

MEETING OF FULL PARISH COUNCIL

HELD ON TUESDAY 22nd JUNE 2021 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Lloyd, Hanson, Northam, I. Alexander, Trundle, Bell, and S. Alexander.

Clerks in attendance : John Fullbrook and Hazel Roxby

Members of the Public : 8 including {Neighbourhood Warden Conroy, WSCC Cllr Paul Linehan and HDC Cllr Bob Platt}

Meeting commenced 7.32 pm

MINUTES

ACTION

FULL/21/18 APOLOGIES FOR ABSENCE

18.1 Apologies were received from Cllr Young, Rudkin, S. Sullivan and G. Sullivan. Cllrs Campbell and Goldsmith were absent.

FULL/21/19 DECLARATIONS OF INTEREST

19.1 Cllr I. Alexander declared a personal interest in item 25.3 as he is Chair of the Steyping and District Community Partnership. Cllr Bell declared a personal interest in item 26.1. as former Chair of the NP steering committee

FULL/21/20 QUESTIONS FROM THE FLOOR (in Summary)

20.1.1 **Q.** – Mr Trevor Cree made a statement and had three questions. He was pleased that after a period of time the Steyping Neighbourhood plan was being discussed once again and hoped Cllr Bell would take up the position of Chairman once again on the new SPC NP Steering Committee. His questions as follows:-
1. Has the Steyping NP consultant been briefed to save any further delays being encountered?
2. Regarding item {28.1 (below)} - Is it the intention of the Personnel committee to spend taxpayer's money on seeking legal advice from a solicitor when free of charge advice is at hand from WSALC or Monitoring office?
3. Has the SPC Clerk or any other staff member made a formal complaint about any SPC Councillor because if they have then the correct channel is to make an official code of conduct complaint to the HDC standards office via the agreement of the SPC Council.

20.1.2 **A.** – 1. The Clerk answered that he had been in touch with the consultant to check his availability and willingness to assist over the next two months, so he is aware that we may well need his services.
2. – The Chair answered that there is an item on the agenda to discuss whether legal advice is sort, and a decision will be made then.
3. – The Chair said, 'that's confidential business within the Council, and I don't therefore think it appropriate to answer that question'. {However later it transpired that no such complaint by a member of staff had been made}

20.2.1 **Q.** – Robert Mattinson made a statement saying he was hoping to address the full council regards Neighbourhood Plan (N.Plan), but that there are notable absentees tonight, Questions as follows:-
1. – Given that SPC is keen to promote transparency and accountability, in respect to the end of the N. plan consultation process, why haven't the residents received the response that they are entitled to?
2. – Agenda item 9 suggests there is knowledge that there are certain important areas of the supposed robust plan that is not entirely fit for purpose as was claimed at the time. Please can the Council share that information?

3. – We are aware of Bramber PC's failed attempt to designate Clays Field a Local Green Space (LGS) despite some strong credentials. I objected strongly to my land at Sweetlands being brought forward for LGS designation especially as it was clear that the national planning framework states that LGS should not be used to undermine current and emerging policy in town planning. SDNP has made it a priority commitment to ensure affordable homes are built working with local N.Plans. I think it vitally important that the whole community gets to see the examiners verdict immediately. Can the council agree that we hear the decision before any possible decision is undertaken to form further volunteer groups?

20.2.2 **A – We will be discussing this later on the agenda and I hope that at least in part this will give you some of the explanations you are looking for. Also, if you would like to submit your questions to the office, we would be able to give you greater depth of explanation.**

FULL/21/21 MINUTES OF PREVIOUS MEETINGS

21.1 Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the minutes for the 17th May 2021 meeting be accepted as true and fair record. **Agreed**

FULL/21/22 MATTERS ARISING – were taken as read as per agenda

22.1 'Acceptance of office' forms completed and logged for newly elected SPC Chair and Vice Chair – **Actioned**

