

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 17TH JANUARY 2022 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Hanson, Trundle, I. Alexander, Northam, Rudkin
Goldsmith, Parsons, and S. Alexander.

Clerks in attendance : John Fullbrook

Members of the Public : 6 {including Wardens, Paul Conroy and Mike Pearce}

Meeting commenced 7.30 pm

DRAFT MINUTES

ACTION

FULL/21/76 APOLOGIES FOR ABSENCE

76.1 Apologies were received from Cllrs Young, Lloyd, Sullivan, Campbell and Bell
Apologies also received from District Councillor Bob Platt and County Councillor Paul Linehan.

FULL/21/77 DECLARATIONS OF INTEREST

77.1 None received

FULL/21/78 QUESTIONS FROM THE FLOOR (in Summary)

78.1.1 **Q** - Mr Cree – Following a statement he asked - *We at SPC set the Gold Standard for others in openness and transparency in local government. Just because other councils follow the Bronze Standard by having far fewer council meetings than Steyping does not mean that we had to lower our own standards. The official SPC video recordings are very good; will we stop them because other councils do not do so? Tonight, we see the direct result of that reduced meeting Calendar inasmuch as there needs to be discussion of two different Budget Proposals under 9.1 because the 2022/2023 Projects have not been finalised in advance. Please could you explain why this is the case and do you not think that it is time to learn some lessons?"*

78.1.2 **A** – Cllr Norcross responded, 'in the absence of understanding what lessons you are referring to then the answer would be 'No'.

A – In terms of the budget, the Chair of F&GP stated that the number of meetings was not a problem.

FULL/21/79 MINUTES OF PREVIOUS MEETINGS

79.1 Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the 15th November 2021 draft minutes be accepted as a true and fair record. **Agreed**

FULL/21/80 MATTERS ARISING - These were taken as read

80.1 Latest Youth Club position to be further discussed at next Full Council meeting- **See item 84.7**

80.2 The Clerk to send to HDC and SDNP Planning Officers the agreed response to the Neighbourhood Plan Examiners Clarification Note – **Actioned**

80.3 The Clerk advised Bramber Parish Council on the discussions and decisions made by SPC in regard to Clays Field at the last Full Council Meeting – **Actioned**

- 80.4** Cllr S. Alexander stands down from Premises & Planning Committee and Cllr Parsons appointed & all notified – **Actioned**
- 80.5** The Grant policy to be further reviewed by F&GP committee and returned to Full Council for agreement – **See item 85.2**
- 80.6** 25th October Planning and Premises Draft Minutes taken back to the committee for revision - **Actioned**
- 80.7** Letter from MP Andrew Griffith distributed to clubs and published - **Actioned**
- 80.8** D. Clerk to attend Clerks forum in January - **Actioned**

FULL/21/81 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

- 81.1.1** No District or County Councillor in attendance

FULL/21/82 NEIGHBOURHOOD WARDENS' REPORT

- 82.1.1** To receive the Neighbourhood Wardens report for November and December 2021. – The Wardens read out their December report and took questions on both November and December reports and related matters.

Note *Cllr Rudkin walked out of the meeting during the next item without explanation – 7.45pm*

FULL/21/83 FINANCIAL MATTERS

- 83.1** Adopting the Steyning Parish Council Budget for 2022/23.
The Chair of F&GP and the Clerk reported on the process and discussion which lead to the decision at F&GP Committee to recommend a 3.12% increase to last years Precept request. A 0% increase had also been discussed at length and the Clerk outlined in supporting papers what the difference would mean in terms of the council's ability to complete projects that had been prioritised for completion. The Clerk also pointed out the relative associated rise in Band D property Council Tax, and in the case of the F&GP preferred 'Option 1', the Band D figure would increase from £125.49 last year to £127.72 for 2022/23.
Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC accepts the consolidated budget for 2022/23 as laid out within supporting paper 9.2 - 'Option 1' which includes a precept figure of £332,357.00 {an increase of 3.12%}. **Agreed 6 For, 2 Against.**

CLERK

FULL/21/84 REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS

- 84.1** Cllr Lloyd and Trundle – (HALC/ WSALC/NALC) – No meetings to report
- 84.2** Cllrs Chris Young and Bell – Isolation and Loneliness / PPG – Cllrs not in attendance
- 84.3** Cllrs S. Alexander and Lloyd – Cllr S. Alexander updated on the Wardens steering committee stating that the next meeting was due on the 16th February at 3pm. Cllr Goldsmith pointed out that he had received comments about the wardens not working enough weekends when previously they had worked every weekend, and that when they are off duty, that their answer phones are manned by the PCSO's. The Chair pointed out SPC were not in charge of the PCSO's, however these matters will be discussed at the meeting.
- 84.4** Cllr Northam and Norcross – Joint Parishes Cemetery Committee – The next meeting is due on the 19th of January at 7pm.
- 84.5** Cllrs S. Alexander, Trundle, Bell and Hanson – Climate Change Emergency working party – No meeting has been held.

**Cllr S.
Alexander
& Lloyd**

84.6	Cllrs S. Alexander and I. Alexander – South Downs National Park - No meeting has been held.	
84.7	Cllr Norcross and S. Alexander – Updated on the Joint Parishes Youth Committee – There being ongoing discussions with Steyning Grammar School, Steyning Cricket Club and the Youth Service to determine short- and long-term solutions to the issue of finding a home for the Steyning Sessions.	
84.8	Cllr I. Alexander – Steyning Society – updated that when the final Heritage List is produced it will be presented to the planning committee and then this will come back to Full Council	
FULL/21/85	GOVERNANCE MATTERS	
85.1	Signing the Youth Club MOU. Cllr Norcross proposed, seconded by Cllr S. Alexander that SPC agrees to sign {accept} the 2022/23 Youth Club MOU following the recommendation from the F&GP Committee. Agreed	CLERK
85.2	To agree an updated SPC Grants Awarding Policy. Cllr Norcross proposed, seconded by Cllr Parsons that SPC agrees the updated SPC Grant Awarding policy as per supporting papers at 11.2 with the recommended amendments {from F&GP}. Agreed	CLERK
85.3	To agree SPC Committee Meeting Calendar for up to May 2023. Cllr Norcross proposed, seconded by Cllr S. Alexander that SPC accepts the 2022/23 Steyning Parish Council Meeting Calendar as presented {in supporting papers}. Agreed	CLERK
85.4	To agree the recommendation from the SPC Internal Auditor to amend the SPC financial regulations, following F&GP's recommendation as per supporting papers. Cllr Norcross proposed, seconded by Cllr S. Alexander that SPC accepts the recommendation from the SPC Internal Auditor to amend the SPC Financial Regulations as presented in supporting paper 11.4.2. Agreed	CLERK
85.5	To agree the recommendation from F&GP that the Chairman's function be cancelled, and that the Community Award Ceremony be part of the Annual Parish Meeting (APM). It was generally felt that this was a good idea, if not the APM then a spring / summer event though not necessarily calling it a chairman's function. This item to be discussed again at the next meeting so that members could have time to deliberate the idea.	CLERK
85.6	To agree that the Chair and Vice Chair be delegated to discuss with the HDC Standards office (Monitoring Officer) as to why outstanding SPC Cllr Code of Conduct matters have seemingly not been dealt with in a timely manner, as per recommendation from Personnel Committee. Cllr Norcross proposed, seconded by Cllr S. Alexander that the Chair and Vice Chair be delegated to discuss with the HDC Standards office (Monitoring Officer) as to why outstanding SPC Cllr Code of Conduct matters have seemingly not been dealt with in a timely manner. Agreed	CLERK
85.7	How to interpret Risk Assessments – Report from the Clerk The Chair suggested that with so few councillors in attendance it would be best to consider another date rather than have to receive the report twice. Cllr Norcross proposed, seconded by Cllr Hanson that SPC defers 'How to interpret Risk Assessments, a report from the Clerk' to the next Full Council Meeting. Agreed	CLERK
FULL/21/86	PROGRESS REPORT	
86.1	SPC Land Register to be brought back to Full Council, subject to ongoing processing of non-registered land by solicitors – Ongoing	CLERK

