

Date published 17th June 2021

TO ALL MEMBERS OF STEYNING PARISH COUNCIL
YOU ARE HEREBY SUMMONED TO A FULL COUNCIL MEETING TO BE HELD ON
TUESDAY 22nd JUNE 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 –**

***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 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. Please note that under Data protection regulations we ask members of the public to only state their name if they agree to their name being recorded in the minutes,*
- 4.0 MINUTES OF PREVIOUS MEETINGS** - to agree the draft minutes of the meetings held on the 17th May as a true and fair record.
- 5.0 MATTERS ARISING**
To be taken as read
 - 5.1** Acceptance of office forms completed and logged for newly elected SPC Chair and Vice Chair - **Actioned**
 - 5.2** Planning and Premises Committee be formed, augmenting existing Planning Committee responsibilities - **Actioned**
 - 5.3** Newly elected Committee membership and Chairman associated admin completed - **Actioned**
 - 5.4** Clerk's office to respond to Steypning and District Partnership detailing support for BBQ event - **Actioned**
 - 5.5** Clerk to amend SPC Standing Orders as per agreed - **Actioned**
 - 5.6** Clerk to amend SPC Scheme of delegation as per agreed - **Actioned**
 - 5.7** Clerk's office to publish on SPC web site the twenty updated SPC policies as per adopted - **Actioned**
 - 5.8** Clerk to amend and publish SPC Health and Safety Policy as per agreed - **Actioned**
 - 5.9** Clerk to amend and publish SPC Grant Awarding Policy as per agreed - **Actioned**
 - 5.10** Clerk to amend and publish SPC Death of a Senior National Figure Policy - **Actioned**
 - 5.11** Newly elected SPC members representation on outside bodies associated admin completed - **Actioned**
 - 5.12** Four subscriptions to outside bodies having received approval to be paid - **Actioned**
 - 5.13** Clerk to bring three governance items back to Full Council that could not be placed on agenda - **Actioned**
 - 5.14** Question raised by resident regards Neighbourhood Plan to be dealt with at a later meeting – **See item 9.1**
 - 5.15** SPC Land Register to be brought back to Full Council, subject to processing of non-registered land – **See item 10.4**
 - 5.16** Cllr Norcross to present Millennium Award to the Upper Beeding Hub in person when able - **Ongoing**
 - 5.17** Internal Auditor appointment details to be brought back to Full Council – **Ongoing**
 - 5.18** Cllr Alexander to attend 15th June SDNP webinar session - **Actioned**

- 5.19 Further WSCC liaison with residents for Godstalls Lane Community Highway Application - **Ongoing**
- 5.20 Requested Motion to be brought back to Full Council Meeting – **See item 13.1**
- 5.21 Cllr Lloyd to clarify nature of consultation response given to HDC – **Update from Cllr Lloyd**
- 6.0 REPORT FROM COUNTY AND DISTRICT COUNCILLORS**
- 6.1 Cllr Linehan – (WSCC) update
- 6.2 Cllr Bob Platt – (HDC) update
- 6.3 Cllr Tim Lloyd – (HDC) update
- 7.0 SPC COMMUNITY PROJECTS (Supporting papers)**
- 7.1 Proposed '20 mph Steyning Speed Limit' project update following SPC Community Committees agreements.
- 7.2 Update from Soft Sands Working Party
- 7.3 Steyning Grammar School, Towers Campus – To discuss and agree representation on to a working group, to be led by the Steyning and District Partnership, which is to investigate transport initiatives to assist safe travel for pupils between the Towers campus and the Shooting Field site. *(One Councillor to represent SPC)*
- 8.0 NEIGHBOURHOOD WARDENS' REPORT (Supporting papers)**
- 8.1 To receive the Neighbourhood Wardens report for May/June 2021
- 9.0 SPC NEIGHBOURHOOD PLAN**
- 9.1 In anticipation of the need for SPC to provide a response to the examiner should he require any further clarification in respect of any resident representations, for SPC to discuss and agree to reconstitute the NP steering committee so that responses can be swiftly dealt with
- 9.2 In the event that SPC is to reconstitute the NP Steering Committee to discuss and agree the four councillor representatives
- 9.3 In the event that SPC agrees to reconstitute the NP Steering Committee, to discuss and agree how SPC recruits the eight resident volunteers.
- 9.4 In the event that SPC agrees to reconstitute the NP Steering Committee, to discuss and agree the committees' terms of reference
- 10.0 GOVERNANCE AND FINANCE MATTERS (Supporting papers)**
- 10.1 To discuss and agree that section 1 and 2 of the SPC Annual Governance and Accountability Return 2021 with associated notes be sent to the external auditor having been signed by the SPC Chair, and that the 'Notice of Public Rights' be published as per supporting papers.
- 10.2 To discuss and agree the Steyning PC Meeting schedule 2021/22
- 10.3 To discuss and agree to adopt the newly produced, and HDC approved, Code of Conduct Policy.
- 10.4 To review the Land register – update from Clerk.
- 10.5 To review the council's expenditure incurred under s137 of the local government act 1972.
- 10.6 To discuss and agree the recommendation from personnel committee that Full Council seek legal advice as to how the council can protect its Staff, as a matter of urgency, from members supervising, instructing, or imposing their will on the staff.
- 10.7 To discuss and agree that SPC should have sight of correspondence from Cllrs between Cllrs and HR Services.
- 11.0 REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS**
- 11.1 Cllr Lloyd and Trundle – (HALC/ WSALC/NALC) update
- 11.2 Cllrs Chris Young and Bell – Isolation and Loneliness / PPG update
- 11.3 Cllrs Alexander and Lloyd – Update on Wardens Steering Group
- 11.4 Cllr Northam and Norcross – Joint Parishes Cemetery Committee
- 11.5 Cllrs S. Alexander, Trundle, Bell and Hanson – Climate Change Emergency working party.
- 11.6 Cllrs Alexander and Lloyd – Update on Wardens Steering Group
- 11.7 Cllr Norcross and S. Alexander – Update on Joint Parishes Youth Committee
- 11.8 Cllrs S. Alexander and I. Alexander – South Downs National Park

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, 14th and 26th April 2021.
- 12.2 Community Committee** – To receive the Minutes and Draft Minutes from the meetings held on the 5th January, 2nd February, 2nd March, 6th April and 6th May 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, 23rd March and 9th June 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, 9th February, and 22nd April 2021 and to adopt or otherwise any recommendations.
- 12.5 Planning and Premises Committee** – To receive the Draft Minutes of the meeting held on the 24th May 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

- 14.1** None at time of publication

15.0 DATE OF NEXT FULL COUNCIL MEETING: 19th July 2021 at 7.30pm

John Fullbrook
Clerk to the Council