

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 15TH NOVEMBER 2021 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Hanson, Trundle, S. Sullivan, G. Sullivan, I. Alexander, Goldsmith, Young, Campbell, Parsons and S. Alexander.

Clerks in attendance : Hazel Roxby

Members of the Public : 26 {including WSCC Cllr Linehan and District Cllr Bob Platt}

Meeting commenced 7.30 pm

DRAFT MINUTES

ACTION

FULL/21/61 APOLOGIES FOR ABSENCE

61.1 Apologies were received from Cllrs Lloyd, Northam, Bell and Rudkin.
Cllr Norcross informed that the Clerk is unwell and has sent his apologies.

FULL/21/62 DECLARATIONS OF INTEREST

62.1 None received

FULL/21/63 QUESTIONS FROM THE FLOOR (in Summary)

63.1 The Chairman stated that she would take questions for Clays Field at Agenda item 10 (Item 69 of the minutes).

63.2.1 Q - Mr Mike Kelly asked if his question could be taken now as he may not still be at the meeting at item 10. - Why is Steyping Parish Council involved in an issue which is primarily Bramber Parish Councils? Is Bramber parish Council aware of Cllr Campbells intervention, has he made direct enquiries to the owners of Clays Field?

63.2.2 A - Cllr Campbell stated he would respond to this at item 10.

63.3.1 Q - Robert Mattenson asked if his question on the Neighbourhood plan could be taken at that item.

63.3.2 A - The Chairman agreed.

FULL/21/64 MINUTES OF PREVIOUS MEETINGS

64.1 Cllr Campbell **proposed, seconded** by Cllr S Sullivan that he would like an amendment to item 52.1 of the minutes of 20th September to say that Cllr Campbells acceptance of the item was on the basis of Cllr Lloyds assurance that it would be dealt with speedily. **Agreed 5 for (GS,SS,RG,PC,IA) 6 abstained (JN,CY,DH,LT,SA,RP).**
Cllr Norcross **proposed, seconded** by Cllr S. Alexander that subject to the proposed amendment to the 20th September 2021 minutes, that these minutes be accepted as a true and fair record. **Agreed**

CLERK

FULL/21/65 MATTERS ARISING - These were taken as read

65.1 Clerk to complete induction of new SPC Councillor – Rona Parsons - **Actioned**

65.2 Explanation' text to be added to 19th July FC Minutes when placed on Web site - **Actioned**

- 65.3** Clerk to distribute representations and any other information received from HDC concerning SPC Neighbourhood plan – **Actioned**
- 65.4** Clerk to appoint Mulberry and Co as SPC internal auditor – **Actioned**
- 65.5** A meeting organised with Steyning Grammar School to discuss Cuthman Centre usage by Youth Service – **Actioned**
- 65.6** Take HDC approved Code of Conduct to a Working Practices Group then back to Full Council – **Actioned / See item 70.1**
- 65.7** Christmas lights, alternative quotes to be obtained and agreement to purchase obtained - **Actioned**
- 65.8** Clerk to inform NP Steering committee members that they have agreement to proceed once SPC receive final clarification note – **Actioned**
- 65.9** Planning EOM minutes for 13th August '21 to be placed on web site – **Actioned**
- 65.10** Cllr Goldsmith asked for an update on 65.5 concerning the use of the Cuthman Centre for Youth Club service. Cllr Norcross responded that thanks to the help from County Councillor Paul Linehan there has been a verbal agreement from the Grammar School that the Cuthman Centre will be to be used for the youth club meetings, the final details are awaited. Cllr Paul Linehan confirmed that he had been sent the offer in writing.

CLERK

FULL/21/66 REPORT FROM DISTRICT COUNCILLORS

- 66.1.1** Cllr Bob Platt informed that there has been further delay to the HDC Local Plan due to a position statement from Natural England informing of further water abstraction regulations in the Adur Valley. HDC are now working with Crawley Borough Council, Chichester District Council, South Downs National Park, West Sussex County Council, Southern Water, the Environment Agency and Natural England on what needs to be done to obtain 'Water Neutrality' with all future development. This also has an effect on many planning applications that are being processed at the moment which means there is a delay to the progression of these as well. The Head of the Council at Horsham, Paul Clerk, has stood down. It is not known yet who will replace him.
- 66.1.2** WSCC has entered into a new contract for the installation of the Electric Car Charge Points on behalf of HDC. The work will start with replacing some old charging points in Horsham and will then start installing them in other parishes soon.
- 66.2** Cllr Tim Lloyd was not present to give a report.
- 66.3** Cllr Paul Linehan, County Councillor, updated that he had been in contact with Steyning Grammar School and has now heard from the Deputy Head of the School, that the Cuthman Centre can again be used for the Youth Club sessions. He recently held a County Councillor surgery with Cllr Mike Croker at the Hub in Upper Beeding, the session worked well and hopes to hold these regularly around the parishes. These will be advertised, and members of the public will be welcome to attend to talk to the Councillors. The bus service improvement plan has been approved by WSCC and a bid has gone to central government in the region of £138 million to be able to fund the services. The A283 project is ongoing with the sustainable transport group to get some speed loops in and get some traffic data. He also informed that he is now on the Performance and Finance Team and will be more involved with the capital expenditure.

FULL/21/67 NEIGHBOURHOOD WARDENS' REPORT

- 67.1.1** To receive the Neighbourhood Wardens report for September 2021. The report was sent out to all Councillors and was taken as read.
Cllr Sarah Sullivan queried the report for the damage to the bridge on the play equipment at Fletchers Croft which was reported as being accidental damage, asking if it had been repaired and is it safe. The Deputy Clerk responded that it had been repaired, it is safe and the damage was caused accidentally by a group of young people playing and jumping on it, several of them at the same time, which caused it to break.
- 67.1.2** Cllr Goldsmith asked if the youths had been seen around the back of the Steyning Centre again. The Deputy Clerk responded that since the fence had been repaired and made higher there have been no further sightings on the camera since the fence was repaired.

FULL/21/68 SPC NEIGHBOURHOOD PLAN UPDATE

- 68.1.1** **To discuss a motion as per recommendation from the Steyning Neighbourhood Plan Steering Committee.** Cllr Campbell queried why is this motion being put forward now rather than when the plan is made. Cllr Norcross replied that it was added at the Consultants advice.
- 68.1.2** Cllr Norcross **proposed, seconded** by Cllr Simon Alexander that the Parish Council resolve that, once the Steyning Neighbourhood Plan is 'made', they will commence a review of the plan when other changes are made to the adopted Development Plan for the neighbourhood plan area. This review will consider whether the Steyning Neighbourhood Plan still aligns with strategic policy and include consideration of the delivery of new homes, design codes, our economy, the High Street, open space, transport, infrastructure, Local Green Space, the 'climate emergency' and any other matters considered relevant at that time. **Agreed 7 for (JN,CY,DH,IA,SA,LT,RP) and 4 Abstentions (GS,SS,PC,RG).**
- 68.2.1** **To receive the draft Response to the Examiners Clarification Note as per recommendation from the Neighbourhood Plan Steering Committee and to agree that it should be sent forthwith to HDC and the South Downs National Park to be duly passed onto the Examiner**
Cllr Norcross explained that as the motion at 68.1 has been agreed paragraph A will be inserted when the draft response is sent to the Examiners.
There were comments received from Robert Mattenson and Cllrs Campbell and Hanson. Mr Mattenson disputed some of the contents of the draft response but understood the steering committee wanting to defend it.
- 68.2.2** Cllr Norcross **proposed, seconded** Cllr S. Alexander that the Council accept the response as drafted with paragraph A, and be sent forthwith to HDC and the South Downs National Park to be duly passed onto the Examiner.
- 68.2.3** Cllr Campbell **proposed an amendment, seconded** by Cllr S Sullivan that the penultimate paragraph is removed from the response and be sent forthwith to HDC and the South Downs National Park to be duly passed onto the Examiner. **Amendment not agreed. 4 for (RG,PC,SS,GS) 5 Against (LT,SA,IA,JN,DH), 2 abstentions (RP,CY)**
- 68.2.4** Cllr Norcross returned to the original proposal which was **Agreed 9 for (RG,PC,LT,SA,IA,JN,CY ,DH,GS,) 2 Abstentions (SS,RP).** Cllr S Sullivan requested to have it minuted that she abstained as she disagrees with the Examiner being asked to remove the LGS.

