Steyning Parish Council

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

HELD ON MONDAY 18th MAY 2020 AT 7.30PM
Hosted by Hazel Roxby – Deputy Clerk

Present via video link : Cllrs Goldsmith (Chairman at commencement of meeting), Campbell, Cree, Lloyd, Young 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)**

Meeting commenced **7.30 pm**

MINUTES

FULL/20/1	**APOLOGIES**	**ACTIONS**
1.1	No Apologies received. Cllr Taylor absent.	
FULL/20/2	**ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2020/2021** **(Voting by show of hands)**	
2.1.1	Cllr Alexander **proposed, seconded** Cllr Northam that Cllr Hanson serve as Chairman **– 7 Votes {SA, GSa, SN, JN, LT, TL, DH}.**	
2.1.2	Cllr Rudkin **proposed, seconded** Cllr Young that Cllr Cree serve as Chairman **– 7 Votes {TC, SSu, GSu, TR, RG, PC, CY}**	
2.1.3	Cllr Goldsmith as sitting Chair used his casting vote in support of Cllr Cree's nomination and therefore Cllr Cree elected as Chairman. **Agreed**	
FULL/19/3	**ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2020/2021**	
3.1	**(Voting by show of hands)** Cllr Norcross was nominated by Cllr Alexander; Cllr Norcross declined the nomination. Cllr Cree **proposed, seconded** Cllr Goldsmith that Cllr Young serve as Vice Chairman **– 13 Votes, 1 Abstained {CY},** therefore Cllr Young elected as Vice Chair. **Agreed**	
FULL/20/4	**DECLARATIONS OF INTEREST AND DISPENSATIONS**	
4.1	None received.	
	The Chairman under S.O. 1a deferred items 5.0 and 6.0 and moved to Agenda item 7	

FULL/20/5	**REVIEW & CONFIRM COMMITTEE MEMBERSHIP, APPOINT CHAIRS AND VICE –CHAIRS**	**CLERK**
5.1	The Clerk had collected committee membership preferences previous to the meeting and the Chair then agreed the following by first voting in en block the committee membership, then voting in Chair and Vice chair positions for each committee.	

5.2.1 To confirm the Amenities committee membership (7), as being Cllrs Lloyd, Campbell, Norcross, Young, S. Sullivan, Alexander and Goldsmith were **proposed** by Cllr Cree, **seconded** by Cllr Alexander**. Unanimously Agreed**

5.2.2 Cllr Cree **proposed,** the Chairman for Amenities Committee for the municipal year 2020/21 should be Cllr Campbell, **seconded** by Cllr S. Sullivan**. For 11, 3 Abstained {DH, LT, SN}. Agreed**

5.2.3 Cllr Cree **proposed** the Vice Chairman for Amenities Committee for the 2020/21 municipal year be Cllr S. Sullivan, **seconded** by Cllr Rudkin**. For 10, 4 Abstained {DH, SN, TL, LT}. Agreed**

5.3.1 To confirm the Premises committee membership (7), as being Cllrs Cree, Hanson, G. Sullivan, Taylor, Trundle and Alexander (Cllr Northam was nominated for the seventh position but declined to serve on Committee's for this municipal year) were **proposed** by Cllr Cree, **seconded** by Cllr Alexander**. 13 For, 1 Abstained. Agreed**

5.3.2 Cllr Cree proposed Cllr Hanson for Chairman of Premises committee Cllr Hanson declined. Cllr Alexander **proposed,** the Chairman for Premises Committee for the municipal year 2020/21 should be Cllr Alexander, **seconded** by Cllr Northam**. 6 For {SA, GSa, DH, TL, LT, SN}.** Cllr Cree **proposed,** the Chairman for Premises Committee for the municipal year 2020/21 should be Cllr Cree, **seconded** by Cllr Goldsmith**. 7 For {TR, TC, SSu, GSu, CY, PC, RG} , 1 Abstained {JN}. Agreed** that Cllr Cree be Chairman.

