



The Steypning Centre, Fletchers Croft, Steypning
West Sussex, BN44 3XL

Tel. 01903 812042

www.steyningpc.gov.uk

Date published 12th May 2021

TO ALL MEMBERS OF STEYNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON MONDAY 17th MAY 2021 AT 7.30 PM AT THE STEYNING CENTRE

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING BY SUBMITTING A REQUEST TO THE CLERK IN ADVANCE, AS **DUE TO COVID RESTRICTIONS SPACES ARE LIMITED – PLEASE NOTE THERE ARE NO QUESTIONS FROM THE FLOOR FOR THIS ANNUAL PARISH MEETING DUE TO LENGTH OF AGENDA**

***GDPR Notice** : Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record meetings of Steypning Parish Council. Members of the public are also advised that by attending a meeting of Steypning Parish Council they give their consent to being filmed/ recorded by other members of the public if such activity is taking place. Any equipment used in the Steypning Centre and plugged into the main electrical supply must be PAT tested.*

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2021/22**
 - 2.1** To receive nominations for the position of Chairman of the Steypning Parish Council.
- 3.0 ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2021/22**
 - 3.1** To receive nominations for the position of Vice Chairman of the Steypning Parish Council.
- 4.0 DECLARATIONS OF INTEREST.** – Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 5.0 MINUTES OF PREVIOUS MEETINGS** - to agree the minutes of the meeting held on the 27th of April 2021 as a true and fair record.
- 6.0 MATTERS ARISING** - These items should be taken as read and do not need discussion unless specified
 - 6.1 FULL/20/156.2** - Possible movement of Park bench to be placed on June Communities agenda – **Actioned**
 - 6.2 FULL/20/156.2** - CCTV coverage to be placed on next F&GP agenda (June) – **Actioned**
 - 6.3 FULL/20/156.3** - Clerk to forward information regards Cllr Potters retirement onto SPC Cllrs – **Actioned**
 - 6.4 FULL/20/157.1** - Clerk to amend Date error on three sets of agreed minutes – **Actioned**
 - 6.5 FULL/20/158.2** - Question raised by resident regards Neighbourhood Plan to be dealt with at a later meeting – **Ongoing**
 - 6.6 FULL/20/158.3** - SPC Land Register to be brought back to F. Council, subject to processing of non-registered land - **Ongoing**
 - 6.7 FULL/20/158.4** - Cllr Norcross to present Millennium Award to the Upper Beeding Hub in person when able – **Ongoing**
 - 6.8 FULL/20/158.5** - Internal Auditor appointment details to be brought back to Full Council – **Ongoing**
 - 6.9 FULL/20/158.7** - Cllr Lloyd to see if a consultation response could be sent in late – **Cllr Lloyd to report**
 - 6.10 FULL/20/161.1** - Clerk to inform WSALC that SPC to become a member - **Actioned**
 - 6.11 FULL/20/161.2** - Clerk to ensure Working Practices group convenes to discuss policies - **Actioned**
 - 6.12 FULL/20/161.3** - Risk Assessment to be sent to Councillors regards convening public meetings at S. Centre - **Actioned**
 - 6.13 FULL/20/161.4** - Clerk to induct new SPC Councillors - **Actioned**
 - 6.14 FULL/20/161.5** - New format for showing budget figures - **Actioned**



Locum Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

- 6.15 **FULL/20/163.1** – Next ‘20’s plenty’ Working Party to meet on 11th May to discuss feedback - **Actioned**
- 6.16 **FULL/20/163.2** – Clerk to write letter of intent to HDC re future pocket park grant application - **Actioned**
- 6.17 **FULL/20/163.3** – Clerk to organise removal of temporary pedestrianisation zone on High street – **Actioned**
- 6.18 **FULL/20/163.4** – D. Clerk to respond to Steyning Society re request – **Actioned**
- 6.19 **FULL/20/163.4** – Clerk to ensure Cllr representative appointed to assist with Steyning Society project – **See item 11.11**
- 6.20 **FULL/20/163.5** – Clerk to write a letter of thanks to the Wardens for their community spirited work – **Actioned**
- 6.21 **FULL/20/164.3** – D. Clerk to place PPG update on web site – **Actioned**
- 6.22 **FULL/20/164.6** – Climate Change working party to convene to discuss ‘pocket park’ with Steyning Greening - **Actioned**
- 6.23 **FULL/20/164.8** – Clerk to update Cllrs as to what award has been won by Youth Service provider – **Actioned**
- 6.24 **FULL/20/164.9** – Cllr Alexander to attend 15th June SDNP webinar session – **Ongoing**
- 6.25 **FULL/20/165.1** – Clerk to respond to WSCC stating no current challenge to Soft Sands review at High Court – **Actioned**
- 6.26 **FULL/20/165.1** – Clerk to convene Soft Sands WP to compile outline brief for consultants’ quotations – **Actioned**
- 6.27 **FULL/20/166.1** – Cllr Barling to further discuss Godstalls Lane community highway application with residents - **Ongoing**
- 6.28 **FULL/20/167.1** – Requested Motion discussion deferred to next Full Council meeting – **Ongoing**
- 6.29 **FULL/20/168.1** – Clean up day information to go on Web Site – **Actioned**
- 6.30 **FULL/20/168.2** – Clerk to respond to Steyning and District Partnership with SPC’s provisional support for BBQ - **Actioned**