CLERK

FULL/21/69 CLAY'S FIELD -

- 69.1.1** **To receive a report from Cllr Campbell and to discuss and agree the motion as specified within the supporting paper and any other actions as necessary.**
There were a number of questions and statements of concern made by members of the public at this point of the meeting. Concerns mentioned were:
(NB - The full recording can be heard in the recording on the parish council website)

CLERK

- Are Bramber Parish Council aware of this as the land is in their parish?
- Has contact been made with the Landowner?
- Cllr Campbell should exclude himself from the discussion
- Bramber Parish Council have voted against development in Clays Field.
- Bramber Neighborhood Plan has stated that the land is unsuitable for development, and this has been adopted by HDC.
- Cllr Campbell's suggestion undermines the Bramber Parish Council Neighbourhood Plan
- In the wake of COP26 ~~we~~ should we not be preserving our local green spaces
- Could you request that the Landowner offer the land to Bramber Parish Council.
- It feels wrong that only 1 councillor has been approached, surely the correct procedure would be to approach the Clerk first.

69.1.2 Cllr Campbell answered the questions (below) and then read out a statement in summary of his briefing paper.

- Bramber Parish Council have been copied into all correspondence
- The Clerk asked that he produce a briefing paper in support of his proposed motion
- In the interests of transparency, he reported that before he was elected, he acted in a paid consultancy role for Mr Robertson-Aikman when he was first formulating a significantly different proposal

69.2 Cllr Hanson **proposed** that the council don't vote on Clay's Field tonight but that Cllr Campbell takes it back to the Landowner and asks that he personally approaches Bramber Parish Council and Steyning Parish Council for discussions. **There was no seconder for this proposal.**

69.3 Cllr Campbell **proposed** the following, **seconded** by Cllr G Sullivan:
The owner of Clays Fields, Bramber having asked Steyning Parish Council to consider an offer in principle for him to

1. Transfer to Steyning Parish Council as a gift approx. 92.5% of the area of Clays Fields.
2. Simultaneously register the gift area as a Village Green for local people to enjoy as a place of sport and recreation in perpetuity.
3. Simultaneously contribute £200,000 to SPC as a capitalised contribution for maintenance of the fields.

All the above expressed section 106/ community infrastructure levy obligations in connection with the proposed development of 6 homes on his retained proportion of approx. 7.5% of the land and/or in accordance with HMG guidance published at

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/69515/pb13733-rural-villagegreens-voluntary-guidance.pdf

paragraph 12 and 26 thereof.

The council **resolves** to enter into discussions with the landowner and his representatives and where appropriate with Bramber Parish Council within whose boundary the area is located and all with HDC as the planning authority with a view to deciding whether the offer is in the interest of Steyning Parish Council and it's residents and to seek to bring matter to such conclusion as is considered by SPC to be in the public interest. **proposal not agreed 4 for (PC, RG, SS, GS)**

7 Against (JN, LT, SA, IA, CY, DH, RP).

Most of the public left the meeting - the meeting was suspended for a 3 minute comfort break.

FULL/21/70 GOVERNANCE MATTERS

70.1

To discuss to adopt the newly produced, and HDC approved, and Working Practices recommended Code of Conduct Policy, and to agree the amendment to standing orders as recommended by working practices and as per supporting papers.

Cllr Campbell noted that appendix B paragraph 9 on page 10 does not make sense, also it refers to 'inhabitants of a ward' instead of 'Inhabitants of the parish council administrative area', on page 6 Paragraph 4 Item 3 refers to 'consulting monitoring office' and should perhaps be the 'Clerk' being consulted.

Cllr Campbell **proposed, seconded** by Cllr G Sullivan that the working practices group reverts to Sharon Evans concerning the amendments that Cllr Campbell has outlined and reverts with recommendations to the next meeting as to whether to adopt as drafted or with amendments. **Agreed 6 for (LT.PC,IA,DH,SS,GS) 4 against (SA,JN,CY,RP) 1 abstention (RG)**

The amendment to standing orders was not discussed as there was not a request to the Clerk from 8 councillors prior to the meeting.

CLERK

70.2

To review and confirm the membership of the Planning and Premises Committee in view of the new appointment of Rona Parsons as an SPC Councillor.

Cllr Simon Alexander stated that he would be happy to stand down if Cllr Rudkin chooses not to stand down as he hasn't attended any of this committee's meetings this year. As Cllr Rudkin was not in attendance at this meeting he could not be removed from the committee without his permission. A request to be made to Cllr Rudkin before the next meeting to ask if he would like to step down from the committee.

Cllr Norcross **proposed, seconded** by Cllr Young to accept Cllr Simon Alexanders offer to remove himself from the Planning and Premises Committee and that Cllr Parsons takes his place on the committee. **Agreed - Unanimous.**

CLERK

70.3

To discuss and agree amendments to the Grant Awarding Policy

Cllr Campbell commented that the grants should be considered annually and should not commit to indefinitely granting annual awards.

Cllr Norcross **proposed, seconded** by Cllr Hanson that bullet point 2 of the grants policy is changed and that F&GP Committee are tasked with reviewing the grants policy in totality. **Agreed - Unanimous.**

CLERK

FULL/21/71

REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS

CLERK

71.1

Cllr Lloyd and Trundle – (HALC/ WSALC/NALC) – at the recent WSALC meeting on 29th October they informed that they are launching new courses, there will be a Clerk and Chairman's forum in January. HALC have been praised for their dialogue and communication with the District Council.

71.2

Cllrs Chris Young and Bell – Isolation and Loneliness / PPG - Vintage Years are back to holding meetings which are being well attended. PPG are rolling out the covid vaccines.

71.3

Cllrs S. Alexander and Lloyd – Update on Wardens Steering Group – No Meeting. Deputy Clerk informed that a new person has been appointed to take over from Greg Charman and a meeting will be arranged very soon. Cllr S Sullivan raised that the Wardens are not available when the anti-social behavior is taking place and is it possible to change their hours so that they work later. Cllr Simon Alexander was asked to raise this issue at the next meeting.

Clerk / Cllr Alexander

71.4

Cllr Northam and Norcross – Joint Parishes Cemetery Committee – No meeting, next meetings will be in January and July in 2022.

71.5

Cllrs S. Alexander, Trundle, Bell and Hanson – Climate Change Emergency working party – No meeting has been held.

- 71.6** Cllrs S. Alexander and I. Alexander – South Downs National Park - No meeting has been held.
- 71.7** Cllr Norcross and S. Alexander – Update on Joint Parishes Youth Committee – Meeting held on 1st November and discussions are underway for the re using the Cuthman Centre. Thanks again were given to County Councillor Paul Linehan for his work on this.
- 71.8** Cllr I. Alexander – Steyning Society - update on the Steyning Heritage List Project – There has not yet been a walk round with Sean Rix from HDC, it is planned for this week.
- FULL/21/72 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**
- 72.1 Community Committee** – Cllr Norcross **proposed, seconded** by Cllr Simon Alexander to receive the minutes and draft minutes of the 8th June, 6th July and 7th September 2021. **Agreed 10 for (JN,CY,PC,LT,SA,IA,DH,RP,SS,GS) 1 abstention (RG)**
- 72.2 Finance and General Purposes Committee** – Cllr Norcross **proposed, seconded** by Cllr Simon Alexander to receive the Minutes and Draft Minutes of the meetings held on the 15th June and 12th October 2021 . **Agreed 10 for (JN,CY,PC,LT,SA,IA,DH,RP,SS,GS) 1 abstention (RG)**
- 72.3 Planning and Premises Committee** – Cllr Norcross **proposed, seconded** by Cllr Simon Alexander to receive the Minutes of the meetings held on the 28th June, 12th July, 26th July, 13th August, 23rd August, 6th September, 27th September 2021. **Agreed 10 for (JN,CY,PC,LT,SA,IA,DH,RP,SS,GS) 1 abstention (RG)**
The draft minutes of 25th October 2021 were deferred back to the Planning and Premises committee to be revisited. **D. Clerk**
- FULL/21/73 PROGRESS REPORT**
- 73.1 To receive the following ongoing items and to discuss any necessary actions to be taken**
SPC Land Register to be brought back to Full Council, subject to ongoing processing of non-registered land by solicitors - Deputy Clerk to Chase.
- 73.2** Soft Sands Working party members to liaise with residents/groups to offer support - no update. **D. Clerk**
- 73.3** Cllr Campbell's rebuttal statement placed on SPC web site and to also include Personnel Committee's counter arguments - Awaiting Cllr Lloyd **CLERK**
- 73.4** Cllr Norcross to present Millennium Award to the Upper Beeding Hub in person when able – will be done before the next meeting. **Cllr Lloyd**
- 73.5** Wardens to report on antisocial behaviour issues and what is being done to avoid further issues - No Update **Cllr Norcross**
- FULL/21/74 CORRESPONDENCE AND INFORMATION ITEMS**
- 74.1** Letter from the M.P. – Andrew Griffith for information **CLERK**
- FULL/21/75 DATE OF NEXT FULL COUNCIL MEETING: 17th January 2021 at 7.30pm**
Meeting Closed at 9.37pm

