

Date published 15th February 2022

TO ALL MEMBERS OF STEYNING PARISH COUNCIL
YOU ARE HEREBY SUMMONED TO A FULL COUNCIL MEETING TO BE HELD ON
MONDAY 21st FEBRUARY 2022 AT 7.30 PM AT THE STEYNING CENTRE

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING

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 January 2022 as a true and fair record.
- 5.0 MATTERS ARISING**
These items to be taken as read
 - 5.1** Clerk to complete application for 2022/23 Precept to Horsham for SPC - **Actioned**
 - 5.2** Youth Service MOU to be signed by all Parishes and sent to service provider - **Actioned**
 - 5.3** SPC Grants Awarding policy amended and put on Web Site after Council approval - **Actioned**
 - 5.4** Cllr Campbell's rebuttal statement placed on SPC web site and to also include Personnel Committee's counter arguments - **Actioned**
 - 5.5** SPC approved committee calendar placed on Web Site– **Actioned**
 - 5.6** Amended SPC Finance Regulation document placed on Web Site - **Actioned**
 - 5.7** Chairman's function and Annual Parish Meeting to be discussed again at next meeting – **See item 11.1**
- 6.0 REPORT FROM DISTRICT AND COUNTY COUNCILLORS**
 - 6.1** Cllr Bob Platt – (HDC) update
 - 6.2** Cllr Tim Lloyd – (HDC) update
 - 6.3** Cllr Paul Linehan – (WSCC) update
- 7.0 NEIGHBOURHOOD WARDENS' REPORT** (Supporting papers)
 - 7.1** To receive the Neighbourhood Wardens report for January 2022
- 8.0 FINANCIAL MATTERS** (Supporting papers)
 - 8.1** To discuss a request from Steypning in Bloom and agree or otherwise an increased donation for the year 2021/22 in order to counteract the shortfall in their funds due to Covid.

- 8.2** To discuss and agree the contractor to undertake the service improvement works at the Rublees allotments and the limit to the expenditure involved.

9.0 REPORTS FROM OUTSIDE BODIES

- 9.1** Cllr Lloyd and Trundle – (HALC/ WSALC/NALC) update
9.2 Cllrs Chris Young and Bell – Isolation and Loneliness / PPG update
9.3 Cllrs S. Alexander and Lloyd – Update on Wardens Steering Group
9.4 Cllr Northam and Norcross – Joint Parishes Cemetery Committee
9.5 Cllrs S. Alexander, Trundle, Bell and Hanson – Climate Change Emergency working party
9.6 Cllrs S. Alexander and I. Alexander – South Downs National Park
9.7 Cllr Norcross and S. Alexander – Update on Joint Parishes Youth Committee
9.8 Cllr I. Alexander – Steyning Society - update on the Steyning Heritage List Project

10.0 NEIGHBOURHOOD PLAN *(Supporting papers)*

- 10.1** To discuss and agree to reconvene the Neighbourhood Plan Steering Committee in preparation for the receipt of the Examiners recommendation, so that plans can be made for the next stage of the process
10.2 To discuss and agree amendments to the Neighbourhood Plan Steering Committee Terms of Reference

11.0 GOVERNANCE MATTERS *(Supporting papers)*

- 11.1** To discuss and agree the Annual Parish Meeting format and agree if and when a chairman's function to be arranged
11.2 To receive the External Auditors End of Year report for 2019/20 and agree any actions
11.3 To discuss and agree actions required following the request to undertake an SDNP 'Landscape review' consultation
11.4 To discuss and agree actions required following the request to undertake an SDNP 'Self Build and Custom Housing register' consultation
11.5 To discuss and agree a recommendation from Working Practices to approve HDC's new 'Code of Conduct' Policy
11.6 To discuss and agree the recommendation from Working Practices to amend as per supporting papers the SPC Standing Orders

12.0 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS *(Supporting papers)*

- 12.1 Community Committee** – To receive the Minutes and Draft Minutes from the meetings held on the 2nd November, 7th December '21 and 8th February '22 and to adopt or otherwise any recommendations.
12.2 Finance and General Purposes Committee – To receive the Minutes and Draft Minutes of the meetings held on the 14th December '21 and 11th January '22 and to adopt or otherwise any recommendations.
12.3 Planning and Premises Committee – To receive the Minutes and Draft Minutes of the meetings held on the 25th October, 22nd November, 13th December '21, 24th January and 14th February '22 and to adopt or otherwise any recommendations.
12.4 Personnel Committee – To receive the Minutes and Draft Minutes of the meetings held on the 14th September, 11th November '21, 5th January, 10th January and 1st February '22 and to adopt or otherwise any recommendations.

13.0 PROGRESS REPORT

- To receive the following ongoing items and to discuss and agree any necessary actions to be taken
13.1 SPC Land Register to be brought back to Full Council, subject to ongoing processing of non-registered land by solicitors
13.2 Wardens to report on antisocial behaviour issues and what is being done to avoid further issues
13.3 Matters to be raised at next Wardens Steering Committee – meeting on 16th February
13.4 Chair and Vice Chair to meet with Standards office to discuss why outstanding code of conduct matters taking so long to conclude
13.5 How to interpret Risk Assessments – report from the Clerk

- 14.0 CORRESPONDENCE AND INFORMATION ITEMS** *(Supporting papers)*
- 14.1** CCD Local Transport Plan Consultation
- 14.2** Huddleston Farm Solar planning application to be discussed by SPC Planning Committee on the 28th February
- 14.3** Correspondence from the HDC Standards Department
- 15.0 CONFIDENTIAL SESSION**
To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 16 and 17 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.
- 16.0 STAFFING MATTERS** *(supporting papers)*
- 16.1** To discuss and agree a recommendation from Personnel Committee regarding Salary re-grading for Clerk and Deputy Clerk based upon the results of the independent evaluation carried out by LCC on behalf of SLCC, and other briefing notes.
- 16.2** To discuss and agree a recommendation from Personnel Committee to raise the hourly rates for Caretakers and Admin Assistant, to coincide with the mandatory rise to the National Minimum Wage due in April 2022.
- 17.0 CCTV** *(supporting papers)*
- 17.1** To discuss and agree if Full Council considers the enhancement of the existing SPC CCTV operation to be a worthwhile project for the next fiscal year - 2022/23
- 18.0 DATE OF NEXT FULL COUNCIL MEETING: 11th April 2022 at 7.30pm**
DATE OF ANNUAL PARISH MEETING : 21st March 2022 at 7.30pm

John Fullbrook
Clerk to the Council