5.3.3 Cllr G. Sullivan **proposed** the Vice Chairman for Premises Committee for the 2020/21 municipal year be Cllr Hanson, **seconded** by Cllr Cree**. 13 For, 1 Abstained {JN}. Agreed**

5.4.1 To confirm the Planning committee membership (7), as being Cllrs S. Sullivan, Young, Rudkin, Taylor, Saunders and Trundle (Cllr Northam was nominated for the seventh position but declined to serve on Committee's for this municipal year) were **proposed** by Cllr Cree, **seconded** by Cllr Goldsmith**. Unanimously Agreed**

5.4.2 Cllr Trundle was nominated for Chairman, Cllr Trundle declined the position. Cllr Cree **proposed,** the Chairman for Planning Committee for the municipal year 2020/21 should be Cllr S. Sullivan, **seconded** by Cllr Goldsmith**. For 11, 3 Abstained {JN, TL, DH}. Agreed**

5.4.3 Cllr Young **proposed** the Vice Chairman for Planning Committee for the 2020/21 municipal year be Cllr Trundle, **seconded** by Cllr Hanson**. For 13, 1 Abstained {JN}. Agreed**

5.5.1 F&GP Committee membership (9). – The Chair explained there were three councillors who were automatically members of this committee– Cllrs Cree, Young and Campbell (ex officio). The remaining 6 vacancies were voted for in turn by show of hands.

5.5.2 For the first vacant position. Cllr Campbell nominated Cllr Lloyd for position 4. **Agreed unanimously that Cllr Lloyd takes position 4.**

5.5.3 For the second vacant position. Cllr Alexander nominated Cllr Norcross for position 5. **5 For {LT, SN, GSa, DH, SA}.**

5.5.4 For the second vacant position. Cllr Campbell nominated Cllr Goldsmith for position 5. **8 For {GSu, SSu, TC, TR, PC, RG, CY, TL}, 1 Abstained {JN}. Agreed- Cllr Goldsmith takes position 5**

5.5.5 For the third vacant position. Cllr Campbell nominated Cllr G. Sullivan for position 6. **6 For {PC, RG, GSu, SSu, TR, TC}.**

5.5.6 For the third vacant position. Cllr Young nominated Cllr Norcross for position 6. **8 For {LT, SN, GSa, DH, SA, CY, TL, JN}. Agreed Cllr Norcross takes position 6**

5.5.7 For the fourth vacant position. Cllr Goldsmith nominated Cllr G. Sullivan for position 7. **6 For {PC, RG, GSu, SSu, TR, TC}.**

5.5.8 For the fourth vacant position. Cllr Alexander nominated Cllr Hanson for position 7. **8 For {GSu, SSu, TC, TR, PC, RG, CY, TL}. Agreed- Cllr Hanson takes position 7**

5.5.9 For the fifth vacant position. Cllr Campbell nominated Cllr G. Sullivan for position 8. 13 For, 1 Abstained {LT}, **Agreed- Cllr G. Sullivan takes position 8**

5.5.10 For the sixth vacant position. Cllr Lloyd nominated Cllr Rudkin for position 9. **Agreed unanimously that Cllr Rudkin takes position 9**

5.5.11 Cllrs Norcross, Hanson, Lloyd and Young were nominated for Chairman of F&GP but all declined. Cllr Cree **proposed,** the Chairman for Finance and General Purposes Committee for the municipal year 2020/21 should be Cllr Goldsmith, **seconded** by Cllr S. Sullivan**. 12 For, 2 Abstained {LT, SN}. Agreed**

5.5.12 Cllr Lloyd was nominated for Vice Chairman but declined. Cllr Cree **proposed,** the Vice Chairman for Finance and General Purposes Committee for the municipal year 2020/21 should be Cllr Campbell, **seconded** by Cllr Rudkin**.**
12 For, 2 Abstained {LT, SN}. Agreed

FULL/20/6 CONFIRM COMMITTEE TERMS OF REFERENCE

6.1 Cllr Cree **proposed, seconded** by Cllr Goldsmith that (SPC) agree to re-adopt the terms of reference en bloc for all the committees listed {8.1 to 8.4 on the Agenda and as per the circulated supporting papers}, subject to the recommendations from the working practices group. {Cllr Hanson requested minor changes to the Planning Committee Terms of Reference which was agreed to be referred to the working practices group}. **14 For. Agreed**

Cllr Cree proposed under S.O.1a to bring forward item 12.