Signed Date 17th January 2021

Chairman

A Video recording of this meeting is available on the SPC Website or via this link below

https://youtu.be/ts_1R0hRn2M



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

Warden Monthly Report

Nov 2020

Patrol hours (foot and vehicle) TOTAL:	81	ASB incidents TOTAL:	8
Foot patrol TOTAL:	32	Noise	1
Foot (high visibility) – Steyning	16	Neighbours	1
Foot (high visibility) – Bramber	5	Driving/vehicles	2
Foot (high visibility) – Upper Beeding	11	Bikes	0
Vehicle patrol TOTAL:	49	Alcohol 1/drugs 2	1
Vehicle patrol - Steyning	25	Public order	3
Vehicle patrol - Bramber	5	Clear up/disposal reports TOTAL:	14
Vehicle patrol - Upper Beeding	19	Fly tipping / flyposting	4
Notices/warnings TOTAL:	3	Graffiti	0
Fixed Penalty Notice	0	Dog fouling	6
Yellow card warning	0	Litter	3
Community Protection Warning/Notice	0	Drug litter	1
Parking alert	3	Hazards	0
Police reports TOTAL:	8	Community events attended	1
Phone (including 101 and 999)	1	School contact/engagement	1
Email	3	Reports to DVLA	2
Intelligence report	2	Reports to Operation Crackdown	2
E-CINS (multi-agency reporting)	0	Admin	30
Verbal	2	Visits to vulnerable people (all ages)	30
		Signposting	0
		Safeguarding referral	0

ASB/crime/criminal damage

Steyning-

The number of ASB incidents have reduced significantly in November however there still a few incidents. We have been seeing an increase in young people ages 15-18 congregating in Fletchers Croft and in particular the Play park after dark. We have engaged with this group on several occasions and in particular with one individual who was clearly under the influence of Alcohol. The group have engaged positively with us and have complied with leaving the park when asked.

We received one report relating to a large group of young people playing music and drinking in the High Street Bus Shelter. We continue to patrol and monitor this closely especially after the prolonged spate of ASB we had there during the summer. Most of the group we had been dealing with during the summer months are adhering to banning orders and in one case a Community Protection Notice. In general our engagement with them is now on a more positive footing and many of the individuals seem to have changed their behaviour for the better.

Drug Litter found at the bench near basketball courts in the Memorial Playing Field.

Bramber –

A quiet period for ASB in Bramber although we did submit Intel relating to a potential suspected drug deal in Bramber Castle Car Park.

Upper Beeding –

Again, a quiet period in relation to ASB across the parishes. We had cause to move on a group of young people who were drinking in the Play Park after dark on one occasion. These individuals are not known to us as regular perpetrators of ASB.

We have been visiting the NISA more regularly following reports of shop lifting by children of school age. The manager has informed us this issue has now died down however we will continue to patrol the area.

Parking/vehicles

Steyping –

Two vehicles at the very end of Shooting Field towards Tanyard Lane were causing an obstruction, and Yellow Warning Notices were issued.

Bramber-

Nothing to report.

Upper Beeding-

The caravan at High Trees car park is still there and West Sussex are now dealing with this.

There is still an ongoing parking issues in Saltings way, we did a leaflet drop in the summer to raise awareness and educate around parking considerably however from time to time issue still flares up particularly around school times.

Fly tipping/littering/graffiti

Steyping –

Household waste left in the lay by along the bypass, this has now been removed.

Upper Beeding

None reported

Bramber

Household waste was located at Bramber Castle which has since been removed.

We located a number of bin bags, in Maudlyn Lane which we removed ourselves.

Community engagement/events/meetings

We attended a coffee morning in Small Dole. This was designed to raise money for repairs to the Skate Park. The event was fairly well attended and we engaged with local volunteers and are we are now looking to perhaps make this a regular event. (Frequency not yet decided) We feel it would be beneficial for the mental health of elderly or vulnerable residents there to have a space where they can interact with others, particularly as Small Dole has a fairly isolated community. To help raise some money for the Skate Park, The Steyping Butcher has kindly agreed that we can leave a bucket for donations at his Burger Stand on the eve of the Christmas Late Night Shopping in Steyping.

Elderly and Youth

We have continued with regular visits to vulnerable people known to us and have been working our way through a list of residents provided the Community Link alarm system. This will be ongoing through the winter months.

Licensing

None

Dog related issues

Increase in dog fouling reports, particularly centred around Shooting Field and the twitten from Dingemans court to the School

Combined Warden Monthly Report

December 2021 – Steyning, Bramber & Upper Beeding

Patrol hours (foot and vehicle) TOTAL:	75	ASB incidents TOTAL:	5
Foot patrol TOTAL:	34	Noise	1
Foot (high visibility) – Steyning	17	Neighbours	0
Foot (high visibility) – Bramber	5	Driving/vehicles	1
Foot (high visibility) – Upper Beeding	11	Bikes	0
Vehicle patrol TOTAL:	41	Alcohol /drugs	2
Vehicle patrol - Steyning	22	Public order	1
Vehicle patrol - Bramber	5	Clear up/disposal reports TOTAL:	2
Vehicle patrol - Upper Beeding	14	Fly tipping / flyposting	2
Notices/warnings TOTAL:	1	Graffiti	0
Fixed Penalty Notice	0	Dog fouling	0
Yellow card warning	0	Litter	0
Community Protection Warning/Notice	0	Drug litter	1
Parking alert	1	Hazards	0
Police reports TOTAL:	12	Admin	25
Phone (including 101 and 999)	6	School contact / Youth Engagement	0
Email	3	Reports to DVLA	1
E-CINS (multi-agency reporting)	0	Community events attended	1
Verbal	3	Calls and Visits to vulnerable people (all ages)	16
Media reports TOTAL:	0	Signposting	0
Press release / Community magazines	0	Safeguarding referral	0
Social Media	0	Reports to Operation Crackdown	1

ASB/crime/criminal damage

Steyning –

We had one report of young people gathering in the bus stop late at night and climbing on the Funeral offices roof. Police attended. We regularly carry out static observation of the area.

We have had a report from the Tennis club Chairman that members have seen young people behaving in an anti-social way (noise and cannabis smoking) in different areas around the Tennis Courts. Following a conversation with the Chairman we have agreed that members witnessing such behaviour send us a text using the word “Tennis “and we will respond accordingly if on shift. Members are afraid that if they call us they will be seen by perpetrators.

We intervened with a group of young people who were behaving in a rowdy fashion in Fletchers Croft play ground with some among them intoxicated. After the engagement the group left the area.

We have had a report of a local man (Known to us and the Police for consistent ASB) who was in the bus stop, under the influence of alcohol, playing music and practising fire eating. Police attended the scene.

We had a report from a resident who was receiving nuisance calls but we were unable to recognise the voice when played back to us.

Upper Beeding

We had a report that an adult male is staying in his caravan at High Trees Car Park. This gentleman has been here before and is known to us. We have now had reports of a fly tip in the car park itself and complaints about a build-up of domestic litter relating to the caravan parked there. .By Christmas Eve the vehicle and its resident had left the area.

We had a report of suspicious activity around and in the phone box that houses the defibrillator in Hyde Square. The informant suspects that drug taking is taking place and that the same individuals are doing the same in the Hyde St Open space. We have stepped up our mobile and foot patrols in both areas.

Whilst on mobile patrol we entered Church Lane and saw a vehicle with three occupants smoking with the car windows down. As we approached the car immediately drove off past us leaving a pungent smell of cannabis in the air. We will step up our patrols of this area and we have passed this information onto Police. We found an empty cannabis bag on scene.

Bramber–

We issued an advice slip on a vehicle that obstructing the footpath in The Street.

Parking/vehicles

Steyping

Nothing to report

Bramber-

Upper Beeding-

We issued a parking advice slip to a van parked on the pavement and obstructing passage.