- | | | |
|-------------------|---|--------------|
| 86.2 | Soft Sands Working party members to liaise with residents/groups to offer support - Ongoing | CLERK |
| 86.3 | Cllr Campbell's rebuttal statement placed on SPC web site and to also include Personnel Committee's counter arguments - Ongoing | CLERK |
| 86.4 | Cllr Norcross to present Millennium Award to the Upper Beeding Hub in person when able – Actioned | |
| 86.5 | Wardens to report on antisocial behaviour issues and what is being done to avoid further issues – Ongoing | CLERK |
| 86.6 | SPC Chairmen to attend WSALC Chairs forum – Actioned – Cllr Norcross stated that the meeting discussed growing opposition to the Rampion 2 scheme, plus the fact that the WSALC CEO had written to the local MP to again appeal to the Government to allow remote meetings as many Councils continue to experience issues with convening meetings during the Covid pandemic. | |
| FULL/21/87 | CORRESPONDENCE AND INFORMATION ITEMS | |
| 87.1 | None | |
| FULL/21/88 | DATE OF NEXT FULL COUNCIL MEETING: 21st February 2021 at 7.30pm
Meeting Closed at 8.41pm | |

Signed Date 21st February 2021

Chairman

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

<https://youtu.be/Q8ciTPgkmgw>

Warden Monthly Report

Jan 2022

Patrol hours (foot and vehicle) TOTAL:	77	ASB incidents TOTAL:	8
Foot patrol TOTAL:	30	Noise	0
Foot (high visibility) – Steyning	15	Neighbours	0
Foot (high visibility) – Bramber	5	Driving/vehicles	2
Foot (high visibility) – Upper Beeding	10	Bikes	0
Vehicle patrol TOTAL:	47	Alcohol 1/drugs 2	3
Vehicle patrol - Steyning	24	Public order	3
Vehicle patrol - Bramber	5	Clear up/disposal reports TOTAL:	16
Vehicle patrol - Upper Beeding	18	Fly tipping / flyposting	7
Notices/warnings TOTAL:	4	Graffiti	0
Fixed Penalty Notice	0	Dog fouling	6
Yellow card warning	0	Litter	2
Community Protection Warning/Notice	0	Drug litter	1
Parking alert	4	Hazards	0
Police reports TOTAL:	7	Community events attended	0
Phone (including 101 and 999)	1	School contact/engagement	3
Email	3	Reports to DVLA	1
Intelligence report	1	Reports to Operation Crackdown	1
E-CINS (multi-agency reporting)	0	Admin	35
Verbal	2	Visits to vulnerable people (all ages)	20
		Signposting	0
		Safeguarding referral	1

ASB/crime/criminal damage

Steyning-

Report from resident in High Street relating to a group of young people acting in a rowdy fashion and drinking in the bus shelter at 2am. We have advised the resident that ASB at this time of night should be reported to the Police directly on 999 (not 101) in order to get police response to attend. The resident agreed to also keep us informed of any calls to the Police or incidents so that we can liaise with the local PCSO.

There was another similar incident to the above but this time it was an older group of men. This was also at 2am and Police were called.

Following conversations with PCSO Tracy Bicknell we visited a resident in Steyning who had been having issues with other local residents. He claims that residents have been breaking into his home and stealing things. It has been reported the resident in question has been threatening other nearby residents due to his belief that people have been stealing his belongings. We visited and tried to mediate where possible and reassure the man that his home was secure. There are possible mental health issues involved and the Police have done a safeguarding referral. The individual has also had a warning from Saxon Weald over his conduct towards other residents and the Police have also attended after concerned calls.

Engaged with a group of young people frequenting the Playpark at Fletchers Croft. The group were drinking but were of age, we asked them to leave the park which they complied with and ensured they put their empty bottles and cans in a nearby bin.

Bramber –

On routine patrol we pulled into the Castle car park to find 3 cars parked up playing loud music and the passengers all drinking and smoking. These people are not known to us from the area, we engaged with them and they were

verbally abusive and provocative. We held our ground, took their registrations and they sped off after we advised we will be contacting the Police. Intel submitted as possible drink/drug driving.

Upper Beeding –

None to report

Parking/vehicles

Steyping –

3 Parking advice slips issued in Shooting Field at school pick up times.

Bramber-

Nothing to report.

Upper Beeding-

Foot Patrols of School at school kick out times due to reports of inconsiderate and dangerous parking. 1 parking advice slip issued.

Fly tipping/littering/graffiti

Steyping –

Several household waste bags dumped along by-pass and near Cannons Way.

Upper Beeding

None reported

Bramber

Household waste dumped at entrance to Bramber Castle.

Community engagement/events/meetings

Elderly and Youth

We have continued with regular visits to vulnerable people known to us and have been working our way through the list of residents provided the Community Link alarm system.

We were contacted by the Director of Boarding due to concerns over a young person going missing. We instantly carried out an area search before being stood down about an hour later as the person was found.

Made Contact and visited the Youth Club in Upper Beeding.

Licensing

None

Dog related issues

More dog fouling reports centred on Shooting Field and the twitten from Dingemans court to the School. Increased patrols in response to this.

Complaint received via Hop Oast depot relating to dog fouling in Clays Field.

Briefing Paper – Item 8.1.1

Steyning in Bloom committee representatives approached the Council and in January met with Chair and Vice Chair of the Council and Vice Chair of the Community Committee (in Tim's absence) and myself, to discuss their financial situation and the fact that they were in desperate need of additional financial support for this coming year if they were to maintain anything like the standard of display, in the town, that we have all grown used to and enjoyed.

Their position in the past has been to have enough money in the bank at the beginning of the year to cover their costs for the year ahead, fundraising during that year for the following year.

Two years of restrictions due to Covid on fundraising has caused the financial problem they find themselves in.

We asked the Steyning committee members to submit a request for emergency one - off funding plus an overview of their accounts – this they have done for us - see supporting papers 8.1.2 and 8.1.3.

In terms of how Council might consider paying for this emergency funding.

We currently give Steyning in Bloom a one-off payment from a dedicated budget line – Next year this amount is budgeted for £2,200 hence the line in their accounts (Paper 8.1.3) showing this income.

However due to a change in funding arrangements this year we still have £2,600 left under this budget heading. This is because we for the last few years have been paying for the flowers as a Council and then we have welcomed a donation from the Steyning in Bloom Committee. After agreement at Full Council this has reverted back to a position whereby, we simply pay an annual grant to assist them in their endeavours.

We paid this year's annual amount of £2,000 in November

The point is although we show less income from donations from Steyning in Bloom we certainly still have room for additional expenditure up to £2,600.

Overall, our SPC accounts are in good order and are liable to be showing a similar surplus / Reserves to last year so if you choose to agree this amount it will not mean that we are having to use SPC reserve funds.

Set against this is the consideration that all local groups and clubs have experienced difficulties both financially and organisationally over the last two years and we must be seen to be fair and reasonable.

However most other groups given this situation might simply reduce the service (in this case display) provided, until funds allowed more at a future time – but in this case you have to consider if while knowing this to be an option, you are prepared to fund more, if on balance it is of benefit to our residents.

STEYNING IN BLOOM

APPLICATION FOR EMERGENCY FUNDING

Steyning in Bloom is a small band of dedicated volunteers, who, for over 20 years, have funded and maintained floral displays in Steyning High Street. Apart from the planting, a good deal of time and energy is devoted to raising the necessary monies to fund this contribution to our town. We know that our efforts bring great pleasure to our residents, and to those who visit, as do the events we organise on an annual basis : Steyning Open Gardens, the Best Front Garden competition and until recently, a very popular quiz.

We also encourage local businesses to add their own display to the decoration of the High Street. We've had numerous appreciative comments from Steyning residents who have told us how the planting has contributed to their morale and well being, particularly during these difficult times.

Covid has however thrust us into a perilous situation. Our three annual fund raising events have had to be cancelled for the past two years and we anticipate a hefty loss for event tickets already purchased. And on top of this the Horticultural Society feels unable to give us their normal generous grant.

We depend on Ferring Nurseries for the planting and maintaining of the Summer display - they come at crack of dawn throughout the season to water and feed – and they have pulled out all the stops to help us during Covid. But we simply cannot afford their services this year. Attached is a breakdown of our finances, with details of anticipated outgoings for the two plantings – Spring (wallflowers and bulbs) and summer (massed planting).

