposed** that Cllr Alexander be Vice Chairman of the Community Committee. **Agreed. 8 for, 1 abstention**.

55.6.1 **Planning Committee**
The Planning committee membership as per the list circulated was discussed as Cllrs Northam, S Sullivan, Trundle, Saunders, Rudkin, Young and Alexander. Councillor Alexander stated that he would like to be on F&GP as per his preferences submitted to the Clerk. This left planning with 6 councillors. Cllr Northam **proposed** that Cllrs Northam, S Sullivan, Trundle, Saunders, Rudkin and Young be appointed to planning committee and the Clerk be delegated to appoint 2 further members to the committee if they announced a preference. **Agreed.** **CLERK**

55.6.2 Cllr Young **proposed** Cllr S. Sullivan as chairman for Planning, this was advised against as Cllr Sullivan's preference for chairmanship was unknown as it had not been received. Cllr Alexander **proposed** that Cllr Trundle be Chairman of the Planning Committee **Agreed 8 for, 1 abstention.**

55.6.3 Cllr Trundle **proposed** that Cllr Young be Vice-Chairman of the Planning Committee. **Agreed.**

55.7.1 **F&GP Committee**
The F&GP committee preferences were read out as Cllrs Hanson, Cree, Young, Northam, Lloyd, Norcross, Goldsmith, Campbell and G Sullivan. Cllr Alexander stated that he had requested F&FP membership in his preferences to the Clerk. Cllr Norcross **proposed an amended motion** to appoint the seven members as read out by the Clerk {Cllrs Cree, Young, Hanson, Northam, Lloyd, Alexander and Norcross} to the F&GP committee whom had expressed an interest and the Clerk be delegated to appoint two further members once preferences from Councillors had been established. **Agreed 8 for, 1 abstention**. **CLERK**

55.7.2 Cllr Alexander **proposed** that Cllr Lloyd be the Chairman of F&GP. **Agreed.**

55.7.3 Cllr Alexander **proposed** that Cllr Northern be Vice-Chairman of F&GP. **Agreed 7 for, 1 against, 1 abstention**.

55.8 **Personnel Committee**
Cllr Lloyd **proposed** that the appointment of Councillors to the Personal Committee be deferred until the Working Practices group have set the terms of reference first. **Agreed**

55.9 **Motion 5:** In accordance with Standing Order No: 7(a) the Council resolves that the Terms of Reference of all committees, sub-committees, working parties, and working groups agreed at the Annual Meeting of the Parish Council held on the 18th May 2020 shall remain in place for the time being but subject to revision by the Working Practices Group with any changes recommended to Council for approval. Cllr. Northam **proposed the following amendment to Motion 5:** In accordance with Standing Order No: 7(a) the Council resolves that the Terms of Reference of all committees, sub-committees, working parties, and working groups shall remain in place for the time being but subject to revision by the Working Practices Group with any changes recommended to Council for approval. **Agreed 8 for, 1 abstention.**

55.10.1 **Motion 6:** In accordance with Standing Order No. 4(d) the Council resolves to appoint members to the following working parties and representatives of outside bodies: FOI Panel, Working Practices Group, South Downs National Park Representative, Joint Parishes Youth Committee **CLERK**

Representative, HALC/SALC/NALC Representative, Local Action Team Representative, Joint Parishes Cemetery Committee Representative, Isolation and Loneliness Representative, Neighbourhood Wardens Steering Committee Representative, Climate Action Working Party, Patient Participation Group Representative.

55.10.2 Councillors discussed the need for the FOI Panel. James Corrigan stated it was normal for the Clerk to deal with requests in the first instance. The Clerk stated he was more than happy to revert back to the process in place before September 2019, whereby a panel was in place but he was charged with the responsibility to reply in the first instance. Cllr Hanson **proposed** that the FOI panel was not required at present and the Clerk be appointed to deal with FOI requests instead. **Agreed. 8 for, 1 Abstention.**

55.10.2 **Working Practices Group.** Cllr Alexander **proposed** the Working Practices group be Cllr Young, Norcross, Lloyd, Hanson and Alexander. **Agreed. 8 for, 1 Abstained**

55.10.3 **South Downs National Park.** Cllr Cree and Young withdrew their membership. Cllr Lloyd **proposed** that Cllrs Alexander and Norcross be the representatives. **Agreed 8 for, 1 abstention**.

