

# Steyning Parish Council



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

Telephone: 01903 812042

[www.steyningpc.gov.uk](http://www.steyningpc.gov.uk)

[www.thesteyningcentre.co.uk](http://www.thesteyningcentre.co.uk)

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

HELD ON MONDAY 15<sup>th</sup> JUNE 2020 AT 7.30PM - Hosted by Hazel Roxby – Deputy Clerk

Present via video link : Cllrs Cree (Chairman), Campbell, Cree, Lloyd, Young, Goldsmith, Hanson, Rudkin, Saunders, S. Sullivan, G. Sullivan, Norcross, 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 7.30 pm

## MINUTES

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ACTIONS      |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>FULL/20/16</b><br><b>16.1</b>   | <b>APOLOGIES</b><br>No Apologies received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |              |
| <b>FULL/20/17</b><br><b>17.1</b>   | <b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b><br>Cllr S. Sullivan declared an interest as is a committee member of the Steyning community Orchard group.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |
| <b>FULL/20/18</b><br><b>18.1</b>   | <b>CHAIRMAN'S STATEMENT</b><br><i>{in summary} Cllr Cree thanked the outgoing Chair and Vice Chair of the Council for 2019/20, Cllrs Goldsmith and Campbell respectively, for their good work in a particularly testing year for SPC. He also thanked active members of the Council and the Clerk's office and support staff. He announced that unfortunately Cllr Kerry Taylor had resigned from her position on the Council due to work commitments, and this was confirmed earlier this day (15<sup>th</sup> June). He also, despite the continuing Covid crisis, looked forward with a positive attitude to the challenges faced in the coming year knowing he had the backing of an excellent team of councillors and Cllr Young as his Vice Chair. {Full text appended to these minutes}.</i> |              |
| <b>FULL/19/19</b><br><b>19.1.1</b> | <b>QUESTIONS FROM THE FLOOR</b><br><b>Q</b> – Mr Muggridge – Concerned about the proposed 18 additional trees to be planted on the MPF by the Steyning Community Orchard group, and the recent decision passed at Amenities on the 26 <sup>th</sup> May 2020 on the final boundary of the Orchard. Any permanent change of land use ought to be considered fully by Council, and residents ought to be consulted and a more complete assessment undertaken before a decision is made. Possibly to include some of the seven constructive suggestions he put forward in the supporting paper?                                                                                                                                                                                                        |              |
| <b>19.1.2</b>                      | <b>A</b> – <i>Cllr Cree said though not on Amenities committee himself, he was certain that the creation of the Steyning Community Orchard was a magnificent achievement. He went on to suggest this item goes back to Amenities for more extensive discussion</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>CLERK</b> |



Parish Clerk: John Fullbrook  
Deputy Clerk: Hazel Roxby

Email: [clerk@steyningpc.gov.uk](mailto:clerk@steyningpc.gov.uk)  
Email: [hazel.roxby@steyningpc.gov.uk](mailto:hazel.roxby@steyningpc.gov.uk)

**19.1.3** *A – Cllr Hanson agreed the item needed greater consultation. Cllr Rudkin stated in his opinion the more trees planted the better. Cllr S. Sullivan said that Amenities committee were unanimous in their agreed decision as to the proposed final extent of the Orchard on the MPF. Cllr Goldsmith stated the ground 'from Play area up' was purchased by the Parish Council from a Mr Lewis Wood as an 'informal area for families' and this included the Orchard, so really this is replacing the previous Orchard. Cllr Trundle suggested the dimensions of the proposed final extent of the Orchard ought to be more accurately calculated and sent round once more to all Cllrs. Cllr Northam was in complete support of the Orchard group but suggested this ought to be considered in more detail with councils' oversight especially as this was a change of land use.*

**Chair's note** Under standing order 1a the Chair put back Agenda items 5 and 6 and brought forward items 12 and 14 until directly after item 9.