The cost of planting has gone up considerably - we now have some large baskets and the planting circle for the St Cuthman entrance to Steyning signpost. The change in the VAT payment arrangement has increased our cost by over £900. The anticipated cost £6,500 includes Ferring doing all the watering and feeding as in previous years, and compared with other nurseries, we know they give us a very good deal.

You will see that our current finances make a full summer planting this year impossible. Our resources could run to some basic planting, without hanging baskets, but leave us with little in reserve for 2023. We feel that this is particularly disappointing as 2022 is special - we will be celebrating the Platinum Jubilee with a party in the High Street and holding once more the hugely popular Steyning Festival with the large number of enthusiastic supporters this attracts, both locally and from farther afield.

We had also hoped to add two planters on each road facing wall of the bus shelter. We have an estimate of £85 for two 48" wide metal troughs. A drawing of the proposal is attached.

Without our normal planting, the High Street – the hub of Steyning's social and business life could look a rather sorry spectacle - filled with parked cars, leaning bikes, naked lamp posts and perhaps one or two lone planters. We'd all feel the loss of the joy that flowers give us.

We are therefore asking for help. An emergency grant of £3,000 would enable us to provide floral planting displays appropriate to our beautiful town. Such a grant would also give us financial back up to the funds we need to raise for next years bills.

(Just an aside – over the last 18 months the standard of cleaning the High Street is significantly visible – please convey thanks to those concerned)

Item 8.2.1

Briefing Paper – To discuss and agree the quote for the water service improvement works at the Rublees allotments.

In the June '21 Community Committee meeting the following was minuted

To discuss and agree the recommendation from the working party that the clerk be delegated to a cost of up to £4,000 to complete installation of Phases 1A, 1B and 1D plus to replace standpipe tap head with double headed tap (as specified in supporting papers) and any other actions as necessary.

The Working Party met on the 13th May. The meeting notes and recommendation from the working party, a draft scope of works as per agreed and an estimate for ground works quoted from a contractor based on the draft scope of works was sent to Cllrs.

*Cllr Lloyd **proposed, seconded** by Cllr Norcross that following the recommendations from the working party as per briefing paper, the project be moved forward and that the Clerk be delegated to get 3 quotes for the proposed work and to ask the contractors to confirm if the suggested spec is the best method for the work and if not then quote accordingly. **Agreed.***

The first contractor who was engaged immediately suggested one main amendment to the proposed scope of works (with the other contractors concurring with their assessment). Therefore, the Clerk amended the scope of works with the new version (attached as paper 8.2.2 for your information) being sent out to four other contractors. It has taken many months for three quotes to be obtained, with two of the initial contractors saying that after consideration they would not be interested in providing a quote. We now have three quotes however for comparison – See below.

At the February 8th '22 Community meeting the following was minuted.

Update on Rublees Allotments water supply upgrade.** The Clerk had received two quotes from the five contractors contacted, with two of the five confirming their non-interest in the works. The scope of works had been distributed and there were no issues raised by members present. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that committee recommends that this agenda item be moved up to Full Council for discussion and agreement. **Agreed

{The third quote has arrived since then}

Because the cost involved is more than initially anticipated by the working party and the Cllrs involved this expenditure needs to be approved by Full Council.

A summary of quotes is provided below with suggested lead in times for works to commence also for your information – The actual redacted quotes are listed for your information following this summary, however, please be aware that although each contractor sets out their quote differently as you might expect – they are all quoting as per scope of works which was sent to them, with these works being further explained/clarified on site by the Clerk with each contractor.

Contractor 1

Phase 1	£6,819 (+VAT)
Phase 2	£4,850 (+VAT)
TOTAL	£11,669 (+VAT)

This contractor could begin works in approx. 3/4 weeks

Contractor 2

Phase 1	£7,320	Not VAT Registered
Phase 2	£5,480	
TOTAL	£12,800	

This contractor could begin works in approx. 4/6 weeks.

Contractor 3

Phase 1	£3,845 (+VAT)
Phase 2	£3,240 (+VAT)
TOTAL	£7,085 (+VAT)

This contractor could begin works in approx. 8 weeks

Contractor 1

John Fullbrook
Steyning Parish Council

Email: john.fullbrook@steyningpc.gov.uk

Dear John

Re: Rublees Allotments, Steyning – Water Upgrade Works

Thank you for your enquiry and I have pleasure in submitting my quotation for work to be carried out at the above, which I hope will meet with your approval.

Item No.1 – Waterpipe

- To remove turf and store for reuse
- To excavate 64 linear metres x .750mm in depth
- To provide and lay 64 linear metres of 50mm Blue MD PE80 Waterpipe
- To surround pipe with 100mm of sand
- To back fill verge areas with excavated soil and relay stored turf
- To connect Waterpipe as required
- To back fill Lane trench with Road Planings
- To provide and install 1 No Concrete Base for new Water Trough 100mm in thickness
- To provide and install 1 No Water Trough

For the Sum of £6,819.00 + VAT
Six thousand eight hundred and nineteen pounds plus VAT

Item No.2 – Trough Installation

- To provide and install 4 No Water Troughs, complete with Concrete Base 100mm in thickness
- To provide connections as required

For the Sum of £4,850.00 + VAT
Four thousand eight hundred and fifty pounds plus VAT

Our work is guaranteed for one year on workmanship and materials and we are insured for £10,000,000 Public Liability.

This quotation will remain firm for 30 days from today's date and thereafter may be subject to any increases in labour, transport and material costs until an order is received.

Contractor 2

The Clerk
Steyping Parish Council
Fletchers Croft
Steyping
West Sussex
BN44 3RQ

ESTIMATE

Phase 1 Works – Improving supply to first standing pipe plus western standpipe replacement

To include as necessary all excavations and reinstatement, and removal from site of all waste materials. The works must be executed so that the existing supply remains live during the works and the downtime between disconnecting that and connecting the new supply is kept to the minimum reasonably possible. Contractor to establish existing line of utilities, if possible, with CAT and Genny scan.

Excavate around the first trough/tap (North end of Allotments). Cut and cap the pipe just short of the tee fitting to make sure that all other branches/ tees have been taken off after this point. Dig a trench 750mm deep back to the stopcock box near the pavement (Clerk to advise location). Install one 50mm blue MD PE80 service to be sleeved to give protection from hard sharp objects. The trench will be backfilled and compacted and connect to meter outlet. The turf will be re-laid where possible within the allotments and tarmac plainings used on the track to be re-laid on the trench up the track to the Allotment entrance. On the far side of the allotments, towards the western boundary, excavate around the existing tap, install a tee piece and connect and install a ½ hose union bib tap complete with double check valve on the opposite side of the existing post. Where the pipes need to be re-combined and stepped down as necessary to connect to standpipe and dipping tank 1 and thereafter to existing 25mm distribution system leading to four more dipping tanks and standpipes.

Cost £7,320.00

Phase 2 Works – Replace existing dipping tanks and standpipes

Replacing the existing tanks {5 in total} and standpipes to include updated back-flow protection at the same time using existing pipe supply. A firm base is required for each tank installation – either concrete or concrete, slabs and mortar to a depth of 10cms or suitable saddle block stands with adequate footings. The troughs to be purpose designed galvanized allotment dipping tanks with compartmentalized float valve system (approx. 300 litres) – 6' x2' x2'. New standpipes to be supplied with bib-taps and affixed to concrete posts and reconnected to existing water supply (other than for tank 1 supply – see above)

Again, to include as necessary all excavations and reinstatement, and removal from site of all waste materials.

Cost £5,480.00

Total for entire works £ 12,800.00

Contractor 3

John Fullbrook
Rublees Allotments
Steining

18th February 2022

Dear John,

Following our recent conversation, I am pleased to provide the below updated quotation for the replacement section of your water supply pipe at the above address.

- Proposed work

Phase 1

Excavate around the first trough / tap. Cut and cap the pipe just short of the tee fitting to make sure that all other branches / tees have been taken off after this point.