Fly tipping/littering/graffiti

Steyping –

None reported.

Bramber -

None reported

Upper Beeding-

None reported.

Community Events/Meeting

Catch up meetings with P.C.S.O.Tracy Bicknell and Graeme Foster.

We assisted with the road closure for the Late Night Shopping event.

Patrols (foot/visible and car)

We have increased our presence in Upper Beeding Hotspots.

Elderly and Youth

We assisted in preparations for a Christmas event at Dingemans.

Licensing

Steining –

None reported.

Bramber –

None reported

Upper Beeding –

None reported

Dog related issues

Steining –

We have has a report from a resident claiming that young people are not picking up after their dogs when exercising them.

Bramber –

None reported

Upper Beeding

Briefing Note – Financial Matters

Item 9.1

At this time of year, we complete what is one of the most important functions of the Council – to successfully agree a budget for the following year and to allow the clerk to complete the request for the annual ‘Precept’ which covers the costs of our work over that year.

Item 9 on the agenda allows us to complete this task. To help us, F&GP have already agreed a recommendation for Council to consider and adopt, and I have provided the details on this option (Option 1) in supporting paper 9.2. This option allows for £20,000 worth of project funding and results in a Precept rise of 3.12% or £10,052 on last year’s amount. The motion agreed at F&GP was as follows:

*Cllr Northam **proposed, seconded** by Cllr S. Alexander to recommend to full council that SPC accepts the consolidated budget (for 2022/23) as per supporting paper 6.6.3, which includes a Precept figure of £332,357, equivalent to a 3.12% increase in Precept. **Agreed, 4 For (SN,TL,SA,LT), and 4 Against (RG,CY,PC,GS), with the motion being passed on the Chairs casting vote.***

F&GP were certainly split however during their discussion upon the possibility of a second option (Option 2) which I have also outlined in supporting paper 9.3 for your information – that of keeping the Precept at the same level (for a second year in a row). The option includes a lesser amount of £9,948 for projects.

F&GP have successfully narrowed down the projects it is likely we are able to focus upon (noted below), but exactly what we are able to complete rather depends on how much money there is.

£20,000 allows for a number of options as to what Council agrees to do in terms of projects next year, clearly £9,948 does not.

The list of projects is noted below: -

Proposed 2022/23 Project listing	Approx. cost
<i>Re-vamp the Steyning Centre Sound system</i>	<i>£4,500</i>
<i>Upgrade the Steyning Centre CCTV cameras</i>	<i>£2,000</i>
<i>Chandlers Way playground renewal</i>	<i>£20,000</i>
<i>CCTV installation at Bus shelter, MPF, Fletcher’s Croft</i>	<i>£6,000</i>
<i>Clock Tower maintenance</i>	<i>£8,500</i>
<i>MPF Changing room concrete apron renewal and extension</i>	<i>£14,500</i>

Projects which are in line to be completed this / next financial year by using Council reserves if agreed are: -

- 1. F&GP suggested a replacement dishwasher and its installation costed at £4,500 be moved forward and comes out of maintenance budget or council reserves this financial year.***
- 2. MPF playground upgrade/renewal at £90,000 - this will have to come out of Council reserves, Cil monies and donations (to cover approx. 50% of costs)***
- 3. Allotment Water supply enhancement out of remaining grounds maintenance monies & Council reserves***

13/01/2022

Steyning Parish Council

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101	<u>Administration</u>											
1000	Donations Received	3,400	30,040	0	0	2,800	0	2,800	15,000	3,500	0	0
1004	Reimbursed Charges & donations	200	155	0	0	200	0	200	48	200	0	0
1010	Miscellaneous income	1,100	0	0	0	250	0	250	44	250	0	0
1075	CIL Receipts	0	0	0	0	2,000	0	2,000	0	2,000	*	0
1076	Precept Received	322,305	322,305	0	0	322,305	0	322,305	322,305	332,357	*	0
1090	Bank Interest Received	250	22	0	0	220	0	220	12	120	0	0
Total Income		327,255	352,522	0	0	327,775	0	327,775	337,409	338,427	0	0
4000	Salaries	137,000	123,153	0	0	116,300	0	116,300	85,502	154,500	0	0
4002	Printing, stationery, postage	3,200	2,098	0	0	2,500	0	2,500	1,507	2,500	0	0
4003	Staff Ill Health Insurance	1,350	0	0	0	1,350	0	1,350	2,173	1,350	0	0
4004	Telephones and Alarm	3,000	2,316	0	0	2,700	0	2,700	1,790	2,850	0	0
4005	Insurance	5,800	4,337	0	0	5,100	0	5,100	5,027	5,350	0	0
4006	Salaries Outsourcing	900	528	0	0	900	0	900	127	425	0	0
4007	Data Protection	1,700	970	0	0	1,200	0	1,200	587	1,200	0	0
4010	Audit Fees	1,750	2,987	0	0	1,850	0	1,850	-1,376	1,850	0	0
4016	Legal Fees/Elections	10,000	1,409	0	0	10,000	0	10,000	-172	2,400	0	0
4017	Bank Charges	650	278	0	0	283	0	283	220	285	0	0
4021	General Grants	2,000	1,136	0	0	2,000	0	2,000	620	2,000	0	0
4025	CCTV Maintenance	160	0	0	0	160	0	160	0	650	0	0
4030	Steyning in Bloom	4,400	4,964	0	0	4,600	0	4,600	2,000	2,200	0	0
4032	Royal British Legion	415	0	0	0	412	0	412	0	412	0	0
4033	Christmas Lights Grant	1,500	1,500	0	0	1,500	0	1,500	1,250	5,825	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4036	SALC NALC Subs	1,950	1,888	0	0	1,880	0	1,880	1,815	2,365	0	0
4039	Publicity and Advertising	3,000	80	0	0	2,000	0	2,000	0	200	0	0
4040	Town Clock	450	398	0	0	450	0	450	0	450	0	0
4045	Misc & Petty Cash	275	25	0	0	275	0	275	150	275	0	0
4047	Training	1,500	426	0	0	1,500	0	1,500	385	1,500	0	0
4049	Showcase	200	0	0	0	200	0	200	0	200	0	0
4055	HR Services	5,000	4,075	0	0	5,000	0	5,000	0	1,000	0	0
4060	Chairman's Function	500	12	0	0	100	0	100	0	500	0	0
4061	Councillors' Allowances	100	0	0	0	100	0	100	0	100	0	0
4063	Legionnaires	2,500	2,200	0	0	2,500	0	2,500	1,067	2,500	0	0
4070	Software Packages	2,000	2,490	0	0	2,400	0	2,400	1,433	2,600	0	0
4071	ICT Equipment	1,700	1,775	0	0	1,700	0	1,700	1,880	2,250	0	0
4072	Website Development	1,000	1,117	0	0	1,000	0	1,000	240	450	0	0
4073	Neighbourhood Plan Exp	1,050	0	0	0	1,050	0	1,050	3,306	1,700	0	0
4075	Isolation and Loneliness	3,000	1,762	0	0	3,000	0	3,000	1,512	3,000	0	0
Overhead Expenditure		198,050	161,922	0	0	174,010	0	174,010	111,042	202,887	0	0
Movement to/(from) Gen Reserve		129,205	190,599			153,765		153,765	226,368	135,540		
102	<u>Finance & Community Appendix</u>											
4100	Neighbourhood Wardens	45,000	42,570	0	0	45,105	0	45,105	0	45,500	0	0
4101	Swimming Pool	15,750	20,550	0	0	15,750	0	15,750	0	16,500	0	0
Overhead Expenditure		60,750	63,120	0	0	60,855	0	60,855	0	62,000	0	0
Movement to/(from) Gen Reserve		(60,750)	(63,120)			(60,855)		(60,855)	0	(62,000)		