**FULL/20/20 REPORT FROM COUNTY COUNCILLOR**

**20.1** Cllr David Barling reported WSCC was fully functioning despite the dreadful current financial position – the estimated cost of the Covid crisis for the year may be £80-£85 million with many staff being successfully deployed on community aid projects. A government aid package of £36 million has helped but leaves a short fall of £44 million. There is also liable to be a short fall in Council tax of approx. £20 million. This challenging position will lead to changes in Council service provision. There is however an additional fund to deal with potholes.

**20.2** All schools in West Sussex are now open if only partially on some sites. There are no CLC's at the moment. Next Full Council is due on the 17<sup>th</sup> July.

**20.3** Soft sands issue at Ham Farm – A reply needs to go back from the S.P. Council to WSCC this Friday 19<sup>th</sup> June as to whether the Council continues to make a representation. The Working party will be meeting before this date to consider this.

**FULL/20/21 CONFIRM COMMITTEE TERMS OF REFERENCE**

**21.1** Cllr Cree **proposed, seconded** by Cllr S. Sullivan that (SPC) agree to adopt the terms of reference for the Planning Committee as recommended by F&GP on the 9<sup>th</sup> June.  
**Agreed**

**CLERK**

**FULL/20/22 ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES**

**22.1** Cllr Cree **proposed, seconded** by Cllr Northam that the Council adopts the Dignity at Work / Bullying and Harassment Policy as per unanimous recommendation from working practices group and the F&GP committee {as per the circulated supporting papers} . **Agreed**

**CLERK**

**22.2** Cllr Cree **proposed, seconded** by Cllr Hanson that the Council adopts the Email Policy as per unanimous recommendation from working practices group and the F&GP committee {as per the circulated supporting papers} . **Agreed**

**22.3** Cllr Cree **proposed, seconded** by Cllr Young that the Council adopts the Social Media Policy as per unanimous recommendation from working practices group and the F&GP committee {as per the circulated supporting papers} . **Agreed**

**22.4** Cllrs Northam and Hanson wondered who would arbitrate what is determined to be 'unacceptable behaviour'. Cllr Cree **proposed, seconded** by Cllr S. Sullivan that the Council adopts the Unacceptable Behaviour Policy as per unanimous recommendation from working practices group and the F&GP committee {as per the circulated supporting papers} . **Agreed 10 For (CY, PC, TC, SSu, GS, GSu, TR, TL, RG, JN), 3 Abstained (SN, LT, SA). {Cllr Hanson briefly offline and not therefore able to vote}**

- 22.5** Cllr Cree **proposed, seconded** by Cllr Campbell that the Council adopts the Over-arching Protocol for Conduct Policy as per unanimous recommendation from working practices group and the F&GP committee {as per the circulated supporting papers} . **Agreed.** {Cllr Hanson re-joined the meeting after this item having experienced IT issues}
- FULL/20/23** **FINANCIAL MATTERS**
- 23.1** Cllr Cree **proposed, seconded** by Cllr Norcross to agree following recommendation from F&GP committee, that Section 1 and 2 of the Annual Governance and Accountability statements with associated notes for 2019/20 be sent to the External Auditor having been signed by the Steyning Parish Council Chair and that the 'Notice of Public Rights' be published on the 16<sup>th</sup> June {as per the circulated supporting papers}. **Agreed** **CLERK**
- FULL/20/24** **ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES** **CLERK**
- 24.1** Cllr Cree **proposed, seconded** by Cllr Campbell that all the policies listed within the Agenda 14.1 to 14.10 {Privacy Notice, SPC Health and Safety Policy, SPC Memorial Seat Policy, Equality Policy, SPC Community Engagement Policy, Grant awarding Policy, SPC Training statement of intent, SPC Communications Policy, and SPC Staff discipline Policy} are to be adopted en bloc excepting 14.9 {SPC Staff Grievance Policy}. **Agreed**
- FULL/20/25** **COMMUNITY MATTERS**
- 25.1** Proposed widening of the High street pedestrian area. A working party met including Cllrs Campbell, Goldsmith, Hanson, and Cree, to discuss the proposals from the Steyning and District Partnership that had been sent to HDC as they sought grant support for various schemes. The working party supported all the proposals other than the suggestion to make the pavements into a one-way pedestrian system to aid social distancing during the Covid crisis. There was discussion about pedestrianisation of the high street and a possible 20 mile an hour speed limit through Steyning, but it was understood that this would need a lot of work and include public consultation.
- FULL/20/26** **REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS**
- 26.1** Cllr Lloyd (HDC) – Finance issues similar to WSCC being experienced at HDC. So far as Steyning is concerned, it is now unlikely that the car park refurbishment at Newman's gardens will go ahead this year. Parking discs validity will be extended to 30<sup>th</sup> June. The local plan consultation process is heavily affected and slowed.
- 26.2** Cllr Bob Platt – (HDC) nothing to add.
- 26.3** Cllr Rodney Goldsmith – (HALC/SALC/NALC/LAT) update – No meetings.
- 26.4** Cllr Chris Young – Isolation and loneliness / PPG – Nothing to update.
- 26.5** Cllrs Cree and Rudkin – Joint Parishes Cemetery Committee – No meetings.
- 26.6** Cllr S. Sullivan – SCO Update – including improved grass cutting, all looking very good
- 26.7** Cllrs Saunders – Joint Parishes Youth Committee. Next meeting planned for week beginning 29<sup>th</sup> June.
- 26.8** Cllr Campbell, Goldsmith, Alexander – Wardens Steering group – No meetings
- 26.9** Cllrs Cree and Young – South Downs National Park – No meetings
- 26.10** Cllr Saunders – 'Steyning Greening' group - No meetings

