

Date published 20th April 2021

TO ALL MEMBERS OF STEYPING PARISH COUNCIL

**YOU ARE HEREBY SUMMONED TO A REMOTE MEETING OF FULL COUNCIL TO BE HELD ON
TUESDAY 27th APRIL 2021 AT 7.30 PM VIA THE ZOOM VIDEO CONFERENCING PLATFORM**

This meeting is convened under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING BY SUBMITTING A REQUEST FOR THE LOGIN DETAILS BY 12 NOON ON THE DAY OF THE MEETING TO THE CLERK

Please join with your own video camera turned off and keep it turned off unless invited to participate. It is appreciated if members of the public log on respectfully with their given name. Any name or descriptive label that is deemed by the Clerk/ Councillors to be inappropriate will not be given access to the meeting. Do not join with avatars. Any person appearing with an avatar will be removed from the meeting.

GDPR Notice - Please note that the Council is, and members of the public and individual councillors could be, making audio or video recordings of this meeting. The Council's recordings will be uploaded to a cloud-based website of record and will be available indefinitely to the general public. By participating at the meeting, including by merely logging-in to it, you consent to this. If you do not consent to these terms you should please not log-in to the meeting.

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST.** – Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether the councillor regard their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR** - *Up to 15 minutes (2 minutes per person) will be available for the public to make representations or ask questions via Zoom or (preferably) to answer questions which have been submitted in writing to the Clerk by noon on Friday 23rd April 2021. You will be asked to turn on your video camera if participating. SPC will control your microphone.*
- 4.0 MINUTES OF PREVIOUS MEETINGS** - to agree the draft minutes of the meetings held on the 15th February, the 15th March EOM and the 25th March EOM 2021 as a true and fair record.
- 5.0 MATTERS ARISING**
To receive the following update and to discuss and agree any subsequent actions to be taken
 - 5.1** Clerk to make agreed amendment to the 18th January minutes - **Actioned**
 - 5.2** Question raised by resident regards Neighbourhood Plan to be dealt with at a later meeting – **Ongoing**
 - 5.3** SPC Land Register to be brought back to Full Council, subject to processing of non-registered land – **Ongoing**
 - 5.4** Cllr Norcross to present Millennium Award to the Upper Beeding Hub in person when able - **Ongoing**
 - 5.5** Internal Auditor appointment details to be brought back to Full Council – **Ongoing**
 - 5.6** 5th January Community Committee draft minutes to be taken to future Full Council to be received – **See item 12.2**
 - 5.7** Cllr Lloyd to see if a consultation response could be sent in late, Clerk to distribute HDC response – **Actioned**
 - 5.8** SPC to be represented at discussions to agree WSALC position – **See item 8.1**
 - 5.9** New SPC Meeting Schedule to be published - **Actioned**
 - 5.10** New FOI Panel to be convened - **Actioned**
 - 5.11** Clerk to amend SPC scheme of delegation as per agreed - **Actioned**
 - 5.12** Council to possibly strive towards Living wage and accreditation to be discussed at Budget meeting – **Actioned**
 - 5.13** Clerk to amend email policy as per agreed - **Actioned**

- 5.14 SPC publishes on its web site all Code of Conduct decision notices where sanctions are recommended - **Actioned**
- 5.15 Cllrs Campbell and Goldsmith direct correspondence for the Clerk's office via the SPC Chairman - **Ongoing**
- 6.0 REPORT FROM COUNTY COUNCILLOR**
- 6.1 Cllr David Barling – (WSCC) update
- 6.2 To discuss and agree proposal to support a road widening scheme at Godstalls Lane as per supporting papers
- 7.0 REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS**
- 7.1 Cllr Bob Platt – (HDC) update
- 7.2 Cllr Tim Lloyd – (HDC) update
- 7.3 Cllr Tim Lloyd – (HALC/ SALC/NALC) update
- 7.4 Cllrs Chris Young and Hanson – Isolation and loneliness / PPG update
- 7.5 Cllrs Alexander and Lloyd – Update on Wardens Steering Group
- 7.6 Cllr Northam – Joint Parishes Cemetery Committee
- 7.7 Cllrs Alexander, Trundle and Northam – Climate Change Emergency working party.
- 7.8 Cllrs Alexander and Lloyd – Update on Wardens Steering Group
- 7.9 Cllr Alexander – update on Joint Parishes Youth Committee
- 7.10 Cllrs Alexander and Norcross – South Downs National Park
- 8.0 GOVERNANCE MATTERS** *(Supporting papers)*
- 8.1 To discuss and agree the SPC position with regards to SSALC and WSALC
- 8.2 To discuss and agree that working practices WP to consider Policies including updated Health and Safety policy and a new SPC policy for marking the death of the Sovereign or other Senior National Figure
- 8.3 Report from the Clerk on SPC Meeting format changes regarding adherence to the latest Covid regulations.
- 8.4 Update from the Clerk regards the May Local elections
- 8.5 Update from Clerk regards 20/21 SPC End of Year Finances.
- 9.0 NEIGHBOURHOOD WARDENS' REPORT** *(Supporting papers)*
- 9.1 To receive the Neighbourhood Wardens report for January, February, and March 2021
- 10.0 SPC PROJECTS UPDATE** *(Supporting papers)*
- 10.1 Proposed 20 mph Steyning Speed limit Questionnaire.
- 10.2 To discuss and agree that SPC submit a letter of intent to HDC in terms of possible funding for a pocket park or other positive joint climate change development at Chandlers way.
- 10.3 To discuss and agree whether SPC decide to ask that the High street temporary pedestrian / traffic measures are removed forthwith
- 10.4 To discuss and agree any actions following the request from the Steyning Society regarding assistance with compiling a Local Heritage List
- 11.0 PROPOSED SOFT SANDS EXCAVATION AT HAM FARM** *(Supporting papers)*
- 11.1 To discuss and agree any required actions after update from Cllr Hanson regards the latest Soft Sands statement from WSCC and any recommendations from the working party
- 12.0 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS** *(Supporting papers)*
- 12.1 **Planning Committee** – To receive the Minutes and Draft Minutes from the meetings held on the 25th January 11th and 22nd February, 8th and 22nd March 2021.
- 12.2 **Community Committee** – To receive the Minutes and Draft Minutes from the meetings held on the 5th January, 2nd February, 2nd March and 6th April 2021 and to adopt or otherwise any recommendations.
- 12.3 **Personnel Committee** – To receive the Minutes and Draft Minutes from the meetings held on the 25th and 27th January, 24th February and 23rd March 2021 and to adopt or otherwise any recommendations.
- 12.4 **Finance and General Purposes Committee** – To receive the Minutes and Draft Minutes of the meetings held on the 12th January and 9th February 2021 and to adopt or otherwise any recommendations.

13.0 REQUESTED MOTION *(Supporting papers)*

- 13.1 Motion** - That the following provision in the Scheme of Delegation be amended as shown in italics
“3.1.17 Dealing with all FOI/SAR requests as per the FOI Policy and report these *at its next meeting* to F&GP *and to copy in all relevant committee members (or full council members if the matter so relates) simultaneously with the answer being sent.*”

14.0 CORRESPONDENCE AND INFORMATION ITEMS *(Supporting papers)*

- 14.1** HDC Request to assist with Clean-up day

15.0 DATE OF NEXT FULL COUNCIL MEETING: Annual Parish Council Meeting – 17th May 2021 at 7.30pm

John Fullbrook
Clerk to the Council