22.2 Planning and Premises Committee be formed, augmenting existing Planning Committee responsibilities – **Actioned**

22.3 Newly elected Committee membership and Chairman associated admin completed – **Actioned**

22.4 Clerk's office to respond to Steyning and District Partnership, detailing SPC support for BBQ event - **Actioned**

22.5 Clerk to amend SPC Standing Orders as per agreed – **Actioned**

22.6 Clerk to amend SPC Scheme of delegation as per agreed - **Actioned**

22.7 Clerk's office to publish on SPC web site the twenty updated SPC policies as per adopted – **Actioned**

22.8 Clerk to amend and publish SPC Health and Safety Policy as per agreed – **Actioned**

22.9 Clerk to amend and publish SPC Grant Awarding Policy as per agreed – **Actioned**

22.10 Clerk to amend and publish SPC Death of a Senior National Figure Policy – **Actioned**

22.11 Newly elected SPC members representation on outside bodies associated admin completed – **Actioned**

22.12 Four subscriptions to outside bodies having received approval to be paid - **Actioned**

22.13 Clerk to bring three governance items back to Full Council that could not be placed on agenda – **Actioned**

22.14 Question raised by resident regards Neighbourhood Plan to be dealt with at a later meeting – **See item 26.1**

22.15 SPC Land Register to be brought back to Full Council, subject to processing of non-registered land – **See item 27.4**

22.16	Cllr Norcross to present Millennium Award to the Upper Beeding Hub in person when able – Ongoing	Cllr.Norcross
22.17	Internal Auditor appointment details to be brought back to Full Council – Ongoing	CLERK
22.18	Cllr Alexander to attend 15 th June SDNP webinar session – Actioned	
22.19	Further WSCC liaison with residents for Godstalls Lane Community Highway Application - Ongoing	CLERK
22.20	Requested Motion to be brought back to Full Council Meeting – See item 31.1	
22.21	Cllr Lloyd to clarify nature of consultation response given to HDC – Cllr Lloyd updated that SPC was too late to submit a response to the public spaces protection order consultation at the end of March, but they were happy to take a representation from us {the representation having already been sent to HDC by the Deputy Clerk}	
FULL/21/23	REPORT FROM COUNTY AND DISTRICT COUNCILLORS	
23.1	Cllr Linehan – (WSCC) SPC welcomed Cllr Linehan for his first representative meeting update. Though having only been in office a short time he confirmed the re-lining of the High Street markings was via his pressing WSCC highways department for action. He confirmed he had been involved with a ‘Section 278’ submission which deals with impact on highways issues – in this case ‘The Towers’ in Upper Beeding and in relation to the school’s application for change of use of the site and the implications that has for the surrounding area including Steyning. Clerk to send on details of Ham Farm Soft Sands proposed excavations to Cllr Linehan for his information.	CLERK
23.2	Cllr Bob Platt – (HDC) updated that the Horsham District Plan is still out for consultation with much correspondence concerning complaints relating to proposed developments in the Adversane area.	
23.3	Cllr Tim Lloyd – (HDC) updated there had been reshuffles within the HDC cabinet	
FULL/21/24	NEIGHBOURHOOD WARDENS’ REPORT	
24.1	Council received the Neighbourhood Wardens report for May/June 2021 from Warden Conroy who was in attendance. One particular item focused on recent joint operations with undercover police leading to arrests on the High Street of individuals who were dealing drugs. On the 28 th May the police authorised a section 35 dispersal order due to a mass gathering of 300 people, the concern being underage drinking, antisocial behaviour and Covid rules being broken.	
24.2	Greg Charman is due to leave the Wardens coordination role. No replacement as yet. Cllr Northam made suggestion as to Wardens reports showing more comparisons between areas across the district – item to be brought to Wardens steering committee.	
24.3	Disused deregistered Disabled parking bays were discussed – noted three such bays in Charlton Street – Cllr Linehan to pursue WSCC highways to see if lines can be removed.	Cllr Linehan
FULL/21/25	SPC COMMUNITY PROJECTS	
25.1	Clerk updated on progress on the Proposed ‘20 mph Steyning Speed Limit’ project which included recent decisions at Community Committee to publish reports based upon the public consultation and continuing progress on the draft scheme application	