Dig a trench 750mm deep back to the stopcock box near the pavement. Install one 50mm blue MD PE80 service to be sleeved too give protection from hard / sharp objects. The trench will be backfilled and compacted. The turf will be re-laid where possible within the allotments and tarmac plainings used on the track to be re-laid on the trench up the track.

On the far side of the allotments, excavate around the existing tap, install a tee piece and connect and install a ½ hose union bib tap complete with double check valve on the opposite side of the existing post.

For the sum of £3,845 plus VAT.

Phase 2

Supply and fit five 1800mm long x 457mm wide x 405mm deep (327 litre capacity) galvanised water troughs to be sat on concrete cradles.

Supply and fit five ½" hose union bib taps and back wall plates complete with double check valves mounted on concrete posts.

For the sum of £3,240 plus VAT.

Galvanised water troughs are currently proving hard to get hold of, both suppliers I have spoken with have advised that they could not promise a delivery date.

Please also note that we currently have a lead time of around 8 weeks.

I trust that this quote will be of interest to you, if you require any other prices or advice please do not hesitate to contact us.

Kind regards



The Steypning Centre, Fletchers Croft, Steypning
West Sussex, BN44 3XL

Tel. 01903 812042

www.steyningpc.gov.uk

Dated from June 2021 Committee decision

Rublees Allotments Water Upgrade - Scope of Works

These works are to upgrade the water supply in terms of flow rate to the existing standpipe locations, and then to replace and upgrade the standing pipes themselves to bring more into line with latest compliance regulations, and to replace troughs/dipping tanks on existing locations whilst also placing the new troughs on concrete footings/base. It is essential that a site visit with the Clerk is undertaken in order to understand the precise details of locations and the preferred excavation directional 'run'.

RAMS to be sent in advance of works commencement. All work to comply with current water regulations and with the contractor being responsible for obtaining all consents

Please quote for the following where stated: -

Phase 1 Works – Improving supply to first standing pipe plus western standpipe replacement

To include as necessary all excavations and reinstatement, and removal from site of all waste materials. The works must be executed so that the existing supply remains live during the works and the downtime between disconnecting that and connecting the new supply is kept to the minimum reasonably possible. Contractor to establish existing line of utilities, if possible, with CAT and Genny scan.

Excavate around the first trough/tap (North end of Allotments). Cut and cap the pipe just short of the tee fitting to make sure that all other branches/ tees have been taken off after this point. Dig a trench 750mm deep back to the stopcock box near the pavement (Clerk to advise location). Install one 50mm blue MD PE80 service to be sleeved to give protection from hard sharp objects. The trench will be backfilled and compacted and connect to meter outlet. The turf will be re-laid where possible within the allotments and tarmac plainings used on the track to be re-laid on the trench up the track to the Allotment entrance. On the far side of the allotments, towards the western boundary, excavate around the existing tap, install a tee piece and connect and install a ½ hose union bib tap complete with double check valve on the opposite side of the existing post. Where the pipes need to be re-combined and stepped down as necessary to connect to standpipe and dipping tank 1 and thereafter to existing 25mm distribution system leading to four more dipping tanks and standpipes.

Cost (ex. VAT)

Phase 2 Works – Replace existing dipping tanks and standpipes

Replacing the existing tanks {5 in total} and standpipes to include updated back-flow protection at the same time using existing pipe supply. A firm base is required for each tank installation – either concrete or concrete, slabs and mortar to a depth of 10cms or suitable saddle block stands with adequate footings. The troughs to be purpose designed galvanized allotment dipping tanks with compartmentalized float valve system (approx. 300 litres) – 6' x2' x2'. New standpipes to be supplied with bib-taps and affixed to concrete posts and reconnected to existing water supply (other than for tank 1 supply – see above)

Again, to include as necessary all excavations and reinstatement, and removal from site of all waste materials.

Cost (ex. VAT)

Or if its possible to reuse existing dipping tanks which would be placed on new footings as specified then please provide cost for this work also below

Cost (ex. VAT)

Total for entire works (ex VAT)

Steyping Neighbourhood Plan Steering Committee Terms of Reference

1. Purpose

- a. The main purpose is to respond to the questions raised by the Examiner and look at where any amendments to the Neighbourhood Plan submitted in 2019 are considered necessary, **and to coordinate and oversee a successful community referendum.**
- b. The Steering Committee will engage the local community to ensure that the Plan is truly representative of the informed ambitions of the majority of Steyping residents. The Committee will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

2. Principles

- a. The Steering Committee will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community
- b. All decisions made shall be fully evidenced and supported through consultation with the local community.
- c. The Steering Committee is a committee of Steyping Parish Council (SPC) which is also the Qualifying Body and so is subject to SPC's Standing Orders, policies, statutory and other limitations and guidance applicable to SPC. Discussions on behalf of the committee should be held by at least two people from the committee. Notes of these discussions must be made for public record. Correspondence should come from the Parish Clerk, from their office unless there is specific delegation to do otherwise.
- d. All committee members agree to abide by the principles set out in the "Probity in Planning" Guidance published jointly by the Local Government Association and the Planning Advisory Service. A committee member should attend any meeting with landowners or developers with a member of the parish council. Negotiations with a view to a planning decision should also be conducted with a member of the parish council present. Notes of these discussions must be made for the public record.
- e. The GDPR, the Data Protection Act, the Freedom of Information Act and the Environmental Information Regulations all apply to the work of each committee member even where work is carried out on personal hardware such as laptops and smartphones. The SPC policies for these matters are published on its website. **Members of the Steering Committee should have access to all literature and documentation associated with the compilation of the plan, but if that information has been confidential in nature then they must maintain that confidentiality.**

3. Roles and Responsibilities

- Be accountable for steering and providing strategic management of the Neighbourhood Plan for Steyping.
- Produce, publish, monitor and update a project timetable.
- Produce, publish and keep updated a consultation and engagement strategy, showing how the public will be involved throughout the process.

- Regularly report back to the Parish Council and, where specified in these terms of reference, seek endorsement of decisions taken.
- Undertake analysis and evidence gathering to support the plan production process; Engage with external consultants to seek expert guidance, as required
- Work in conjunction with the Parish office to identify sources of funding and seek to maximise funding from external sources; and manage the Neighbourhood Plan budget
- Liaise with relevant authorities and organisations to make the plan as effective as possible.
- Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of residents are understood.
- Consult as widely and thoroughly as is possible to ensure that the draft and final NP is supported by the majority of residents

4. Membership

- a. Membership of the Steering Committee will consist of up to four Steyning Parish Councillors and up to eight members of the local community. Steering Committee membership will aim to include a wide representation of those who live and/or work within the 'Designated Neighbourhood Plan Area', selected through a fair and transparent process.
- b. All members of the Steering Committee should promote the purposes and principles of the Steyning Neighbourhood Plan Steering Group Committee.
- c. Membership must be published on the parish council and NP websites. All members must complete a register of interests which will be open to public inspection.

5. Delegated Authority

- a. The Steering Committee has delegated authority from the Parish Council to carry out its plan-making functions up to preparation of the Pre-Submission document. The Group will report at least monthly to the Parish Council setting out progress on its work and in any event promptly reporting and seeking approval on any significant issues or changes in government or HDC policy which are likely to have any significant impact on delivery or outcome or budget.
- b. The approval of Steyning Parish Council is required for any changes to these Terms of Reference and for any necessary expenditure in excess of grant funding, and the Draft Pre-submission Neighbourhood Plan prior to publication for consultation and independent examination under Regulation 14 .

