

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

HELD ON MONDAY 15th FEBRUARY 2021 AT 7.30PM - Hosted by Hazel Roxby – Deputy Clerk

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

Clerk: John Fullbrook

Members of the Public: 8 (including District Cllr Bob Platt and County Councillor David Barling)

Meeting commenced 7.31 pm

MINUTES

ACTIONS

FULL/20/128 APOLOGIES FOR ABSENCE

128.1 Cllr Saunders was absent.

FULL/20/129 DECLARATIONS OF INTEREST

129.1 None for this meeting

FULL/20/130 QUESTIONS FROM THE FLOOR

130.1 None received

FULL/20/131 MINUTES OF PREVIOUS MEETINGS –

131.1 To agree draft minutes for 18th January 2021. Cllr Campbell raised issues with minute items 125.2.1 to 125.4.3. Cllr Goldsmith **proposed, seconded** by Cllr Campbell that the agreement of the minutes be deferred to next meeting. **Not agreed, 5 For {RG, PC, SSu, GSu, TR}, 7 Against {TL, CY, JN, SN, LT, DH, SA}**

131.2 Cllr Northam **proposed, seconded** by Cllr Trundle that the draft minutes of the meeting held on the 18th January 2021 be accepted as a true and fair record subject to the clerk amending each entry where it states, 'adopt or otherwise' (in items 125.2.1 through to 124.4.3) and {include} rewording to say 'adopt any recommendations'. **Agreed. 7 for (JN,SA,TL,DH,CY,LT,SN) 3 Against (PC, TR, RG).** Cllrs S. Sullivan and G. Sullivan lost Wi Fi signal and did not vote.

CLERK

FULL/20/132 MATTERS ARISING

132.1 Question raised by resident regards Neighbourhood Plan to be dealt with at a later meeting – **See item 138.1**

132.2 Working practices group to consider situation over maintenance contracts within scheme of delegation and come back to Full council with amendments if necessary – **See item 137.2**

132.3 SPC Land Register to be brought back to Full Council, subject to processing of non-registered land – **See item 132.9**

132.4	Cllr Norcross to present Millennium Award to the Upper Beeding Hub in person when able – Ongoing	CLERK
132.5	Clerk to invite PCSO's to a Full Council Meeting – Ongoing	CLERK
132.6	Cllr Responses to be sent to Climate change group – Actioned	
132.7	SPC Meeting schedule to be discussed at Personnel committee and brought back to Full Council – See item 135.1	
132.8	Internal Auditor appointment details to be brought back to Full Council – Clerk updated that this item can be looked at with other items raised by Cllr Campbell at F&GP working party	CLERK
132.9	Clerk charged with obtaining solicitors costs to undertake voluntary first registration of SPC land – Clerk updated that communications ongoing with the Solicitor and that the Land register will be updated as appropriate subsequent to this process being completed.	CLERK
132.10	Approved budget recommendation to be submitted as a precept request to HDC – Actioned	
132.11	New Web Site to be updated and amended as soon as possible – Actioned / Ongoing	
132.12	Newly approved Logo to be utilised on SPC publications and other relevant material as soon as possible – Actioned	
132.13	Cllr Barling to check on whether 'Cats eyes' are no longer being used in road renewals – Cllr Barling confirmed there is no policy to disallow them, so if there are instances where the road works have happened, but they have not been renewed, then please inform Cllr Barling.	
132.14	Deputy Clerk to send photos of High street pothole and manhole cover issues to Cllr Barling – Actioned	
132.15	Clerk to write congratulatory letter to High street shop on winning award – Actioned	
132.16	New F&GP and Planning Councillor representatives to join their new committees - Actioned	
132.17	5 th January Community Committee draft minutes to be taken to future Full Council to be received – Ongoing	CLERK
132.18	Cllr Lloyd to see if a response to public spaces protection order could be sent in late – Cllr Lloyd reported he was awaiting a response from HDC and when there is one Clerk to distribute	Cllr Lloyd / CLERK
132.19	Vaccine helpline to possibly go onto 'Visual display boards' in Steyning Car Parks – Cllr Lloyd reported that HDC had said these display boards were never meant for community notices, however HDC will be reviewing this policy.	
FULL/20/133	REPORT FROM COUNTY COUNCILLOR	
133.1	Cllr David Barling updated a positive outcome relating to the investigation into the WSCC's Children's services, with the Government agreeing it does not need to set up a Trust for these services. Following a poor inspection relating to the Fire services, another positive outcome from the West Sussex Fire Inspectorate who are not pursuing the matter.	