25.2	Clerk updated on progress concerning the proposed Ham Farm Soft Sands and stated the working party were continuing work on a draft brief for planning consultants, with another meeting due in the coming week	CLERK
25.3	Steyning Grammar School, Towers Campus – Council discussed 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. Cllr Norcross proposed, seconded by Cllr Lloyd that Cllr S. Alexander is the representative councillor {on the working party to discuss travel initiatives between Towers campus and the schools shooting field site}. Agreed	Cllr S. Alexander
FULL/21/26	SPC NEIGHBOURHOOD PLAN	
26.1	The Chair took the opportunity to correct the details of a statement made by Cllr Campbell at a previous Full Council meeting in February whereby it was stated that the SPC plan had passed HDC legal analysis with flying colours, and that Chris Paterson who is the HDC advisor had praised the plan and in particular the Local Green Space designations. The Chair reported that Mr. Paterson had subsequently stated that HDC had carried out a legal compliance check and all this does is check that the correct documents have been submitted and all is in order in terms of these submitted documents. He also stated that he 'had not thoroughly praised the report {SPC Plan}, and nor is it my place to do so'.	
26.2	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, Council discussed the need to reconstitute the NP steering committee so that responses can be swiftly dealt with. Cllr Norcross proposed, seconded by Cllr S. Alexander that the SPC Neighbourhood plan steering committee be reconstituted. Agreed	CLERK
26.3	Council discussed the proposed four councillor representatives as per Neighbourhood plan steering committee terms of reference. Cllr Norcross proposed, seconded by Cllr S. Alexander that the four SPC Councillors for the reconstituted SPC Neighbourhood Plan Steering Committee are Cllrs Bell, Northam, Norcross and Young. Agreed	
26.4	Councillors discussed the recruitment of resident volunteers to fill the up to eight spaces on this Steering Committee. It was felt that to speed up this selection process, which had previously taken some time, it would be prudent to return to those volunteers who had previously been selected by SPC, in the first instance. Also, it was felt this would better enable the process to benefit from wider and more relevant experience. Cllr Northam proposed, seconded by Cllr Norcross that Council wish to delegate the Clerk with Cllr Richard Bell to make contact with Steyning residents who have previously been members of the Steyning Neighbourhood plan steering committees, in the local community to ask if they would be willing to put their name forward {as resident recruits}. Agreed	CLERK
26.5	Subsequent to SPC agreeing to reconstitute the NP Steering Committee, Council discussed the NP Steering Committee's' Terms of Reference. Cllr Lloyd proposed, seconded by Cllr Northam that the four elected members of the newly reconstituted Steyning Neighbourhood Plan Steering Committee look at updating the Steering Committee Terms of Reference and bring it back to Full Council for agreement. Agreed	CLERK
FULL/21/27	GOVERNANCE AND FINANCE MATTERS	
27.1	Cllr Norcross proposed, seconded by Cllr Lloyd that Council agree that section 1 and 2 of the SPC Annual Governance and Accountability Return 2021 with associated notes to 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. Agreed	CLERK