6. Meetings

- a. Steering Committee meetings will take place approximately once a month, but at least once within every two months.
- b. All committee meetings (but not necessarily working party meetings) must be held within the Parish. The location and dates of future meetings must be made publicly available via the Parish Council website and its notice boards. The Committee will use its best endeavours to ensure that meetings take place on a regular basis with a schedule of meeting dates published where practicable for at least the following six months

- c. Committee Meetings will be open to the general public, but the Steering Committee may vote to enter into Confidential Session when discussing matters of commercial sensitivity or to protect personal information. The participation in the meeting of any members of the public will be regulated by the Chair of the meeting.
- d. The Full Council will agree a Chair and Vice Chair. The function of treasurer and secretary will be supported from the Parish office
- e. The Clerk, D. Clerk or nominated member shall keep a written record and an audio recording of meetings and circulate draft minutes to Steering Committee members and the Parish Council in a timely fashion; the aim being within five working days. Any recording of the meeting and approved minutes shall be made publicly available on the Parish Council website and on any Neighbourhood Plan website.
- f. At least three clear days' notice of meetings shall be sent to members via email.
- g. Decisions made by the Steering Group Committee will be made by majority vote. Each member shall have one vote. A minimum of five members of the Steering Committee shall be present where matters are presented for decisions to be taken. The Chair shall have one casting vote in any case of an equality of votes.
- h. The Steering Committee has the responsibility to engage with the local community. Decisions to invite/engage with representatives from the local community to address Steering Committee meetings will made at Steering Committee meetings. Consultants, community representatives and persons attending Steering Committee meetings will not have the right to vote. Their participation in the meeting will be regulated by the Chair of the meeting

7. Focus Groups and Working Parties

- a. The Steering Committee may establish Focus Groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.
- b. Each Focus Group should have a lead person from the Steering Committee or an elected Parish Councillor.
- c. The membership of, and terms of reference for, each Focus Group must be published on the Parish Council and NP websites.
- d. Each Focus Group will have a membership of up to 15 people. If Focus Groups are over-subscribed, members will be selected by the Steering Committee according to their ability to contribute in that topic area.
- e. The Committee may also set up working parties comprising two or more of its members.
- f. Focus Groups and Working Parties must prepare a written report of the substance of every meeting but will not have to publish minutes of meetings. For the protection of all parties such meetings must also be audio recorded. The recordings will be retained but will not be uploaded and will be treated as confidential to the Focus group members, Steering Committee and SPC. The Steering Committee will consider and approve the reports from the Focus Groups and oversee their activities and unless prevented by proper confidentiality considerations will publish the written reports of Focus Groups.

f. Focus Group and working Party meetings will not be open to the public. However, they may invite/engage with representatives from the local community or subject matter experts to address group meetings, at the discretion of the Chair.

8. Finance

a. All grants, and funding will be applied for and held by the Parish Council, which will ring-fence the funds for Neighbourhood Plan work.

b. The Steering Committee has authority to spend on project matters within their approved budget and the Treasurer will update the Steering Committee and the Qualifying Body at each meeting on project finance.

c. Steering Committee members and volunteers from any Focus Groups may claim back any expenditure reasonably incurred during any Neighbourhood Plan related work provided that expenditure is pre-approved by the Steering Committee and follows the Steyning Parish Council authorised expenditure processes.

9. Conduct

a. A register of all members of the Steering Committee and any Focus Group's pecuniary and other relevant interests will be kept and will be held by the Clerk for the duration of the plan process and thereafter in accordance with the SPC Data Protection Policy, and must be updated where necessary whenever a relevant change occurs. These will be available for inspection by any person on request.

b. Any member of the Steering Committee or Focus Group who has a pecuniary interest or conflict of interest in any agenda item must declare that interest or conflict at the beginning of the meeting, and where there is a pecuniary interest or any conflict of interest affecting a member, that member shall withdraw from the meeting while that agenda item is discussed and shall not participate in any vote on that matter.

c. Members of the Steering Committee and Working group / Focus Groups will apply the following principles: Be clear and open when their individual roles or interests are in conflict; Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; Actively promote equality of access and opportunity; Respect the confidentiality of commercially sensitive or personal information that they gain as part of their membership.

d. The Chair of any meeting of the Steering Committee or Focus Group will enforce the Terms of Reference, if necessary, by requiring a member to leave the meeting. If any member repeatedly does not adhere to the Terms of Reference, the Steering Committee may vote for a recommendation for them to be removed by the Qualifying Body from the Steering Committee or Focus Group.

10. Changes to the Terms of Reference

These Terms of Reference may only be amended by the parish council.

Full Council Agreed 19th July 2021

External Auditor End of Year report for 2019/20 - Item 11.2

Briefing Note

- On the 3rd Feb '22 we received the External Auditor report for the year 2019/20 which certifies we passed the audit and gained certification – please see next page.
- It notes that we should have ticked box 4 Section 1 No instead of Yes, and their reason for stating this.
- When submitting the certificate documentation there was an explanation given for delayed 'Notice of Public Rights' – This is all included in the appendices following this briefing note – For your information
- There was no such issue of delayed notification to the 2020/21 Annual Governance and Accountability Statement, therefore the points raised by the External auditors have already been addressed
- I posted the 'Notice of Conclusion of Annual Audit' (also attached for your information) on the Web Site on the 3rd February '22
- **We need to receive both this Notice and the report please**

Section 3 - External Auditor Report and Certificate 2019/20

In respect of **Steyping Parish Council**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK and Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

Except for the matter reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Council has answered 'Yes' to Assertion 4 of Section 1 of the Annual Governance and Accountability Return which relates to how the Notice of Public Rights was advertised within the financial year 2019-20. Therefore, it relates to the Notice announcing the public right to review the 2018-19 return which was published during 2019-20. The 2019 return was provided late to the external audit for review and as a result the 2018-19 audit report was qualified in respect of the preparation of accounts in accordance with laws and regulations. It was also noted that the regulations surrounding public inspection and the publication of the related notice had not been correctly followed. We would therefore have anticipated Assertion 4 for the 2019-20 return to have been answered 'No'.

Other matters not affecting our opinion which we draw to the attention of the authority:

We draw attention to the fact that the 2020 return was completed before our review of the 2019 return was completed and, therefore, all of the points raised on that report may not have been actioned during 2019-20 or reflected on the 2020 return. We would anticipate all matters raised to be implemented during 2020-21 and reflected on the 2021 return.

Specifically in relation to the above, we raised a point regarding a potential inaccuracy of the fixed assets value. Whilst this has remained the same on the 2020 return, we note that it has been updated on the 2021 return to reflect additions in recent years.

3 External auditor certificate 2019/20

We certify/ ~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

A handwritten signature in black ink that reads 'Moore'.

Date

24/01/2022

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Smaller Authority Name: **Steypning Parish Council**

NOTICE OF CONCLUSION OF ANNUAL AUDIT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020
Accounts and Audit Regulations 2015

- 1 The audit of accounts for Steypning Parish Council for the year ended 31 March 2020 has been completed and the accounts have been published.
- 2 The Annual Return is available for inspection by any local government elector in the area of Steypning Parish Council on application to

(a) (Name of Clerk)

Mr John Fullbrook

(b) (Address of Clerk)

Steypning Parish Council
The Steypning Centre
Fletchers Croft
Steypning
BN44 3XL

(c) (Telephone/email, and hours and arrangements to view)

Please make an appointment by contacting the Clerk on 01903 812042 or via email on clerk@steypningpc.gov.uk

- 3 Copies will be provided to any person on payment of £1.00 for each copy of the Annual Return

Announcement made by (Name of Clerk)

Mr John Fullbrook

Date of Announcement

3rd February 2021

Dated 4th June 2020

Explanation as to variance above 15% on the Accounts statement for Box numbers 4 and 6.

This years variance in box 3 Total Receipts - (a reduction of 45% on last year – from £205,155 to £112,452) is due to the gaining of grants and donations in 2018/2019 from various other sources to enable Council to spend money renewing two playgrounds and to install a new outdoor adult exercise/ fitness facility.

Total additional monies gained last year 2018/19 equalled £105,932.53

This year's donations and grants received totalled £13,164 which accounts almost entirely for the variance seen.

Likewise, the variance in box 6 – Total other payments, is due to the difference in payments made for the projects (noted above) which were funded by the additional grants and donations. The total cost of these three projects was £125,872.

The variance this year in box 6 therefore is from £351,970 to £249,049 which equals a 29% reduction

Explanation as to the 'No' at box L on page 3 – 'Internal control objectives' of the 2018/19 AGAR.

The 2018/19 AGAR approval by SPC was long-delayed and thus the notice of public rights was also delayed. This was because councillors had significant concerns about the 2018/19 AGAR. They needed evidential documents from the Clerk's office which were delayed with the result that the 2018/2019 was not signed off – and then with caveats- until 11 February 2020. It was lodged on 14 February 2020.

