

Steyning Parish Council



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

HELD ON MONDAY 20th APRIL 2020 AT 7.30PM

Hosted by Hazel Roxby – Deputy Clerk

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

Clerk: John Fullbrook

Members of the Public: 7 (including District Cllr Bob Platt and WSCC Cllr David Barling)

Meeting commenced 7.30 pm

MINUTES

FULL/19/172 CHAIRMAN'S ANNOUNCEMENTS

172.1

The Chairman reported on the huge changes that had occurred since the last Full Council meeting in February with the Steyning Centre closed, and Parish Council forced to change its habits. He praised fellow councillors Campbell and Cree for their assistance in ensuring Zoom remote meetings could be undertaken. He updated on the SPC Neighbourhood plan consultation process, Freedom of information responses and the range of Covid-19 information available on the SPC web site. **{The full transcript is appended to these minutes}.**

ACTIONS

CLERK

FULL/19/173 APOLOGIES

173.1

Apologies received from Cllrs Young and Taylor. Cllr Northam had sent apologies by email saying his attendance would be delayed but this was only picked up after the meeting by the clerk.

FULL/19/174 DECLARATIONS OF INTEREST AND DISPENSATIONS

174.1

None received.

FULL/19/175 QUESTIONS FROM THE FLOOR

Answers given by Councillors noted in this section are not necessarily the considered and agreed position of the Council

175.1.1

Q – Russell Barnes – Following information From Horsham District council regarding the postponement of Reg 16 concerning the Steyning Parish Councils Neighbourhood Plan. (in summary): - Were the Parish Council prepared to discuss and agree withdrawal of our Neighbourhood Plan and to take this opportunity to add additional policies and enhance/review those that exist already? It would mean that the council would need to go back to Reg 14 however it is a good opportunity to provide a better plan for the community and future generations.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 175.1.2** A – Councillor Campbell read out a response that he had prepared in advance, the contents of which are available on the recording of the meeting and accessible via the web site.
- 175.2.1** Q – Mr Phil Howell - What is Steyning Parish Council doing for the isolated and lonely in the community - I haven't heard anything at all
- 175.2.2** A – Cllr Goldsmith replied – (In summary) - We are leaving it to the experts at the upper Beeding Hub, backed by WSCC and HDC.
- 175.2.3** Q – Cllr Norcross –Are we are giving our unequivocal support for the work being undertaken by the Hub
- 175.2.4** A – Cllr Goldsmith - Yes, we are
- 175.2.5** Q – Cllr Alexander- Where did the signpost go publicising the Hub's work and why was it removed from the web site
- 175.2.6** A – Cllr Goldsmith – you have seen the emails, so you should know

FULL/19/176 MINUTES OF PREVIOUS MINUTES

- 176.1** Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan that the Amended version of the draft minutes of 27th November '19 (as per supporting papers) be approved as an accurate record. **Agreed. 6 For {S.Sull, G.Sull, TC, PC, RG, TR}, 6 Against (JN, TL, G.Saun, LT, DN, SA). The Chairman used his casting vote to carry the proposal.**
- 176.2** Cllr Goldsmith **proposed , seconded** by Cllr Campbell to defer the minutes from the 20th January '20 so that greater detail be added to the discussion regarding the Precept. **Agreed. 6 For {S.Sull, G.Sull, TC, PC, RG, TR}, 3 Against (SA, TL, G.Saun), 2 Abstained (JN, DH). Cllr Trundle had dropped offline during the vote and did not vote.**
- 178.3** Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan that the draft minutes for 17th February be approved as an accurate record. **Agreed 11 For. Cllr Trundle still offline**

CLERK

FULL/19/177 EMAIL DECISIONS

- 177.1** Whilst the government had determined social distancing had to be observed during the Covid-19 crisis, the SPC had determined to make decisions via email votes. The votes that took place are reported below for confirmation.
- To confirm the decision of 3 April 2020 that:-**
1. For an experimental period (and so not bound by the "six-month rule"), all further meetings by SPC and its committees be virtual ones using, so far as practicable, Zoom conferencing and abiding by the existing meetings schedule.
 2. Such meetings to be scheduled and notified not less than three clear days in advance and in all respects, so far as practicable, abiding by existing Standing Orders and terms of delegation -to include agenda documents being drawn up by the Clerk in consultation with the relevant chairs and being responsible for circulating and uploading both agendas and supporting documents in the usual way.
 3. Any councillor not able to use Zoom shall not be excluded from the process and all reasonable steps must be taken via the Clerk and relevant Chair to enable them to participate by phone and/or email, and in particular to vote -though having due regard to the need not to be predetermined and therefore the need to have regard to all relevant matters before voting.