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
103	<u>Youth Provision</u>											
4023	Youth Service	26,930	25,996	0	0	27,200	0	27,200	20,600	28,450	0	0
	Overhead Expenditure	26,930	25,996	0	0	27,200	0	27,200	20,600	28,450	0	0
	Movement to/(from) Gen Reserve	(26,930)	(25,996)			(27,200)		(27,200)	(20,600)	(28,450)		
201	<u>Highways & Lighting</u>											
1001	HDC Cleaning Grant	20,000	24,328	0	0	24,350	0	24,350	24,620	24,800	0	0
	Total Income	20,000	24,328	0	0	24,350	0	24,350	24,620	24,800	0	0
4200	Street Light Energy	785	796	0	0	810	0	810	815	900	0	0
4201	Street Light Maintenance	1,920	1,920	0	0	1,960	0	1,960	2,015	2,200	0	0
4202	Lamp Post Testing	100	0	0	0	100	0	100	1,290	850	0	0
4210	Road Sweeping	20,000	18,078	0	0	17,300	0	17,300	10,710	18,250	0	0
4211	Town Improvements	1,500	0	0	0	1,500	0	1,500	0	1,500	0	0
4259	Grit	600	0	0	0	200	0	200	0	200	0	0
4260	Pressure wash High St	700	0	0	0	400	0	400	0	400	0	0
	Overhead Expenditure	25,605	20,794	0	0	22,270	0	22,270	14,830	24,300	0	0
	Movement to/(from) Gen Reserve	(5,605)	3,534			2,080		2,080	9,790	500		
202	<u>Public Toilets</u>											
4005	Insurance	115	92	0	0	150	0	150	80	150	0	0
4250	Public Toilets - opening/clsng	2,500	1,810	0	0	2,200	0	2,200	1,266	1,800	0	0
4252	Electricity	650	1,199	0	0	800	0	800	438	800	0	0
4253	Water Charges	500	2,579	0	0	1,250	0	1,250	294	1,250	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4254	Rates	400	354	0	0	400	0	400	0	380	0	0
4256	Repairs, pdh, consumables	1,200	461	0	0	1,200	0	1,200	451	1,200	0	0
Overhead Expenditure		5,365	6,496	0	0	6,000	0	6,000	2,530	5,580	0	0
Movement to/(from) Gen Reserve		(5,365)	(6,496)			(6,000)		(6,000)	(2,530)	(5,580)		
301	<u>Playing Fields</u>											
1004	Reimbursed Charges & donations	500	494	0	0	500	0	500	440	500	0	0
Total Income		500	494	0	0	500	0	500	440	500	0	0
4276	Tree and Hedge Cutting	5,000	3,125	0	0	5,000	0	5,000	0	5,000	0	0
4300	Grass Cutting	7,000	5,363	0	0	5,380	0	5,380	5,000	5,200	0	0
4309	Tree Reports & Essential works	0	0	0	0	10,000	0	10,000	425	6,000	0	0
4310	Grounds Maintenance	13,500	6,230	0	0	3,500	0	3,500	621	3,500	0	0
4312	Waste Removal	1,025	1,610	0	0	1,450	0	1,450	984	1,450	0	0
4320	Play Equipment Inspections	1,200	702	0	0	1,200	0	1,200	1,402	1,800	0	0
4321	Play Equipment & Maintenance	0	0	0	0	1,500	0	1,500	5,327	2,100	0	0
4352	Litter and Bins	5,000	2,936	0	0	2,500	0	2,500	2,596	3,200	0	0
4360	Allotment Maintenance	3,800	3,016	0	0	3,800	0	3,800	52	3,800	0	0
Overhead Expenditure		36,525	22,981	0	0	34,330	0	34,330	16,407	32,050	0	0
Movement to/(from) Gen Reserve		(36,025)	(22,487)			(33,830)		(33,830)	(15,967)	(31,550)		
302	<u>Allotments</u>											
1005	Allotment Rents	4,400	4,384	0	0	4,400	0	4,400	4,193	4,600	0	0
Total Income		4,400	4,384	0	0	4,400	0	4,400	4,193	4,600	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4253	Water Charges	600	1,888	0	0	1,100	0	1,100	511	1,200	0	0
	Overhead Expenditure	600	1,888	0	0	1,100	0	1,100	511	1,200	0	0
	Movement to/(from) Gen Reserve	3,800	2,495			3,300		3,300	3,682	3,400		
303	<u>Playing Field Costs</u>											
4252	Electricity	500	485	0	0	480	0	480	515	620	0	0
4253	Water Charges	600	621	0	0	800	0	800	974	1,200	0	0
	Overhead Expenditure	1,100	1,106	0	0	1,280	0	1,280	1,489	1,820	0	0
	Movement to/(from) Gen Reserve	(1,100)	(1,106)			(1,280)		(1,280)	(1,489)	(1,820)		
401	<u>Steyning Centre</u>											
1003	Clubs Lease Rentals	3,400	1,789	0	0	2,500	0	2,500	2,016	2,500	0	0
1007	Room Hire	63,000	19,035	0	0	27,600	0	27,600	34,964	60,000	0	0
1010	Miscellaneous income	650	4	0	0	400	0	400	441	650	0	0
1015	Coffee Machine Income	1,050	30	0	0	450	0	450	87	550	0	0
1017	Income Film Night	6,500	1,003	0	0	4,200	0	4,200	1,603	5,750	0	0
1020	FITS Receipts	900	1,121	0	0	1,200	0	1,200	934	1,200	0	0
	Total Income	75,500	22,982	0	0	36,350	0	36,350	40,046	70,650	0	0
4053	Entertainment Licence	2,500	334	0	0	2,500	0	2,500	832	2,750	0	0
4252	Electricity	4,530	2,363	0	0	4,550	0	4,550	1,352	4,550	0	0
4253	Water Charges	2,100	1,217	0	0	1,600	0	1,600	1,310	1,800	0	0
4254	Rates	10,650	9,778	0	0	10,650	0	10,650	6,868	10,650	0	0
4257	Gas	3,600	6,521	0	0	3,400	0	3,400	1,140	4,500	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4310	Grounds Maintenance	3,500	3,967	0	0	3,500	0	3,500	2,620	3,500	0	0
4341	Repairs	750	954	0	0	750	0	750	365	750	0	0
4342	Repairs/Mtce/Renewals	12,000	4,731	0	0	9,000	0	9,000	2,274	9,000	0	0
4401	Trade Waste	2,900	1,890	0	0	2,500	0	2,500	1,268	2,200	0	0
4402	Annual Maintenance Contracts	10,000	5,559	0	0	8,500	0	8,500	1,804	8,200	0	0
4404	Alarm System	500	418	0	0	500	0	500	439	500	0	0
4406	Cleaning and Consumables	2,500	2,504	0	0	3,000	0	3,000	1,626	3,000	0	0
4407	Coffee Machine Expenditure	350	7	0	0	80	0	80	0	40	0	0
4408	Film Night	4,150	1,042	0	0	4,250	0	4,250	1,449	4,250	0	0
Overhead Expenditure		60,030	41,286	0	0	54,780	0	54,780	23,347	55,690	0	0
Movement to/(from) Gen Reserve		15,470	(18,304)			(18,430)		(18,430)	16,700	14,960		
503	<u>Earmarked Res F & C</u>											
4971	General Balance Reserve	0	0	0	0	0	0	0	0	5,000	0	0
4977	Special Projects	12,700	5,832	0	0	11,550	0	11,550	11,462	20,000	*	0
Overhead Expenditure		12,700	5,832	0	0	11,550	0	11,550	11,462	25,000	0	0
Movement to/(from) Gen Reserve		(12,700)	(5,832)			(11,550)		(11,550)	(11,462)	(25,000)		
Total Budget Income		427,655	404,709	0	0	393,375	0	393,375	406,709	438,977	0	0
Expenditure		427,655	351,422	0	0	393,375	0	393,375	202,217	438,977	0	0
Movement to/(from) Gen Reserve		0	53,288			0		0	204,492	0		

Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101	<u>Administration</u>											
1000	Donations Received	3,400	30,040	0	0	2,800	0	2,800	15,000	3,500	0	0
1004	Reimbursed Charges & donations	200	155	0	0	200	0	200	48	200	0	0
1010	Miscellaneous income	1,100	0	0	0	250	0	250	44	250	0	0
1075	CIL Receipts	0	0	0	0	2,000	0	2,000	0	2,000	0	0
1076	Precept Received	322,305	322,305	0	0	322,305	0	322,305	322,305	322,305	0	0
1090	Bank Interest Received	250	22	0	0	220	0	220	12	120	0	0
Total Income		327,255	352,522	0	0	327,775	0	327,775	337,409	328,375	0	0
4000	Salaries	137,000	123,153	0	0	116,300	0	116,300	85,502	154,500	0	0
4002	Printing, stationery, postage	3,200	2,098	0	0	2,500	0	2,500	1,507	2,500	0	0
4003	Staff Ill Health Insurance	1,350	0	0	0	1,350	0	1,350	2,173	1,350	0	0
4004	Telephones and Alarm	3,000	2,316	0	0	2,700	0	2,700	1,790	2,850	0	0
4005	Insurance	5,800	4,337	0	0	5,100	0	5,100	5,027	5,350	0	0
4006	Salaries Outsourcing	900	528	0	0	900	0	900	127	425	0	0
4007	Data Protection	1,700	970	0	0	1,200	0	1,200	587	1,200	0	0
4010	Audit Fees	1,750	2,987	0	0	1,850	0	1,850	-1,376	1,850	0	0
4016	Legal Fees/Elections	10,000	1,409	0	0	10,000	0	10,000	-172	2,400	0	0
4017	Bank Charges	650	278	0	0	283	0	283	220	285	0	0
4021	General Grants	2,000	1,136	0	0	2,000	0	2,000	620	2,000	0	0
4025	CCTV Maintenance	160	0	0	0	160	0	160	0	650	0	0
4030	Steyning in Bloom	4,400	4,964	0	0	4,600	0	4,600	2,000	2,200	0	0
4032	Royal British Legion	415	0	0	0	412	0	412	0	412	0	0
4033	Christmas Lights Grant	1,500	1,500	0	0	1,500	0	1,500	1,250	5,825	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4036	SALC NALC Subs	1,950	1,888	0	0	1,880	0	1,880	1,815	2,365	0	0
4039	Publicity and Advertising	3,000	80	0	0	2,000	0	2,000	0	200	0	0
4040	Town Clock	450	398	0	0	450	0	450	0	450	0	0
4045	Misc & Petty Cash	275	25	0	0	275	0	275	150	275	0	0
4047	Training	1,500	426	0	0	1,500	0	1,500	385	1,500	0	0
4049	Showcase	200	0	0	0	200	0	200	0	200	0	0
4055	HR Services	5,000	4,075	0	0	5,000	0	5,000	0	1,000	0	0
4060	Chairman's Function	500	12	0	0	100	0	100	0	500	0	0
4061	Councillors' Allowances	100	0	0	0	100	0	100	0	100	0	0
4063	Legionnaires	2,500	2,200	0	0	2,500	0	2,500	1,067	2,500	0	0
4070	Software Packages	2,000	2,490	0	0	2,400	0	2,400	1,433	2,600	0	0
4071	ICT Equipment	1,700	1,775	0	0	1,700	0	1,700	1,880	2,250	0	0
4072	Website Development	1,000	1,117	0	0	1,000	0	1,000	240	450	0	0
4073	Neighbourhood Plan Exp	1,050	0	0	0	1,050	0	1,050	3,306	1,700	0	0
4075	Isolation and Loneliness	3,000	1,762	0	0	3,000	0	3,000	1,512	3,000	0	0
Overhead Expenditure		198,050	161,922	0	0	174,010	0	174,010	111,042	202,887	0	0
Movement to/(from) Gen Reserve		129,205	190,599			153,765		153,765	226,368	125,488		
102	<u>Finance & Community Appendix</u>											
4100	Neighbourhood Wardens	45,000	42,570	0	0	45,105	0	45,105	0	45,500	0	0
4101	Swimming Pool	15,750	20,550	0	0	15,750	0	15,750	0	16,500	0	0
Overhead Expenditure		60,750	63,120	0	0	60,855	0	60,855	0	62,000	0	0
Movement to/(from) Gen Reserve		(60,750)	(63,120)			(60,855)		(60,855)	0	(62,000)		

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
103	<u>Youth Provision</u>											
4023	Youth Service	26,930	25,996	0	0	27,200	0	27,200	20,600	28,450	0	0
	Overhead Expenditure	26,930	25,996	0	0	27,200	0	27,200	20,600	28,450	0	0
	Movement to/(from) Gen Reserve	(26,930)	(25,996)			(27,200)		(27,200)	(20,600)	(28,450)		
201	<u>Highways & Lighting</u>											
1001	HDC Cleaning Grant	20,000	24,328	0	0	24,350	0	24,350	24,620	24,800	0	0
	Total Income	20,000	24,328	0	0	24,350	0	24,350	24,620	24,800	0	0
4200	Street Light Energy	785	796	0	0	810	0	810	815	900	0	0
4201	Street Light Maintenance	1,920	1,920	0	0	1,960	0	1,960	2,015	2,200	0	0
4202	Lamp Post Testing	100	0	0	0	100	0	100	1,290	850	0	0
4210	Road Sweeping	20,000	18,078	0	0	17,300	0	17,300	10,710	18,250	0	0
4211	Town Improvements	1,500	0	0	0	1,500	0	1,500	0	1,500	0	0
4259	Grit	600	0	0	0	200	0	200	0	200	0	0
4260	Pressure wash High St	700	0	0	0	400	0	400	0	400	0	0
	Overhead Expenditure	25,605	20,794	0	0	22,270	0	22,270	14,830	24,300	0	0
	Movement to/(from) Gen Reserve	(5,605)	3,534			2,080		2,080	9,790	500		
202	<u>Public Toilets</u>											
4005	Insurance	115	92	0	0	150	0	150	80	150	0	0
4250	Public Toilets - opening/clsn	2,500	1,810	0	0	2,200	0	2,200	1,266	1,800	0	0
4252	Electricity	650	1,199	0	0	800	0	800	438	800	0	0
4253	Water Charges	500	2,579	0	0	1,250	0	1,250	294	1,250	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4254	Rates	400	354	0	0	400	0	400	0	380	0	0
4256	Repairs, pdh, consumables	1,200	461	0	0	1,200	0	1,200	451	1,200	0	0
Overhead Expenditure		5,365	6,496	0	0	6,000	0	6,000	2,530	5,580	0	0
Movement to/(from) Gen Reserve		(5,365)	(6,496)			(6,000)		(6,000)	(2,530)	(5,580)		
301	<u>Playing Fields</u>											
1004	Reimbursed Charges & donations	500	494	0	0	500	0	500	440	500	0	0
Total Income		500	494	0	0	500	0	500	440	500	0	0
4276	Tree and Hedge Cutting	5,000	3,125	0	0	5,000	0	5,000	0	5,000	0	0
4300	Grass Cutting	7,000	5,363	0	0	5,380	0	5,380	5,000	5,200	0	0
4309	Tree Reports & Essential works	0	0	0	0	10,000	0	10,000	425	6,000	0	0
4310	Grounds Maintenance	13,500	6,230	0	0	3,500	0	3,500	621	3,500	0	0
4312	Waste Removal	1,025	1,610	0	0	1,450	0	1,450	984	1,450	0	0
4320	Play Equipment Inspections	1,200	702	0	0	1,200	0	1,200	1,402	1,800	0	0
4321	Play Equipment & Maintenance	0	0	0	0	1,500	0	1,500	5,327	2,100	0	0
4352	Litter and Bins	5,000	2,936	0	0	2,500	0	2,500	2,596	3,200	0	0
4360	Allotment Maintenance	3,800	3,016	0	0	3,800	0	3,800	52	3,800	0	0
Overhead Expenditure		36,525	22,981	0	0	34,330	0	34,330	16,407	32,050	0	0
Movement to/(from) Gen Reserve		(36,025)	(22,487)			(33,830)		(33,830)	(15,967)	(31,550)		
302	<u>Allotments</u>											
1005	Allotment Rents	4,400	4,384	0	0	4,400	0	4,400	4,193	4,600	0	0
Total Income		4,400	4,384	0	0	4,400	0	4,400	4,193	4,600	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4253	Water Charges	600	1,888	0	0	1,100	0	1,100	511	1,200	0	0
	Overhead Expenditure	600	1,888	0	0	1,100	0	1,100	511	1,200	0	0
	Movement to/(from) Gen Reserve	3,800	2,495			3,300		3,300	3,682	3,400		
303	<u>Playing Field Costs</u>											
4252	Electricity	500	485	0	0	480	0	480	515	620	0	0
4253	Water Charges	600	621	0	0	800	0	800	974	1,200	0	0
	Overhead Expenditure	1,100	1,106	0	0	1,280	0	1,280	1,489	1,820	0	0
	Movement to/(from) Gen Reserve	(1,100)	(1,106)			(1,280)		(1,280)	(1,489)	(1,820)		
401	<u>Steyning Centre</u>											
1003	Clubs Lease Rentals	3,400	1,789	0	0	2,500	0	2,500	2,016	2,500	0	0
1007	Room Hire	63,000	19,035	0	0	27,600	0	27,600	34,964	60,000	0	0
1010	Miscellaneous income	650	4	0	0	400	0	400	441	650	0	0
1015	Coffee Machine Income	1,050	30	0	0	450	0	450	87	550	0	0
1017	Income Film Night	6,500	1,003	0	0	4,200	0	4,200	1,603	5,750	0	0
1020	FITS Receipts	900	1,121	0	0	1,200	0	1,200	934	1,200	0	0
	Total Income	75,500	22,982	0	0	36,350	0	36,350	40,046	70,650	0	0
4053	Entertainment Licence	2,500	334	0	0	2,500	0	2,500	832	2,750	0	0
4252	Electricity	4,530	2,363	0	0	4,550	0	4,550	1,352	4,550	0	0
4253	Water Charges	2,100	1,217	0	0	1,600	0	1,600	1,310	1,800	0	0
4254	Rates	10,650	9,778	0	0	10,650	0	10,650	6,868	10,650	0	0
4257	Gas	3,600	6,521	0	0	3,400	0	3,400	1,140	4,500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4310	Grounds Maintenance	3,500	3,967	0	0	3,500	0	3,500	2,620	3,500	0	0
4341	Repairs	750	954	0	0	750	0	750	365	750	0	0
4342	Repairs/Mtce/Renewals	12,000	4,731	0	0	9,000	0	9,000	2,274	9,000	0	0
4401	Trade Waste	2,900	1,890	0	0	2,500	0	2,500	1,268	2,200	0	0
4402	Annual Maintenance Contracts	10,000	5,559	0	0	8,500	0	8,500	1,804	8,200	0	0
4404	Alarm System	500	418	0	0	500	0	500	439	500	0	0
4406	Cleaning and Consumables	2,500	2,504	0	0	3,000	0	3,000	1,626	3,000	0	0
4407	Coffee Machine Expenditure	350	7	0	0	80	0	80	0	40	0	0
4408	Film Night	4,150	1,042	0	0	4,250	0	4,250	1,449	4,250	0	0
Overhead Expenditure		60,030	41,286	0	0	54,780	0	54,780	23,347	55,690	0	0
Movement to/(from) Gen Reserve		15,470	(18,304)			(18,430)		(18,430)	16,700	14,960		
503	<u>Earmarked Res F & C</u>											
4971	General Balance Reserve	0	0	0	0	0	0	0	0	5,000	0	0
4977	Special Projects	12,700	5,832	0	0	11,550	0	11,550	11,462	9,948	0	0
Overhead Expenditure		12,700	5,832	0	0	11,550	0	11,550	11,462	14,948	0	0
Movement to/(from) Gen Reserve		(12,700)	(5,832)			(11,550)		(11,550)	(11,462)	(14,948)		
Total Budget Income		427,655	404,709	0	0	393,375	0	393,375	406,709	428,925	0	0
Expenditure		427,655	351,422	0	0	393,375	0	393,375	202,217	428,925	0	0
Movement to/(from) Gen Reserve		0	53,288			0		0	204,492	0		