There remain questions raised by the external auditors on 3 March 2020 with the first draft of the response prepared by the Clerk produced to the F and GP Committee on 12 May 2020

Annual Internal Audit Report 2019/20

Steining Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick 'not covered')			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.		✓	
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

04/11/19 24/04/20

Name of person who carried out the internal audit

ANDY BEAMS

Signature of person who carried out the internal audit

Andy Beams

Date

24/04/20

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of

Steyning Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

15/06/20

and recorded as minute reference:

23.1 (i)

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.steyningpc.gov.uk.

Smaller authority name: **Steyping Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

Local Audit and Accountability Act 2014 Sections 26 and 27

The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
1. Date of announcement 16th June 2020 2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2020, these documents will be available on reasonable notice by application to: (b) John Fullbrook - The Clerk Steyping Parish Council Fletchers Croft, BN44 3XZ commencing on (c) Thursday 18th June 2020 and ending on (d) Friday 31st July 2020 3. Local government electors and their representatives also have: - The opportunity to question the appointed auditor about the accounting records; and - The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only. 4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: Moore (Ref RD/hd) Rutland House, Minerva Business Park, Lynch Wood, Peterborough PE2 6PZ 5. This announcement is made by (e) John Fullbrook – Steyping Parish Clerk	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below (d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July. (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

Subject: The Glover Landscape Review: Government Response and Consultation

Briefing Note 11.3

SDNP sent us the email below requesting consultation feedback from our Council
At the February 8th Community Committee meeting the following was proposed

South Downs National Park 'Landscape Review' consultation. The Chair suggested that the Clerk put this item on the Full Council agenda so that all members could be invited to make comments by the 1st March and so that Council can then delegate the committee to have authority to consolidate the comments and make a response, plus the Clerk was asked to ensure there was a promotion of the consultation to residents via web site and notice boards.

We therefore need to agree the proposal please and delegate the Community Committee to have authority to respond as above

From: Chris Paterson <Sent: 01 February 2022 14:23

Subject: The Glover Landscape Review: Government Response and Consultation

Dear Clerk,

As I am sure you are already aware, on 15 January the Government published its much-awaited response to recommendations made in the Landscape Review of Protected Landscapes led by Julian Glover. The Government's response to these recommendations will have far-reaching, long-term impacts on the South Downs National Park, the other 9 English National Parks and the 34 Areas of Outstanding Beauty (AONBs) in England.

The South Downs National Park will be considering these proposals in detail over the coming weeks and will be responding in full to the consultation, but you can find our initial response [here](#)

We strongly encourage all partners, organisations, businesses, communities, individuals and all who care for the South Downs National Park to feed into this important Government consultation to decide on key issues affecting the future of the South Downs National Park and its fellow protected landscapes.

Consultations deadline:

The consultation will run for **12 weeks, closing on 9 April 2022.**

You can find and respond to the consultation [here](#).

Important information:

Glover Landscape Review (2019):

- A really helpful summary of the Review and its key recommendations can be found [here](#).
- The full Review can be found [here](#).

Government's Response (15 January 2022):

- The full Defra press release announcing the consultation is available to view [here](#).
- The Government's response to the Landscapes Review can be found [here](#).
- The consultation can be found [here](#).

We will share our consultation response in full and would welcome a copy of your consultation response.

I would encourage all Town and Parish Councils to consider this important Government Consultation and to respond as a key stakeholder in the future of the National Park.

Kind regards

Chris

Chris Paterson
Communities Lead
South Downs National Park Authority

Subject: FW: SDNPA Self-Build and Custom Housebuilding Register Consultation

Briefing Note 11.4

SDNP sent us the email below requesting consultation feedback from our Council
At the January 24th Planning Committee meeting the following noted in the minutes.

Details from SDNPA concerning a consultation on the proposed local connection test being carried out for 8 weeks between 11th January and 8th March 2022.
Cllrs felt that the consultation should go to Full Council to ascertain if the council wish to respond.

From: Planning Policy <**Sent:** 10 January 2022 16:04
Subject: SDNPA Self-Build and Custom Housebuilding Register Consultation

Message from South Downs National Park Authority

Self-Build and Custom Housebuilding Register

Consultation – opportunity to comment on proposed local connection test for the Self-Build and Custom Housebuilding Register

The South Downs National Park Authority (SDNPA) is proposing a local connection test (see below) for those wanting to record their interest in building their own home by applying to be included on the Self-build and Custom Housebuilding Register (the “Register”).

Consultation on the proposed local connection test is being carried out for eight weeks between Tuesday 11 January 2022 and Tuesday 08 March 2022.

All responses to the consultation must be received **before midnight on Tuesday 08 March 2022**.

Please let SDNPA know your comments on the proposed local connection test as set out below. Further details about the Register and the local connection test are also set out below. If you have questions regarding this consultation please telephone 01730 814810 and ask to speak to Kevin Wright in the Planning Policy team or email planningpolicy@southdowns.gov.uk

Responses to the consultation must be made in writing and can be sent to the SDNPA in the following ways:

By email to planningpolicy@southdowns.gov.uk

By letter to Planning Policy, SDNPA, South Downs Centre, North Street, Midhurst, West Sussex, GU29 9DH

Proposed Local Connection Test

Any person that meets at least one of the following criteria when applying to be entered on the Self-build and Custom housebuilding register, is considered to have met the Local Connection Test and will be entered into Part I of the Register:

- a) Have lived (as only home or principal residence) in the National Park (or in a split Parish, part of which is inside the National Park) continuously for at least the last two years; or
- b) Have lived (as only home or principal residence) in the National Park (or in a split Parish, part of which is inside the National Park) continuously for three out of the last five years; or
- c) Have immediate family* who have lived continuously in the National Park (or lived in a split Parish, part of which is inside the National Park) for at least the previous five years; or
- d) Have been employed in the National Park for a minimum of 16 hours per week continuously for the last two years; or
- e) You are a member of the armed forces, or an ex-member of the armed forces whose service ended within the last 5 years.

* Immediate family is defined as parents, adult siblings and adult children.

Further details

The SDNPA is required by law to keep a Self-build and Custom Housebuilding Register. The Register provides evidence of demand for self-build and custom housebuilding within the National Park. Anyone seeking land to build their own home can apply to be on the Register providing they are at least 18 years of age and they are a British citizen, or a national of a European Economic Area State or a national of Switzerland. The criteria can also include a local connection test.

The effect of the local connection test is to separate the Register into Part 1 and Part 2.

Those applicants entered on Part 1 of the Register will meet the eligibility criteria and the local connection test. SDNPA has a duty to permit sufficient plots to meet the demand evidenced by the entries on Part 1 of the Register.

Those on Part 2 will meet the eligibility criteria only.

The entries on Part 1 and 2 of the Register will be taken into account by SDNPA when making planning decisions in the National Park.

Those on Part 2 of the Register can still build their own home in the National Park.

Being on Part 1 of the Register provides no entitlement to receive any plot permitted by the SDNPA.

Further information on the Self-Build and Custom Housebuilding Register can be found at

<https://www.southdowns.gov.uk/planning-policy/self-build-custom-build/>

Kind regards

Planning Policy

South Downs National Park Authority

South Downs Centre, North Street, Midhurst, West Sussex GU29 9DH

Briefing Note for 11.5 & 11.6

The SPC Working Practices group met on the 10th of February and considered the HDC Code of Conduct document – See 11.5.2, and any amendments, as well as considering proposed amendments to the current SPC Standing Orders.

In attendance were Cllrs Lloyd, Norcross, Hanson, Young and S. Alexander

The proposed Standing Order amendments are noted in **red** within the document 11.6

The proposed minor additions to the HDC Code of Conduct document are noted below.

Please note these amendments have already been agreed by the Standards team as being entirely reasonable and in no way affecting the nature of the document

4. Confidentiality and access to information

As a Councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 1. reasonable and in the public interest; and
 2. made in good faith and in compliance with the reasonable requirements of the Local Authority; and
 3. I have consulted **either the Clerk in the first instance or the Monitoring Officer** prior to its release.

9. Where the matter (referred to in paragraph 8 above) affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward **or parish** affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

Councillor Code of Conduct (adopted April 2021)

Joint statement

The role of Councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as Councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as individual Councillors affects the reputation of all Councillors. We want the role of Councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become Councillors.

As Councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a Councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

This code should be read in conjunction with the Local Government Associations guidance on the Code.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and Councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local Councils can offer advice and support to Town and Parish Councils.

Definitions

For the purposes of this Code of Conduct, a “Councillor” means a Member or co-opted Member of a Local Authority or a directly elected Mayor. A “co-opted Member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a Member of the authority but who

- a) is a Member of any committee or sub-committee of the authority, or;
- b) is a Member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” covers county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, Local Authority officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

General principles of Councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, Councillors and Local Authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my Local Authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted Member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when:

- you are acting in your capacity as a Councillor and/or as a representative of your Council
- you are claiming to act as a Councillor and/or as a representative of your council
- you are giving the impression that you are acting as a Councillor and/or as a representative of your Council
- you refer publicly to your role as a Councillor or use knowledge you could only obtain in your role as a Councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and Parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of Councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a Councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. *Respect*

As a Councillor:

1.1 I treat other Councillors and members of the public with respect.

1.2 I treat Local Authority employees, employees and representatives of partner organisations and those volunteering for the Local Authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the Local Authority, (you can contact the Monitoring Officer or Standards Team) and/or the relevant social media provider or the police. This also applies to fellow Councillors, where action could then be taken under the Councillor Code of Conduct, and Local Authority employees, where concerns should be raised in line with the Local Authority's Councillor-officer protocol.

2. Bullying, harassment and discrimination

As a Councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equality and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the Local Authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a Councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Local Authority.

Officers work for the Local Authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a Councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 - 1. reasonable and in the public interest; and
 - 2. made in good faith and in compliance with the reasonable requirements of the Local Authority; and
 - 3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the Local Authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a Councillor:

5.1 I do not bring my role or Local Authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your Local Authority and may lower the public's confidence in your or your Local Authority's ability to discharge your/ its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your Local Authority into disrepute.

You are able to hold the Local Authority and fellow Councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. *Use of position*

As a Councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a Member of the Local Authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. *Use of Local Authority resources and facilities*

As a Councillor:

7.1 I do not misuse Council resources.

7.2 I will, when using the resources of the Local Authority or authorising their use by others:

- a. act in accordance with the Local Authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Local Authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the Local Authority to assist you in carrying out your duties as a Councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of Local Authority buildings and rooms.

These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the Local Authority's own policies regarding their use.

8. *Complying with the Code of Conduct*

As a Councillor:

8.1 I undertake Code of Conduct training provided by my Local Authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the Local Authority or its governance. If you do not understand or are concerned about the Local Authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the Local Authority

9. *Interests*

As a Councillor:

9.1 I register and declare my interests.

You need to register your interests so that the public, Local Authority employees and fellow Councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be declared by you or other Councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or declare a disclosable pecuniary (i.e. financial) interest is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and declaring interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a Councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of value, which could give rise to a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the Local Authority or from persons who may apply to the Local Authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the Local Authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a Councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B

Registering interests

1. Within 28 days of this Code of Conduct being adopted by the Local Authority or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests). Disclosable Pecuniary Interests means issues relating to money and finances.
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
3. A 'sensitive interest' is as an interest which, if disclosed, could lead to the Councillor/Member or co-opted Member, or a person connected with the Member or co-opted Member, being subject to violence or intimidation.
4. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Declaring interests

5. Where a matter arises at a meeting which directly relates one of your Disclosable Pecuniary Interests, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest, just that you have an interest.
6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', again you do not have to declare the nature of the interest.
7. Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room

unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

8. Where a matter arises at a meeting which *affects* –
- your own financial interest or well-being;
 - a financial interest or well-being of a friend, relative, close associate; or
 - a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the test set out in paragraph 9 (below) should be applied.

9. Where the matter (referred to in paragraph 8 above) affects the financial interest or well-being:
- to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

10. Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or which is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.

Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the Councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the Council. (a) 'Land' excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the Councillor's knowledge)— (a) the landlord is the Council; and the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is

	a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the Councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/ her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners has a beneficial (b) interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

You must register as an Other Registerable interest:

A: Any unpaid Directorships	
B: Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;	
C: Any Body -	(i) exercising functions of a public nature; (ii) directed to charitable purposes; or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring Councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by Councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both Councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a Local Authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A Local Authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a Parish Councillor towards a clerk should be made by the chair or by the Parish Council as a whole, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to Parish Councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A Local Authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

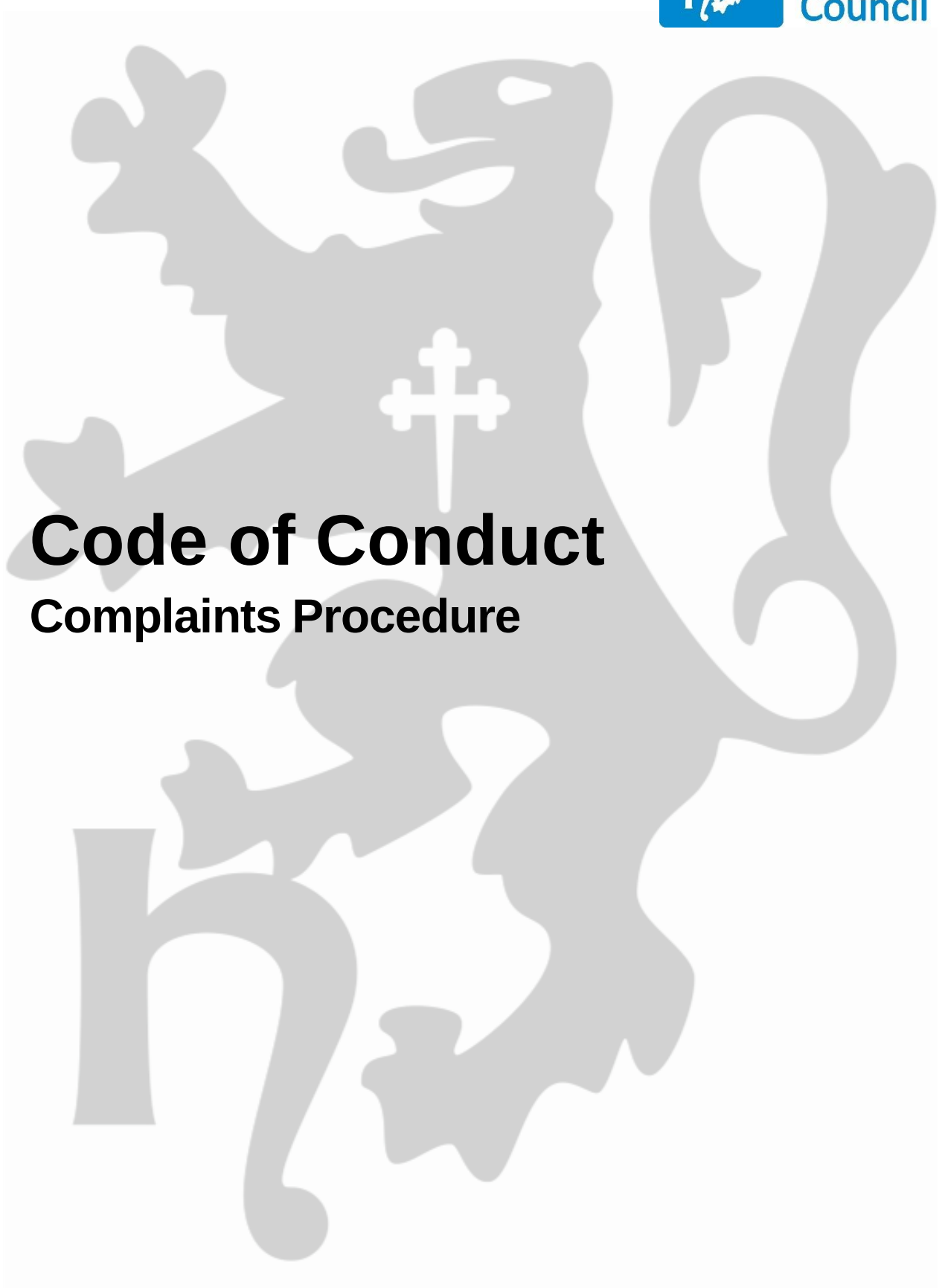
Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.