55.10.4 **Joint Parishes Youth Committee.** Cllr Lloyd **proposed** that the representatives be Cllrs Saunders and Alexander. **Agreed, 8 for, 1 abstention**.

55.10.5 **HALC.** Cllr Hanson **proposed** that Cllr Lloyd be the representative. **Agreed 8 for, 1 abstention.**

55.10.6 **Local Action Team (LAT).** Cllr Lloyd **proposed** that Cllr Alexander be the representative. **Agreed 7 for, 1 against, 1 abstention.**

55.10.7 **Joint Parishes Cemetery Committee.** Cllr Lloyd **proposed** that Cllr Norcross be the representative. **Agreed, 8 for, 1 abstained**

55.10.8 **Isolation and loneliness.** Cllr Lloyd **proposed** that Cllr Young be the representative**. Agreed**

55.10.9 **Neighbourhood Wardens.** Cllr Hanson **proposed** that Cllrs Lloyd and Alexander be the representatives. **Agreed, 8 for, 1 abstention.**

55.10.10 **Climate Action Working Party.** Cllr Lloyd **proposed** that Cllrs Saunders, Alexander, Trundle and Northam be the representatives. **Agreed 8 for, 1 abstention.**

55.10.11 **Patient Participation Group (PPG).** Cllr Lloyd **proposed** that Cllrs Young and Hanson be the representatives. **Agreed**

55.11 **Motion 7:** In accordance with Standing Order Nos. 7(a) and 5(j)(v) the Council resolves to implement a Scheme of Delegation that defines the delegation arrangements to committees, sub-committees, staff and other local authorities (supporting paper), such a scheme shall be subject to any amendments recommended to Council by the Working Practices Group. **It was resolved to agree Motion 7. Agreed, 8 for, 1 abstention.** **CLERK**

55.12 **Motion 8:** In accordance with Standing Order No. 7(a) and to reduce the Clerks' time in the production of agendas and minutes for council, committees and working parties the Council resolves to implement a new Agenda and Minutes policy (supporting paper). **It was resolved to agree Motion 8. Agreed**

55.13 **Motion 9:** In accordance with Standing order No. 7(a) the Council resolves that the Working Practices Group will review the number of Council and Committee meetings held each month, and the timings of such meetings, with a view to reducing the frequency of meetings and to make recommendations to Council. **It was resolved to agree Motion 9. Agreed** **CLERK**

55.14 **Motion 10:** To ensure that the valued officers of the Council are given the necessary support and do not have unrealistic expectations placed upon them, and in accordance with Standing Order No. 7(a) the Council resolves that the Line Management Team is dissolved and a Clerks' Office Support Team created which will comprise of the following Cllrs: Cree, Norcross, Young and Lloyd who will formulate the Terms of Reference for approval by Council. Cllr Cree stood down from this representation. Cllr Northam **proposed** to amend the members of the Office support team so that Cllrs Norcross, Young, Lloyd and Hanson be appointed as the Office Support Team. **It was resolved to agree the Amended motion 10. Agreed, 8 for, 1 abstention**. **CLERK**

55.15 **Motion 11:** The Council resolves to appoint James Corrigan to offer additional support to the Clerk and Council, which shall be limited to 30 hours or, until such time as the Clerks' Office Support Team recommends to Council that it should cease. **It was resolved to agree Motion 11. Agreed**

The Chairman, Cllr Cree, announced that with regret he would be resigning as the Steyning Parish Council Chairman following this meeting.

FULL/20/56 DATE OF NEXT FULL COUNCIL MEETING : 21st September 2020 at 7.30pm

Meeting closed at 9:26pm

Signed …………………………………………… Date 21st September 2020

Chairman

Video and Audio recordings of this meeting are available at

Video: **https://archive.org/details/2020.08.20-steyning-parish-council-eom-meeting-**