- 133.2** There will be an increase in Council Tax of 4.99% relating to WSCC services. Cllr Barling explained their revenue budget of £624Million is to be balanced with no funding gap for next year – this achieved by increased tax, and grants from the government.
- 133.3** There will be WSCC elections this May albeit in unusual circumstances – details to follow. Cllr Goldsmith raised points on Bus services, Shooting field road surfaces and Graffiti cleaning. Cllr Barling later reported (when he had found details) that there isn't a denudation of the Bus subsidy; the concessions remain in place. Cllr Hanson also asked about WSCC considering the Potholes on the Bramber roundabout and By-pass - Cllr Barling to action.
- FULL/20/134 GOVERNANCE MATTERS**
- 134.1.1** To discuss and agree the SPC position with regards to SSALC and WSALC and to agree the councillor representatives to be named on the proxy form and to attend the meeting to be held on the 25th February. Cllr Campbell **proposed** an amendment to the proposal that whoever is appointed {to represent the Council at this meeting} it would be subject to terms of reference being given. This was **seconded** by Cllr Goldsmith. **Not agreed 5 For, 5 Against, 1 Abstention.**
- 134.1.2** After repeated interruptions from Cllr Goldsmith, Cllr Northam **proposed, seconded** by Cllr Alexander that as per standing order 2(b) that as Cllr Goldsmith had persistently ignored the Chairs calls to come to order that he no longer be heard at this meeting. **Agreed, 6 For, 5 Against, 1 Abstained.**
- 134.1.3** Cllr Norcross **proposed, seconded** by Cllr Alexander that SPC has a pool of three people {representatives} two of whom will attend the 25th February meeting – these three being: Cllr Norcross, Cllr Young and the Clerk. [Cllr Campbell nominated himself before a vote was taken. Councillors discussed the voting process - Votes then took place for the three positions proposed]. Out of the 11 Councillors present. 7 Votes for Cllr Norcross, 7 Votes for Cllr Young, 4 Votes for Cllr Campbell, 7 Votes for the Clerk. **Motion agreed.** {Cllrs Norcross and Young to attend with the Clerk.} **CLERK**
- FULL/20/135 PARISH COUNCIL MEETING SCHEDULE**
- 135.1** To discuss the 2021/22 SPC Meeting schedule as recommended by the Personnel Committee. Cllr Norcross **proposed, seconded** by Cllr Trundle that Council accept the revised meeting schedule [As per supporting paper]. **Agreed 7 For, 5 Against** **CLERK**
- FULL/20/136 FREEDOM OF INFORMATION REVIEW PANEL APPOINTMENTS**
- 136.2** To discuss and agree to appoint 3 councillors to sit on an FOI review panel {Councillor representatives should not be the same as those who made judgement on the original requests on the last FOI panel as per SPC policy}. Cllr Norcross **proposed, seconded** by Cllr Alexander that the FOI review panel consists of Cllr Norcross, Cllr Young and Cllr Northam. **Agreed 7 For, 4 Abstentions** **CLERK**
- Cllr Goldsmith left the meeting at this point. Cllr Rudkin had left the meeting during this discussion.*
- FULL/20/137 GOVERNANCE MATTERS**
- 137.1** To agree the Working Practices Group recommendation in regard to whether residents have option to remain anonymous when asking questions at SPC meetings. The motion being - that members of the public should be able to remain anonymous in our live meetings, the same as we might expect in 'Normal' meetings held at the Steyning Centre where people did not need to give their names when asking a question. On Zoom if someone needs to ask a question anonymously, they can just use their audio facility. And if there is a question that really requires a written response then residents can be told to pass their contact details to

the Clerk and receive that response without the concern that their names are made public therefore protecting their personal data. Cllr Northam **proposed an amendment to the recommendation, seconded** by Cllr Alexander that members of the public may remain anonymous at all Council meetings, but the Council reserves the right not to respond to any question that is anonymous. **Agreed**