177.2 And to resolve that the decisions now be varied and supplemented to provide as follows:-

177.2.1 1. - Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan that- For the period authorised by The Local Authorities and Police and Crime Panels (Coronavirus) Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and not bound by the “six-month rule”, all further meetings by SPC and its committees be remote ones using, so far as practicable, Zoom conferencing and abiding by the existing meetings schedule and the said Regulations. **Agreed 7 For (S.Sull, G.Sull, TC, PC, RG, TR, JN), 3 Abstained (DH, SA, TL), Cllr Saunders and Trundle had fallen offline during the vote and did not vote.**

177.2.2 2. - Cllr Goldsmith **proposed, seconded** by Cllr Cree that - Such meetings to be scheduled and notified not less than three clear days in advance and in all respects, so far as practicable, abiding by existing Standing Orders and terms of delegation -to include agenda documents being drawn up by the Clerk in consultation with the relevant chairs and being responsible for circulating and uploading both agendas and supporting documents in the usual way. **Agreed 10 For (S.Sull, G.Sull, TC, PC, RG, TR, DH, SA, TL, G. Saun), 1 Abstained (JN). Cllr Trundle offline and did not vote.**

177.2.3 3. – Cllr Goldsmith **proposed, seconded** by Cllr Campbell that - For the period of the remote meetings all agendas must carry a summons and a GDPR notice in substantially the same terms as the wording used at the head of this agenda. **Agreed - Unanimous**
Cllr Northam joins the meeting at this point

177.2.4 4. – Cllr Goldsmith **proposed, seconded** by Cllr Cree that - It is resolved that for GDPR purposes the lawful basis for processing the data in the Parish Council’s recording of the meeting are:-
a. Consent
b. Legal obligation; and
c. Public task
(Supporting Papers re GDPR and re Regulations). **Agreed, 11 for, 1 Abstained (SN) and Cllr Trundle still offline.**

177.3 Cllr Goldsmith **proposed, seconded** by Cllr Cree that - To confirm the decision of 23 March 2020 that the public toilets on the High Street and at Fletchers Croft are closed forthwith to avoid transmission of the Covid-19 disease.
Also, To confirm the decision of 23 March 2020 that the Clerk is instructed forthwith:-
1. To affix a notice on all SPC Playground gates / access points and in the vicinity of the adult gym equipment confirming the relevant facility is closed until further notice as a precaution against Covid – 19 virus spread.
2. If practicable the gates and gym equipment should be taped off until further notice
3. The caretakers be tasked to make a daily inspection and if it is necessary to reaffix any notices and/or tape. **Agreed 11 For, 1 Abstained (SN). Cllr Trundle offline.**

FULL/19/178 NEIGHBOURHOOD WARDENS REPORT

178.1 The report as per supporting papers was discussed by Councillors. It was suggested that the Wardens report distinguishes between the drugs and alcoholism joint total. The Clerk to ensure this is discussed at the next wardens steering group.
{The full report summary is available on the web site}