7.0 RECOMMENDATIONS FROM THE WORKING PRACTICES GOUP - (See supporting papers)

- 7.1 To discuss and agree the recommendations from the Working practices group as per supporting papers

8.0 REVIEW AND CONFIRM COMMITTEE MEMBERSHIP AND APPOINT CHAIRS AND VICE-CHAIRS

- 8.1 Community (9)
- 8.2 Planning (8) or Planning & Premises (8)
- 8.3 Finance & General Purposes (F&GP) – {9 in all with up to 5 being ex officio}
- 8.4 Personnel (7) – {Not a Standing Committee}

9.0 ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, SCHEME OF DELEGATION, CODE OF CONDUCT AND DISPENSATION SCHEME – To discuss and agree any amendments and adopt (See supporting papers).

- 9.1 Adoption of the SPC Standing Orders
- 9.2 Adoption of the SPC Financial Regulations
- 9.3 Adoption of the SPC Scheme of Delegation
- 9.4 Adoption of the SPC Code of Members Conduct
- 9.5 Adoption of the SPC Dispensation Scheme

10.0 ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES – (See supporting papers)

- 10.1 To adopt the Steyning Parish Council Breach Notification Policy (Data Protection)
- 10.2 To adopt the Data protection policy (Data Protection)
- 10.3 To adopt the Data Retention and Disposal Policy (Data Protection)
- 10.4 To adopt the Subject Access Request Policy (Data Protection)
- 10.5 To adopt the CCTV Policy and Code of Practice (Data protection)
- 10.6 To agree and adopt the SPC Freedom of Information & Environmental Information Regulations Requests Policy
- 10.7 To agree and adopt the SPC Dignity at Work / Bullying and Harassment Policy
- 10.8 To agree and adopt the SPC Email Policy
- 10.9 To agree and adopt the SPC Complaints Policy
- 10.10 To agree and adopt the SPC Social Media Policy
- 10.11 To agree and adopt the SPC Unacceptable Behaviour Policy
- 10.12 To agree and adopt the SPC Overarching Protocol for Conduct
- 10.13 To agree and adopt the SPC Privacy Policy
- 10.14 To agree and adopt the SPC Health and Safety Policy
- 10.15 To agree and adopt the SPC Memorial Seat Policy
- 10.16 To agree and adopt the SPC Equality Policy
- 10.17 To agree and adopt the SPC Community Engagement Policy
- 10.18 To agree and adopt the SPC Grant awarding policy
- 10.19 To agree and adopt the SPC Training Statement of Intent
- 10.20 To agree and adopt the SPC Communications policy

- 10.21** To agree and adopt the SPC Staff Grievance policy
- 10.22** To agree and adopt the SPC Staff Discipline policy
- 10.23** To agree and adopt the SPC Death of a Senior National Figure Policy

11.0 REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES

- 11.1** South Downs National Park (SDNP) – Two reps.
- 11.2** Joint Parishes Youth Committee (JYPC) – Two reps.
- 11.3** HALC / WSALC / NALC - Two reps
- 11.4** Local Action Team (LAT) – One rep.
- 11.5** Joint Parishes Cemetery Committee (JPCC) – Two reps.
- 11.6** Isolation & Loneliness representative – Two reps.
- 11.7** Tree Warden for Steyning Parish Council
- 11.8** Patient Participation Group (PPG) – Two reps.
- 11.9** Neighbourhood Wardens Steering Committee – Three reps.
- 11.10** SPC councillor representative on the 'Greening Steyning' group – Four reps.
- 11.11** Steyning Society representative to assist with Local Heritage List project – One rep.

12.0 REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON FOI PANEL AND WORKING PRACTICES.

- 12.1** FOI Panel – 5 Reps.
- 12.2** Working Practices Group – 5 Reps.

13.0 TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES *(Supporting papers)*

- 13.1** West Sussex Association of Local Councils (WSALC) + (NALC)
- 13.2** Horsham Association of Local Councils (HALC)
- 13.3** Society of Local Council Clerks (SLCC)
- 13.4** Open Spaces Society (OSS)

14.0 PARISH COUNCIL INSURANCE COVER. To note that the Council's insurance policy expires on 31st August '21

15.0 COMMUNITY MATTERS - *(Supporting papers)*

- 15.1** To discuss and agree support for a BBQ Event on the MPF from the Steyning and District Partnership

16.0 REVIEW AND AGREE SPC FINANCIAL RISK ASSESSMENT - *(Supporting papers)*

- 16.1** To discuss and agree to adopt the SPC Financial Risk Assessment

17.1 CORRESPONDENCE AND INFORMATION ITEMS

- 17.1** None at time of Printing

18.0 DATE OF NEXT FULL COUNCIL MEETING: 21st JUNE 2021 at 7.30pm

John Fullbrook
Clerk to the Council