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                 |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>FULL/20/27</b><br><b>27.1</b> | <b>COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS</b><br>Cllr Campbell <b>proposed, seconded</b> by Cllr Northam that the receiving of these committee minutes {as per Agenda item 13} be adjourned to the next meeting. <b>Agreed.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>CLERK</b>                                    |
| <b>FULL/20/28</b><br><b>28.1</b> | <b>NEIGHBOURHOOD WARDENS' REPORT</b><br>The report as per supporting papers was received and discussed. Additional categories were suggested to cover their location during lock down, record when duties are doubled up, and drugs and alcohol offences are split up. Also, were the police reports from residents or from Wardens to the police. These points to be raised at the next liaison group. Clerk to invite Wardens to next meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>CLERK</b><br><br>Cllr Campbell/<br>Goldsmith |
| <b>FULL/20/29</b><br><b>29.1</b> | <b>LAND REGISTER</b><br>Cllr Cree commented that on the written list the Abbey road village green number could be added. Cllr Campbell <b>proposed, seconded</b> by Cllr S. Sullivan that the Clerk's office needs to update/re-draft the Land Register to include for each separate land package, whether they are registered and if so number stated, details of the deeds, whether subject to tenancy agreements, had public rights of way, etc. in liaison with the line managers as to timing. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>CLERK</b>                                    |
| <b>FULL/20/30</b><br><b>30.1</b> | <b>CORRESPONDENCE AND INFORMATION ITEMS</b><br>SPC public toilets were opened on the 10 <sup>th</sup> June.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |
| <b>30.2</b>                      | Correspondence had been received regarding the MPF orchard, but this had been discussed under 19.1 (above)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                 |
| <b>FULL/20/31</b><br><b>31.1</b> | <b>MINUTES OF PREVIOUS MEETINGS</b><br>Cllr Cree <b>proposed, seconded</b> by Cllr S. Sullivan that the minutes for the 18 <sup>th</sup> May 2020 be deferred until the next meeting. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>CLERK</b>                                    |
| <b>31.2</b>                      | Cllr Cree <b>proposed, seconded</b> by Cllr G. Sullivan that the minutes for the 20 <sup>th</sup> April 2020 be deferred until the next meeting. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>CLERK</b>                                    |
| <b>31.3.1</b>                    | 20 <sup>th</sup> January draft minute agreement - Cllr Cree had put forward a consensus draft which had been agreed and circulated by the clerk. Cllr Campbell <b>proposed, seconded</b> by Cllr R. Goldsmith that the minutes for the 20 <sup>th</sup> January 2020 be deferred until the next meeting, in order to allow time for a proper consensus to be reached by Chairman and previous Chairman and the Clerk at a zoom meeting. <b>Not Agreed - 5 For {PC, RG, SSu, GSu, TR}, 9 Against {TC, JN, SA, SN, GSa, LT, CY, DH, TL}</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                 |
| <b>31.3.2</b>                    | Cllr Alexander <b>proposed, seconded</b> by Cllr Northam that version 4 of the 20 <sup>th</sup> January draft Full Council minutes be accepted as a true and fair record. <b>Agreed - 9 For {TL, JN, SN, LT, DH, CY, SA, TC}, 5 Against {TR, PC, SSu, GSu, RG}</b> . Cllr Goldsmith then wanted the following statement added to these minutes. - <i>Under SO12 d the Chair of the meeting does not believe these minutes to be a true and fair record because they omit important information concerning the matters councillors took into account before making their decision over the precept. The Chair's version which included those matters was not upheld at the meeting despite no one suggesting they were inaccurate or giving any other adequate reason other than that the minutes would be too lengthy. The Chair observed that his version comprised 688 words for thirty-three minutes of debate, compared with 650 words for five minutes of question time. These minutes are confirmed by majority vote as true and fair despite the Chair's objection</i> | <b>CLERK</b>                                    |