SPC FINANCE FIGURES AS OF END DECEMBER 2021**Bank balances as of 31st December 2021:**

Current account	£ 44,299.68
Savings account	£275,671.00
Petty Cash	£ 32.00
'Emergency Reserves'	<u>£ 80,000.00</u>
Total	£400,002.68

Income/Expenditure for remainder of this financial year 2021/22:

{From End of December 2021 and to nearest £100}

Budget:

Estimated remaining Expenditure to end of year	- £191,700.00
Estimated remaining Income to end of Year	<u>£ 12,900.00</u>
Total	- £178,800.00

Committed from Reserves possibly unspent by year end {Earmarked}:

HR Services / Corrigan	- £3,743.00
LED Lighting upgrade	- £3,000.00
MPF / Allot. Access	- £2,000.00
Cil Monies	- £5,034.00
# Total	- £13,777.00

Therefore, Estimated Year End (March '22) Surplus (Total Reserves)

as of End December '21	<u>£207,426.00</u>
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Last Year 2020/21 - Year End Reserves	<u>£219,482.00</u>
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11.1 Signing the Youth Club Memorandum of Understanding 2022/3 {MOU}

Each year, SPC needs to agree this document and its revised contents with our sister Parish Councils, so that the youth service provider can continue to deliver this crucial service for our district. This document has been discussed and agreed by F&GP and is recommended for and needs Full Council approval please. To remind you, the F&GP Committee decision on the 14th of December was as follows:

*Cllr Northam **proposed, seconded** by Cllr Lloyd that F&GP recommend that Full Council approve the Youth Service MOU 2022/23 {as per supporting papers}. **Agreed***

11.2 SPC Grant Awarding policy

Council needs to approve this policy document 11.2, which has been discussed and agreed by F&GP Committee on the 14th of December as per as follows:

*To recommend to Full Council that bullet point 2 under "submission of the application" in the council's Grant Awarding Policy to be changed to read "...Applications for grants over £250 should be supported by a copy of the latest set of annual accounts", plus other amendments which had been detailed within the supporting paper. Cllr Northam **proposed, seconded** by Cllr S. Alexander that committee recommends to Full Council {the amendments} as per the document under 8.2. **Agreed***

11.3 SPC Meeting Calendar

The 11.3 supporting paper details the SPC Committee meeting dates from the beginning of this calendar year to May 2023. The dates when there are no meetings planned abides by the ruling of our Council last year and the document needs to be agreed please.

11.4 SPC Financial Regulations amendment

The Internal Auditor letter received in November 2021 had one recommendation for SPC. On the 14th of December F&GP Committee recommended Council agree this amendment as per S. Paper document 11.4 and as per following motion:

Cllr Alexander **proposed, seconded** by Cllr Northam that committee recommends to full council that {the Council} follows the advice of the auditor and agree with the interim auditor and his subsequent recommended action. **Agreed**

11.5 SPC Cancellation of 2021 Chairman's function

At the 12th of October 2021 F&GP Meeting, the SPC Chair and committee discussed the cancellation of the annual Chairman's function for the second year due to ongoing Covid pandemic reasons. It was also agreed at the same meeting that the Community Awards nominations run until the end of the Calendar year and that Full Council decides how to go about subsequently awarding individuals and or groups whose nominations were to be approved. Joanna has come up with the idea of carrying out the ceremony for our Community Awards at the March 2022 Annual Parish Meeting and seeks Council's approval.

11.6 SPC Code of Conduct matters

At the 10th of January Personnel Committee meeting members agreed to recommend the following motion for Full Council's approval

*Cllr Lloyd **proposed, seconded** by Cllr Norcross that the Personnel Committee recommends the Council resolves that the Chair and Vice Chair should arrange a meeting with the Monitoring Officer to discuss why a number of Code of Conduct Complaints made to the Standards Committee have not been answered or responded to in a timely fashion. **Agreed.***

PARTNERSHIP AGREEMENT BETWEEN
BRAMBER PARISH COUNCIL, STEYNING PARISH COUNCIL
AND UPPER BEEDING PARISH COUNCIL

FOR PROVISION OF COMMUNITY YOUTH WORK

1.0 INTRODUCTION

1.1 This agreement sets out the respective obligations of the following Parish Councils in respect of the delivery of Community Youth Work in the Parishes of Bramber, Steyning and Upper Beeding.

- ☐ Bramber Parish Council ('BPC') To be confirmed
- ☐ Steyning Parish Council ('SPC') The Steyning Centre, Fletchers Croft, Steyning West Sussex BN44 3XZ
- ☐ Upper Beeding Parish Council ('UBPC') 3 Hyde Square Upper Beeding BN44 3JE

For the purpose of this Agreement, the Appointed Liaison contacts between the JPYC and Sussex Clubs for Young people, the Provider of the service, will be the persons occupying the positions of:

- ☐ Clerk to BPC
- ☐ Clerk to SPC
- ☐ Clerk to UBPC

1.2 This Agreement is valid from 1st April 2022 until 31st March 2023. (See Clause 6)

1.3 This Agreement is for the provision and contract management of Community Youth Work in the Parishes of Bramber, Steyning and Upper Beeding.

1.4 In consideration of the funding specified in Clause 4, BPC, SPC and UBPC hereby agree to undertake to support the Service specified in Clause 3 in accordance with the terms and conditions appearing below.

1.5 The parties to this Agreement will endeavor to work within the shared principles and approach to joint working set out in the West Sussex Compact.