FULL/20/7 REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON SUB COMMITTEES / FOI PANEL AND CONFIRM TERMS OF REFERENCE. **CLERK**

7.1 The FOI Panel. – Cllr Cree **proposed, seconded** by Cllr Hanson that the existing FOI panel members be reappointed {Cllrs Cree, Campbell, Goldsmith, Lloyd, and G. Sullivan} with the existing terms of reference and procedures. The question of (future) membership numbers and terms of reference and procedures be referred to the working practices group for them to report back as soon as possible. **Agreed 12 For, 2 Abstained {JN, SA}**

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7.2	Working Practices Group. – Cllr Cree **proposed, seconded** by Cllr Hanson that the existing members { of the working practices group - Cllrs Goldsmith, Cree, Hanson, Norcross, Campbell, Young and Lloyd} are reappointed on the existing terms of reference. **Agreed**	
FULL/20/8	**ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, CODE OF CONDUCT AND DISPENSATION SCHEME**	**CLERK**
8.1	Cllr Cree **proposed, seconded** by Cllr G. Sullivan that the Council (SPC) readopts the existing Standing Orders, Financial Regulations, the Code of Conduct and Dispensation scheme and that the working practices group be tasked to work with the Clerk on recommendations for any amendments if required. **Agreed**	
FULL/20/9	**ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES**	**CLERK**
9.1.1	Cllr Cree **proposed, seconded** by Cllr Alexander that the Council re-adopts the existing policies listed as Agenda items 10.1 to10.6 **{** Breach Notification Policy, Data protection policy, Data Retention and Disposal Policy, Subject Access Request Policy, CCTV Policy and Code of Practice and the Freedom of Information & Environmental Information Regulations Requests policy} and that the working practices group be tasked to work with the Clerk on recommendations for any amendments on these. **Agreed**	
9.1.2	*Cllr Cree proposed that the council adopts policies 10.7 to 10.12 in accordance with the recommendations of the WPG and the F and GP decisions of 10 March and 12 May 2020. Proposal not carried.*	
9.2	Dignity at Work/Bullying and Harassment Policy - The Clerk voiced concerns that this policy in its current format (supporting papers) could replace the Code of conduct- Specifically points 35 and 36. Cllr Campbell said the policy would run in parallel and provide an alternative. Cllr Northam **proposed, seconded** by Cllr Lloyd that this policy be deferred. **Agreed**	**CLERK**
9.3.1	The Email policy. Cllr Alexander **proposed, seconded** by Cllr Trundle that the policy be taken to the GDPR officer. **Not Agreed 5 For {SA, DH, LT, GSa, JN}, 8 Against {PC, TR, RG, GSu, SSu, TC, CY, TL}, 1 Abstained {SN} Proposal not carried.**	
9.3.2	The Email policy. Cllr Lloyd **proposed, seconded** by Cllr Campbell that the Email policy goes back to the working practices group. **Agreed 13 For, 1 Abstained {SSu}**	**CLERK**
9.4.1	SPC Complaints policy. Cllr Campbell **proposed, seconded** by Cllr Lloyd that the SPC Complaints policy be adopted. **Agreed 13 For, 1 Against {GSa}**	
9.5	Social Media policy. Cllr Goldsmith **proposed, seconded** by Cllr Cree that the policy is accepted for adoption**. Agreed 10 For {JN, LT, PC, RG, TR, CY, TL, TC, GSu, SSu}, 2 Against {GSa, SA}, 2 Abstained {DH, SN}**	
9.6	Unacceptable Behaviour policy. Cllr Northam **proposed, seconded** by Cllr Campbell that this policy is directed back to the working practices group. **Agreed**	**CLERK**
9.7	Overarching Protocol for Conduct. Cllr Campbell **proposed, seconded** by Cllr Lloyd that this policy goes back to the working practices group. **Agreed**	**CLERK**
9.8	It was noted that there are other policies that could not be included in the agenda because of anticipated time constraints. Cllr Campbell proposed that they be adopted 'en bloc'. Cllr Northam stated that this could not be actioned	

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because they were not on the agenda and it was agreed that the decision be deferred until the next full Council meeting.