**31.3.3** Cllr Goldsmith made another statement which was refuted by Cllr Northam. Another comment was refuted by Cllr Lloyd who asked for the remark to be withdrawn. Cllr Goldsmith then left the meeting @ 9.39pm. Cllr Saunders and Alexander commended Cllr Cree on his Chairmanship through a difficult meeting.

**FULL/20/32 MATTERS ARISING FROM PREVIOUS MEETINGS**

- 32.1** Draft minutes agreement for 20<sup>th</sup> January '20 deferred to next meeting with Cllr Goldsmith asking Clerk to include additional narrative- **Actioned**
- 32.2** Cllr Barling to report back on Sand quarry latest – **See item 20.3**
- 32.3** The Hub signpost to go back on the SPC web site - **Actioned**
- 32.4** Receiving of 10<sup>th</sup> March F&GP Minutes deferred to next meeting – **Ongoing** **CLERK**
- 32.5** Staff payment recommendation for May to be actioned by Clerk – **Actioned**
- 32.6** Staff payments working party to be convened as soon as possible – **Actioned**
- 32.7** HR services to provide the Council with professional advice on staff contracts – **Ongoing / Actioned** **CLERK**
- 32.8** Clerk's office to change committee membership details – **Actioned**
- 32.9** Clerk to take FOI panel membership to working practices group for discussion – **Ongoing** **CLERK**
- 32.10** Clerk to ensure those policies that required further scrutiny were discussed at a working practices group meeting – **Actioned**
- 32.11** Clerk's office to amend Councillor representation on 'outside bodies' details – **Actioned**
- 32.12** Clerk to provisionally book the next JPYC meeting – **See item 26.7**
- 32.13** Clerk to look into Insurance policy options leading up to present cover expiring on August 31<sup>st</sup> – The Clerk reported the current Policy does expire on the 31<sup>st</sup> August 2020, but added that SPC are in a three year long term agreement with our current provider, and therefore all the office awaits is the renewal notification and then the Clerk will check details are up to date. **CLERK**

**FULL/20/33 DATE OF NEXT FULL COUNCIL MEETING: 20<sup>th</sup> July 2020 at 7.30pm**

**Meeting closed at 9:48pm**

**Signed ..... Date 20<sup>th</sup> July 2020**

**Chairman**

**A Video and Audio recordings of this meeting are available at**

Video: <https://archive.org/details/steyping-parish-council-full-council-15-june-2020-video>

Audio: [https://archive.org/details/steyping-parish-council-full-council-15-june-2020-audio\\_202006](https://archive.org/details/steyping-parish-council-full-council-15-june-2020-audio_202006)



Parish Clerk: John Fullbrook  
Deputy Clerk: Hazel Roxby

Email: [clerk@steypingpc.gov.uk](mailto:clerk@steypingpc.gov.uk)  
Email: [hazel.roxby@steypingpc.gov.uk](mailto:hazel.roxby@steypingpc.gov.uk)