1.6 Formal requests of the Community Youth Worker and associated Provision must be made by the Appointed Liaisons to the Provider (i.e. Community Youth Worker's Line Manager). Agreement should be sought between Parish Councils before approaches are made to the Provider, to avoid 'conflicting' demands.

2.0 Management

2.1 Collectively the three parishes agree to create a partnership to be known as the "Joint Parish Youth Committee" (JPYC) to facilitate the provision and contract management of Community Youth Work in the Parishes of Bramber, Steyning and Upper Beeding.

2.2 The JPYC is a committee consisting of 2 councillors from each of the three Parish Councils.

- 2.3 The committee may agree to invite members of the community to join the committee; the purpose of which would be to provide additional experience or expertise where necessary. These members will not have full voting rights.

3.0 SERVICE DESCRIPTION – PROVISION OF COMMUNITY YOUTH WORK

3.1 Vision

The three parish councils have agreed a shared vision for the provision of Community Youth Work within the collective area:

“Together, we want to enable and empower young people of our local community to make informed, positive lifestyle choices, which promote active, healthy, holistic, safe and social lives. We will do this through providing opportunities that encourage young people to enjoy, grow and develop valuable social skills; participate positively in their local community and achieve their highest potential; thus, supporting them as they transit into adulthood.”

3.2 Values

This Vision is underpinned by a set of shared Values:

- | | |
|---|--|
| ☐ Commitment of partnership to vision and towards young people, | ☐ Community leadership and ownership, which promotes investment in the community and encourages sustainability, |
| ☐ Quality relationships that are built on honesty, openness and trust, | ☐ Longevity, |
| ☐ Experience, knowledge and training, | ☐ Conversation and Dialogue, |
| ☐ Serving, supporting and offering guidance to young people, | ☐ Accessible, flexible and responsive approach |

3.3 Services Provision

The detail of the Community Work Provision in the Parishes in pursuit of the shared Vision will be determined by the Provider, in agreement with the JPYC.

3.4 Key Performance Indicators

Agreed key performance indicators will be detailed in the respective contracts between BPC, SPC and UBPC and the Provider.

4.0 PARISH COUNCIL FUNDING RESPONSIBILITIES

4.1 BPC Responsibilities:

- i. Contribute a total of £4,285.92 for the term of this Agreement.
- ii. On receipt of the Sussex Clubs for Young people invoice, pay ‘their share’ of the employment and operational costs, based originally on the number of Band D properties in their Parish Council.
- iii. Payment terms to be agreed with the Provider.

4.2 SPC responsibilities:

- i. Contribute a total of £28,015.92 for the term of this Agreement.
- ii. On receipt of the Sussex Clubs for Young people invoice, pay 'their share' of the employment and operational costs, based originally on the number of Band D properties in this Parish Council.
- iii. Payment terms to be agreed with the Provider.

4.3 UBPC Responsibilities:

- i. Contribute a total of £15,425.44 for the term of this Agreement.
- ii. On receipt of Sussex Clubs for Young people invoice, pay 'their share' of the employment and operational costs, based originally on the number of Band D properties in this Parish Council.
- iii. Payment terms to be agreed with the Provider.

5.0 PARISH COUNCIL OTHER RESPONSIBILITIES

All Parish Councils Responsibilities:

- ☐ Provide a meeting room for JPYC committee meetings.
- ☐ Agree an agenda for JPYC committee meetings (role for Appointed Liaisons).
- ☐ Invite the Provider to attend (and present at) Annual Parish Meetings.
- ☐ Agree if they intend to commit to Community Youth Provision for the following year by 21st December 2022 and advise the other Parish Councils and the Provider.
- ☐ Provider responsibilities are detailed in the contract. Full responsibility & accountability for safeguarding young people, personal data protection and operational risk assessments & their mitigation are delegated to the Provider on behalf of the three Parish Councils and the JPYC.

6.0 TERMS OF AGREEMENT (BREAK POINTS AND RENEWAL)

- 6.1** In signing this Partnership Agreement, BPC, SPC and UBPC commit to the full term of this agreement (i.e. from 1st April 2022 until 31st March 2023).
- 6.2** To ensure viability of the Community Youth Provision for the Parishes of Bramber, Steyning and Upper Beeding, there is no mid- / part-year break point.
- 6.3** The three Parishes intend to sustain a three-year Community Youth Provision for the area beyond their initial one-year commitment, extending to 31st March 2023.
- 6.4** The three Parishes will determine if they intend to commit to Community Youth Provision for the following year by 21st December 2022.

7.0 TERMINATION

In the event of termination of contract, notwithstanding clauses 6.2 and 6.3, the Provider will return all assets secured with financial support from, or loaned by, the JPYC to the Parishes. These assets will be apportioned to the parties of this agreement in line with respective partner contributions.

8.0 DISPUTES BETWEEN PARTIES

- 8.1** The parties shall use their best endeavors to resolve by agreement any disputes between them. In the first instance the dispute will be discussed by the Liaison Officers (Clause 1.1) and may then be referred to Parish Council Chairmen so as to seek amicable resolution.

9.0 VARIATIONS TO AGREEMENT

- 9.1** The terms of this Partnership Agreement may only be varied by mutual consent with all parties involved

10.0 ACKNOWLEDGEMENTS

- 10.1** BPC, SPC and UBPC shall be acknowledged in all publicity material (e.g. any leaflets, letters, newsletters or press releases) put out by the Community Youth Provision for the Parishes of Bramber, Steyning and Upper Beeding.

	Signature:	
	Print Name:	Paul Richards
	Position:	Parish Clerk
	Date:	
	For & on behalf of the Bramber Parish Council	

Signature:		Signature:	
Print Name:	John Fullbrook	Print Name:	Celia Price
Position:	Parish Clerk	Position:	Parish Clerk
Date:		Date:	
For & on behalf of Steyning Parish Council		For & on behalf of the Upper Beeding Parish Council	

2022-23 Steyning Parish Council Meetings



7.30pm Start	Community (Tuesdays)	Finance and General Purpose (Tuesdays)	Parish Council (Mondays)	Planning and Premises (Mondays)
Jan-22	No Meeting	11th	17th	24th
Feb-22	8th	No Meeting	21st	28th
Mar-22	8th	15th	21st Annual Parish Meeting	28th
Apr-22	5th	No Meeting	11th	25th
May-22	No Meeting	10th	16th Annual Parish Council Meeting	23rd
Jun-22	7th	14th	20th	27th
Jul-22	5th	12th	18th	25th
Aug-22	No Meeting	No Meeting	No Meeting	22nd
Sep-22	6th	13th	19th	26th
Oct-22	No Meeting	No Meeting	No Meeting	24th
Nov-22	8th	15th	21st	28th
Dec-22	6th	13th	No Meeting	19th
Jan-23	No Meeting	10th	16th	23rd
Feb-23	7th	No Meeting	20th	27th
Mar-23	7th	14th	20th Annual Parish Meeting	27th
Apr-23	4th	No Meeting	17th	24th
May-23	No Meeting	9th	15th Annual Parish Council Meeting	22nd

O. TRUSTEESHIP (INTERIM AUDIT)

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Recommended minimum testing:

- Confirm that all charities of which the council is a Trustee are up to date with Charity Commission filing requirements
- that the council is the sole trustee on the Charity Commission register
- that the council is acting in accordance with the Trust deed
- that the charity meetings and accounts are recorded separately from those of the council
- review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiner's report

Interim audit

The council has no trusts.

Section conclusion

I am of the opinion that the control assertion of "Trust funds (including charitable) – The council met its responsibilities as a trustee" is not applicable as the council has no trusts.

Should you have any queries please do not hesitate to contact me.

Yours sincerely

Andy Beams

For Mulberry & Co

Interim Audit - Points Forward

Audit Point	Audit Findings	Council comments
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I recommend removing this line and increasing the Clerk's authority level to £1,000.	

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000
- prior approval by delegated committee for items - £1,000 to £5,000
- ~~Clerk can order goods and services before speaking with Chairman but making Chairman of committee or Finance & General Purposes aware of this decision for items - £500 - £1,000.~~
- Clerk has authority to spend within the budget heading for items - £0 - ~~£500~~ ~~£1000.~~

When required, such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to general reserves as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually and no later than the end of December for the following financial year and such review shall be evidenced by a hard copy schedule signed by the RFO and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the RFO may authorise revenue expenditure on behalf of the council which in the RFO's judgement it is necessary to carry out. Such expenditure includes legal advice, repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The RFO shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.