CLERK

FULL/19/179 179.1	REPORT FROM COUNCILLOR BARLING {County Councillor representative} i, Sand quarry consultation latest news – Cllr Barling to report back ii, WSCC has set up its own Hub to help the more vulnerable members of the community - which continues to be busy iii, 820 confirmed hospital cases of Covid-19 in West Sussex iv, 20% of Care homes have cases of Covid-19 in the County v, The Cases are due to peak in mid-May vi, Children’s scrutiny committee meetings via Zoom have gone very well vii, Chris Stark, the Highways Manager has moved on and the new incumbent is Mike Thomas ix, Drainage problems in Tanyards lane and Kings Barn lane have now been resolved x, Cyclists on Footpaths complaint from a resident being dealt with at present	Cllr Barling
FULL/19/180 180.1	REPORT FROM HDC COUNCILLORS PLATT AND LLOYD Cllr Lloyd reported that HDC are to start their remote meetings soon. Cllr Platt reported that the Budget which was sorted and in good shape before the crisis, now has like most other Councils, serious financial issues. Works to establish Community hubs has gone particularly well, and Recycling is also going particularly well at present.	
FULL/19/181 181.1	COMMUNITY MATTERS The clerk’s office are ensuring up to date information on Covid-19 is posted on the web site. Cllr Alexander requested again that the Hub signpost be put back onto the web site so that SPC can ensure it is informing the community about the help that’s available. The Chair will speak with the clerk regarding this issue.	CLERK / Cllr Goldsmith
FULL/19/182 182.1	COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS Planning Committee – Cllr Goldsmith proposed, seconded by Cllr S. Sullivan to receive the minutes of the meeting held on the 24 th February 2020 . Agreed	
182.2	Amenities Committee – Cllr Goldsmith proposed, seconded by Cllr campbell, to receive the draft minutes of the meeting held on the 25 th February 2019. Agreed	
182.3.1	Premises Committee – Cllr Goldsmith proposed, seconded by Cllr Campbell to receive the minutes of the meeting held on the 3 rd March 2020. Agreed	
182.3.2	Premises Committee – Cllr Cree proposed, seconded by Cllr Alexander to receive the draft minutes of the meeting held on the 7 th April 2020. Agreed	
182.4.1	Finance and General Purposes committee – To receive the minutes of the meeting held on the 10 th December 2019. Cllr Goldsmith proposed, seconded by Cllr Cree. Agreed	
182.4.2	Finance and General Purposes committee – To receive the minutes of the meeting held on the 11 th February 2020. Cllr Goldsmith proposed, seconded by Cllr Lloyd. Agreed	
182.4.3	Finance and General Purposes committee – To receive the minutes of the meeting held on the 10 th March 2020, and to defer discussion on the recommendations until the next Full Council meeting. Cllr Campbell proposed, seconded by Cllr Goldsmith. Agreed	CLERK
FULL/19/183 183.1	CORRESPONDANCE AND INFORMATION ITEMS Nothing to report	

FULL/19/184 CONFIDENTIAL SESSION

184.1 Cllr Goldsmith **proposed, seconded** by Cllr Cree to resolve, under the public Bodies (Admissions to meetings) Act 1960 and in accordance with standing order 3d to exclude the press and public on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted because it concerns employment and contractual matters. **Agreed**

FULL/19/185 STAFFING MATTERS

185.1 Cllr Northam **proposed, seconded** by Cllr Lloyd to as per working party recommendation pay staff a monthly average amount based on their salary for the last financial year, this would be for the month of April only. That is, Caretaking staff should continue to be paid their average monthly income, but with the proviso that Steve, Matthew and Rob could be set tasks which would accumulate a minimum of 10 hours per week working but only if strict guidelines via Risk assessments were put into place and followed. **Agreed Unanimous**

CLERK

185.2 Cllr Lloyd **proposed, seconded** by Cllr Cree that the working party reconvene as soon as possible having taken advice from NALC. **Agreed 10 For, 2 Against, 1 Abstention.** Cllr Campbell had suggested the advice be sort from HR services and wanted this fact noted.

CLERK

185.3 Cllr Goldsmith **proposed, seconded** by Cllr Lloyd for HR services to provide the Council with professional advice on the contracts of the staff as the existing agreements are now somewhat out of date, for up to a sum of £2,000 for this service. **Agreed 12 For, 1 Abstained**

CLERK

FULL/19/186 DATE OF NEXT MEETING: 18th May 2020 at 7.30pm

Meeting closed at 9.51pm

Signed **Date 18th May 2020**

Chairman

The Video link to this SPC Full Council meeting is as follows:

<https://archive.org/details/2020-04-20-steyning-parish-council-full>



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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