27.2	Cllr Norcross proposed, seconded by Cllr Northam that Council agrees the amended Steyning PC Meeting schedule 2021/22 (as per supporting papers). Agreed	CLERK
27.3	To discuss and agree to adopt the newly produced, and HDC approved, Code of Conduct Policy. Cllr Norcross proposed, seconded by Cllr Northam that this document {HDC approved Code of Conduct} is first taken to the Working Practices Group and then their recommendation is brought back to full council. Agreed	CLERK
27.4	The Clerk updated progress on the SPC Land register, which is still being updated with the solicitor completing searches for information on SPC's behalf but that this will continue to take some time.	CLERK
27.5	The Clerk updated that there has been no expenditure incurred by SPC under section 137 of the local government act 1972 either last year nor any planned in the forthcoming year.	
FULL/21/28 28.1	Council discussed the recommendation from SPC 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. Members emphasised that this item is not about imposing sanctions rather it is about staff welfare. Cllr Lloyd proposed, seconded by Cllr S. Alexander that Full Council delegate that Personnel Committee to 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 and to bring back the legal advice as a recommendation to Full Council. Agreed	CLERK / Personnel Committee
28.2	Council discussed whether SPC should have sight of correspondence from Cllrs between Cllrs and HR Services to justify the invoices received. The Chair explained that correspondence between HR Services and some Cllrs had generated expenditure, but that neither HR services nor the Councillors were willing for the content of the correspondence to be known to other Councillors unless there was an agreed Full Council motion to that affect. Therefore, Cllr Norcross proposed, seconded by Cllr Northam that HR services are requested to send copies to SPC of all correspondence between themselves and any Steyning Parish Councillors since May 2019. Agreed	Cllr Norcross / HR Services
FULL/21/29	REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS	
29.1	Cllr Lloyd and Trundle – (HALC/ WSALC/NALC) No meeting or information to update.	
29.2	Cllr Bell updated regarding Isolation and Loneliness / PPG. That there had been a meeting which he was unable to attend and Cllr Young who had done so was not in attendance this evening to report.	
29.3	Cllrs Alexander and Lloyd – Wardens Steering Group – Nothing to update.	
29.4	Cllr Northam updated regarding the Joint Parishes Cemetery Committee. The Committee met on the 23 rd April. JPCC Minutes to come out in due course. However, in summary, up to the 31 st March 2021, there have been 14 new grave plots dug in the year. There now being 106 plots left available altogether with 40 being prebooked. The committee decided they should discontinue the policy of allowing the prebooking of plots due to the small number left - approximately 8 years' worth. The search for more burial space continues.	
29.5	Cllrs S. Alexander, Trundle, Bell and Hanson – Climate Change Emergency working party. There had been a working party meeting to discuss the Pocket Park idea for Chandlers Way – more details will follow - when a draft application to HDC is to be produced.	

29.6 Cllr Norcross updated on the Joint Parishes Youth Committee. Minutes from the last meeting are available on the web site. The service was meant to re-establish itself at the Cuthman Centre but unfortunately the school had had to shut on that day once again due to Covid

FULL/21/30 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS

30.1 **Planning Committee** – Cllr Norcross **proposed, seconded** by Cllr Northam to receive the Minutes and Draft Minutes from the meetings held on the 25th January, 11th and 22nd February, 8th and 22nd March and the 26th April 2021. **Agreed**

30.2.1 **Community Committee** – Cllr Norcross **proposed, seconded** by Cllr Lloyd to receive the Minutes and Draft Minutes from the meetings held on the 5th January, 2nd February and 6th May 2021. **Agreed - Unanimous**

30.2.2 **Community Committee** – Cllr Norcross **proposed, seconded** by Cllr Lloyd to receive the Minutes of the meetings held on the 2nd March and the 6th April 2021. **Agreed. 6 For, 1 against, 1 abstained.**

30.3 **Personnel Committee** – Cllr Norcross **proposed, seconded** by Cllr S. Alexander 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 adopt the recommendations as per the minutes. **Agreed**

30.4 **Finance and General Purposes Committee** – Cllr Norcross **proposed, seconded** by Cllr S. Alexander to receive the Minutes and Draft Minutes of the meetings held on the 12th January, 9th February, and 22nd April 2021. **Agreed**

30.5 **Planning and Premises Committee** – Cllr Norcross **proposed, seconded** by Cllr Bell to receive the Draft Minutes of the meeting held on the 24th May 2021. **Agreed.**

FULL/21/31 REQUESTED MOTION FROM CLLR CAMPBELL

31.1 In Paul's absence Cllr Norcross **proposed, seconded** by Cllr S. Alexander's Cllr Campbells 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.*'. **Not Agreed 7 Against, 1 Abstained**

FULL/21/32 CORRESPONDENCE AND INFORMATION ITEMS

32.1 None at time of publication

FULL/21/33 DATE OF NEXT FULL COUNCIL MEETING: 19th July 2021 at 7.30pm

Meeting closed at 10.09 pm

Signed Date 19th July 2021
Chairman

A Video recording of this meeting is available on the SPC Website at :

<https://www.youtube.com/watch?v=oRImTKnJkbg>