- 137.2** To agree the Working Practices Group recommendation to amend the scheme of delegation concerning the management of maintenance contracts as per supporting papers. Cllr Norcross **proposed, seconded** the amendment to the scheme of delegation in order to add the following to item 3.1.12 – Management of maintenance contracts {as follows} *and, where necessary, to enter into new contracts using the procedure laid out within the SPC 'Finance Regulations policy.'* **Agreed** **CLERK**
- 137.3** To agree the Personnel Committee recommendation to achieve paying a real living wage. The motion being – that the Council strives toward paying the real living wage, investigating the cost to move towards paying an increased rate rather than join the Living Wage Foundation, the strategy to be discussed within the budget process over the next 2 years . Cllr Campbell **proposed an amendment to the recommendation, seconded** by Cllr Norcross that the council strives toward paying the real living wage, investigating the cost to move towards paying an increased rate rather than join the Living Wage Foundation, the strategy to be discussed within the budget process. **Agreed.** **CLERK**
- 137.4** To agree the Personnel Committee recommendation to not furlough any staff, as per supporting papers. Cllr Norcross **proposed, seconded** by Cllr Alexander that the committee having discussed this and in view of the Governments advice on public sector employers and the fact that the hours for Caretakers have already been cut by 50% and with the received grants to cover some of the loss of income for the Steyning Centre; the Personnel Committee are therefore, not recommending any staff to be furloughed. **Agreed 7 For, 3 Against**
- 137.5** To agree the Personnel Committee recommendation to amend the email policy, as per supporting papers. Cllr Alexander **proposed, seconded** by Cllr Lloyd that the current email policy, agreed May 2020, is considered by the personnel committee to be sufficient guidance for councillors, but in view of the desire by the personnel committee to ensure the wellbeing of the officers, Para 3.1.11 is changed to: ' Emails should only be sent during normal business hours and up to 7pm on weekdays, up to 1pm on Fridays and not to be sent during weekends and holiday periods' **Agreed 5 For, 5 Against. Carried by the Chairs casting vote** **CLERK**
- FULL/20/138 NEIGHBOURHOOD PLAN**
- 138.1** The Clerk updated on where the SPC are in terms of the current process. The latest email dated 5th February stated that there were some issues with some of the representations and reference to individuals including personal information, which needed to be redacted where necessary and this was undertaken by the South Downs National Park Community Lead Officer, in charge of our application. The documents have been sent to HDC and are now with their legal department. The appointment of the examiner has progressed, so SPC are awaiting confirmation that the representations can be published and sent to the examiner.
- 138.2** There was some discussion about whether Council revisits the Neighbourhood plan submission. Cllr Norcross **proposed, seconded** by Cllr Alexander that the Clerk ask the {Neighbourhood plan} consultant what the ramifications would be if we {SPC} were to withdraw the plan and how much that would likely cost. Cllr Campbell **proposed an**

amendment that such consultation be delayed until the examiner has reported. **Seconded** by Cllr G. Sullivan. **Agreed, 6 For {PC, TL, SSu, GSu, JN, LT}, 2 Against{SN, SA} 2 Abstentions {CY, DH}**

FULL/20/139 GOVERNANCE MATTERS

139.1

To agree any recommendations from the Personnel working party regarding suggestions put forward by James Corrigan – However, no recommendations were forthcoming yet, and the matter was to be further discussed at personnel committee.

No further items could be discussed in full as the meeting ran out of time.

FULL/20/140 DATE OF ANNUAL PARISH MEETING: 15TH March 2021 at 7.30pm

Meeting closed at 10.01 pm

Signed Date 15th March 2021
Chairman

Video recording of this meeting is available at :

<https://archive.org/details/2021-02-15-steyning-parish-council-full-council-meeting-offical-copy>