FULL/20/10	**REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES**	**CLERK**
10.1	South Downs National Park (SDNP). Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that the councillor representative for the SDNP is Cllr Cree. **Agreed**	
10.2.1	Joint Parishes Youth Committee (JYPC). There were 3 nominations for 2 vacancies, Cllrs Saunders was nominated by Cllr Alexander, Cllr Alexander was nominated by Cllr Saunders, Cllr Taylor was nominated by Cllr Campbell. Cllr Saunders was nominated for vacant position 1 as councillor representative for the JYPC **- Agreed. 14 For.**	
10.2.2	Cllr Alexander for vacant position 2 as councillor representative for the JYPC. **8 For Agreed**	
10.3	HALC / SALC / NALC. Cllr Goldsmith **proposed, seconded** by Cllr Campbell that the councillor representatives for the HALC meetings are Cllrs Goldsmith and Cree. **Agreed**	
10.4	Local Action Team (LAT). Cllr Goldsmith **proposed, seconded** by Cllr Cree that the councillor representative for the LAT meetings is Cllr Goldsmith. **Agreed**	
10.5	Joint Parishes Cemetery Committee (JPCC). Cllr Goldsmith **proposed, seconded** by Cllr Campbell that the councillor representatives for the JPCC meetings are Cllrs Rudkin and Cree. **Agreed 13 For, 1 Abstained {SN}**	
10.6	Isolation & Loneliness representative. Cllr Campbell **proposed, seconded** by Cllr Cree that the councillor representative for Isolation & Loneliness is Cllr Young. **Agreed**	
10.7	Tree Warden for Steyning Parish Council. Cllr Campbell **proposed, seconded** by Cllr Northam that Simon Zec continue as the SPC Tree warden. **Agreed**	
10.8	Patient Participation Group (PPG). Cllr Hanson **proposed, seconded** by Cllr Northam that the councillor representative for PPG is Cllr Young. **Agreed**	
10.9	Neighbourhood Wardens Steering Committee. Cllr Hanson **proposed, seconded** by Cllr Cree that the councillor representatives for the Neighbourhood Wardens Steering Committee meetings are Cllrs Campbell, Goldsmith and Alexander. **Agreed**	
10.10	SPC councillor representative on the 'Climate Action group. Cllr Alexander **proposed, seconded** by Cllr Cree that the councillor representatives for the 'Greening Steyning' group are Cllrs Saunders, Trundle, Northam and Alexander. **Agreed**	
FULL/20/11	**TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES**	**CLERK**
11.1	Cllr Cree **proposed, seconded** by Cllr Northam **that SPC approves the annual subscriptions {for S**ussex Association of Local Councils (SALC), Horsham Association of Local Councils (HALC), Society of Local Council Clerks (SLCC), Open Spaces Society (OSS)}. **Agreed**	
FULL/20/12	**JOINT PARISH YOUTH COMMITTEE**	
12.1	The Clerk updated that the last quarterly invoice had been agreed for payment by F&GP. This agreement was sought because the youth service staff had been furloughed for a short period and the service stopped. Now a system of remote workshops /sessions are being undertaken and the weeks lost are being tagged onto the end of	**CLERK**

the service period. The next JPYC meeting was provisionally booked for week beginning June 1st, 2020.

FULL/20/13 **PARISH COUNCIL INSURANCE COVER.**

13.1 The Clerk noted that the Council's insurance policy expires on 31st August '2020 **CLERK**

FULL/20/14 **COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**

14.1 **Planning Committee** – Cllr S. Sullivan **proposed, seconded** by Cllr Cree to receive the planning notice dated 27th April '2020. **Agreed**

FULL/20/15 **DATE OF NEXT ANNUAL MEETING: 15th June 2021 at 7.30pm**

Meeting closed at 10.02pm

Signed …………………………………………… Date 15th June '20 (Next Full Council Meeting)

Chairman

A Video Recording of this meeting is available at https://archive.org/details/2020-05-18-full-council-video