**Horsham
District
Council**



Code of Conduct

Complaints Procedure

Version 1 (December 2021)
standards@horsham.gov.uk

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The Code of Conduct Complaints Procedure:

1. Introduction

- 1.1 The purpose of this document is to explain:
 - (1) how you can make a Code of Conduct complaint (a Complaint) to Horsham District Council (the Council) about a Horsham District Councillor or a Parish Councillor or a Neighbourhood Councillor or a person co-opted onto a District or Parish or Neighbourhood Council Committee as a member and
 - (2) the process which the Council will follow for dealing with the Complaint.
- 1.2 The Council is required by law to have in place arrangements under which an allegation that a Councillor has failed to comply with the relevant Code of Conduct can be investigated and a decision made about such allegation.
- 1.3 The Council is also required by law to appoint at least one Independent Person, whose views must be sought and taken into account before it makes a decision on an allegation which it has decided to investigate. In addition, the views of the Independent Person may be sought by the Council at any other stage, or by a District, Parish or Neighbourhood Councillor or co-opted member against whom an allegation has been made. The Council will endeavour to appoint two Independent Persons whose appointment must be approved by the majority of the members of the Council.
- 1.4 The arrangements and procedures for making a Complaint and the procedure and guidance to be followed upon receipt by the Monitoring Officer of a Complaint are set out in sections 2 to 9 and the Appendices to this document.
- 1.5 The arrangements and procedures for handling a Complaint are dealt with by the Monitoring Officer, who is a senior officer of the Council. In the absence of the Monitoring Officer, a Deputy Monitoring Officer will have responsibility for administering the arrangements.
- 1.6 The relevant Code of Conduct, in the case of a Complaint against a Horsham District Councillor or co-opted member, will be the Code of Conduct adopted by the Council. In the case of a Complaint against a Parish or Neighbourhood Councillor or co-opted member, it will be the Code of Conduct adopted by that Parish or Neighbourhood Council. In this document the person making the Complaint will be referred to as the Complainant and the District or Parish or Neighbourhood Councillor or co-opted member who is the subject of the Complaint will be referred to as the Subject Member.

2. How to make a Complaint

- 2.1 If you believe there has been a breach by a Subject Member of the relevant Code of Conduct and wish to make a Complaint you will need to fill out the Council's Code of Conduct Complaints Form and return it to the Council's Monitoring Officer. You can find a copy of the Council's Code of Conduct Complaints Form at Appendix A to this document. You can complete the form either online here ([LINK](#)) or send a copy via email or post. You can also request a form by contacting the Council's Monitoring Officer/ Standards Team at standards@horsham.gov.uk.
- 2.2 When completing the Complaints Form you should answer all sections, clearly identify the relevant Code of Conduct and state what section or sections of the Code is/are alleged to have been breached and why. Your explanation is limited to two sides of A4 to facilitate assessment. Evidence to support the Complaint should be provided and cross-referenced to the specific allegation. The information and detail in the Complaints Form should be clear and concise. If the case is referred for Formal Investigation you may be given the opportunity to provide more information and detail. If recordings of meetings are submitted as evidence, then a copy of the recording or a link to an official recording should be provided. The relevant timings contained in the recording should be given and cross-referenced to the specific allegations. It is important that the Complainant does not just refer to documents and/or recordings with general allegations. All evidence should cross-refer to specific allegations and should be presented clearly. It is not the Monitoring Officer's responsibility to interpret what the Complaint is about. Please do not make purely politically motivated, malicious, vexatious, or tit for tat complaints as they will be rejected.
- 2.3 A Complaint should be made as soon as possible and, in any event, no later than 28 days after the incident complained about. A Complaint received after the 28 day period will not be processed or dealt with unless exceptional circumstances can be shown.
- 2.4 We ask you to provide your name and contact details on the Complaints Form, so that we can acknowledge receipt of your Complaint as well as keep you informed of its progress. This also guards against malicious complaints. We will only use the information you provide for the purposes of dealing with your Complaint. The Council does not accept complaints that are submitted anonymously, unless, in the opinion of the Monitoring Officer, there is an overriding public interest reason to do so and there are extreme circumstances that might justify this.

2.5 Your contact details will not normally be shared unless it is essential for the handling of the Complaint. For example, knowing your address could be important to understanding the context of the Complaint.

2.6 In the interests of fairness and openness and in compliance with the rules of natural justice, we believe that a Subject Member who has had a Complaint made against them has a right to know who has made the Complaint and the substance of the allegations made against them unless there are exceptional circumstances (see section 2.10).

2.7 During the course of dealing with the Complaint, the Monitoring Officer will normally only share information about your name and details of the Complaint with:

- the Subject Member;
- the Standards Team at the Council;
- the Independent Person(s) and Parish Representative (if applicable) who advise on the handling of complaints;
- the Parish or Neighbourhood Clerk if the Subject Member is a member of a Parish or Neighbourhood Council;
- any Investigating Officer appointed to deal with the case;
- members of any Committee or Sub-Committee of the Council who are handling the case;
- any witnesses to the allegations where that is necessary to enable a proper investigation.

However, there may be occasions where such information will be shared with others if it is felt necessary and appropriate to do so. The information may also be published in a Decision Notice following Formal Investigation (see section 2.9) or on earlier publication of details of the Complaint (see section 2.12).

2.8 We may be required or permitted, under data protection legislation, to disclose your personal data without your explicit consent. For example, we may have a legal obligation to do so, such as in relation to law enforcement, regulation and licensing, criminal prosecutions, and court proceedings.

2.9 You should also note that if your Complaint is formally investigated and results in a Decision Notice from the Standards Committee or Sub-Committee your name and details of the Complaint may be published in that notice and this would mean that your name and details of the Complaint could be in the public domain. By completing the Complaints Form you give permission for your name and details of the Complaint to be included in any Decision Notice that may be published in due course, or as detailed in 2.12, unless there are exceptional circumstances (see section 2.10).

2.10 The exceptional circumstances referred to in sections 2.6 and 2.9 are those where to disclose the identity of the Complainant would be contrary to the public interest or would prejudice investigation of the Complaint and may include, for example: -

- where you have a reasonable belief that you may be victimised or harassed by the Subject Member (or by a person associated with the Subject Member); or
- where you have a reasonable belief that your personal security may be at risk; or
- where you have a reasonable belief that you may receive less favourable treatment from the Council because of the seniority of the Subject Member in relation to any existing Council service provision or any tender/contract that you may have or are about to submit to the Council; or
- you are an officer who works closely with the Subject Member and have a reasonable belief that you may be adversely affected in your employment if your identity is disclosed.

2.11 The identity of the Subject Member who is the subject of the Complaint should remain confidential during the complaints process, subject to 2.12, unless or until there has been a determination of a breach of the relevant Code of Conduct. This is vital to ensure that the Complaint is not prejudiced. Therefore, you should not divulge the identity of the Subject Member nor the nature of the Complaint to the public whilst the Complaint is being dealt with.

The Subject Member should also maintain privacy and confidentiality, particularly in relation to the Complainant's details whilst the Complaint is being dealt with. The Complainant and Subject Member should not make direct contact with each other regarding the Complaint unless authorised to do so by the Monitoring Officer.

2.12 If it is in the public interest and appropriate, details of the Complaint may be published after Assessment or during Informal Resolution. This will be at the discretion of the Monitoring Officer, Standards Committee or Sub-Committee.

If the matter proceeds to Formal Investigation and a Standards Committee or Sub-Committee is convened to determine it, then the relevant Committee or Sub-Committee will be held and the Decision Notice will be published on the Council's website unless there are exceptional reasons not to do so. This will be at the discretion of the Monitoring Officer, Standards Committee or Sub-Committee.

2.13 Your details will be held for 3 years after the Complaint has been dealt with and closed.

Complaints procedure:

3. Initial check of the Complaints Form

- 3.1 The Monitoring Officer receives the completed Complaints Form and accompanying evidence from the Complainant and, following an initial review, may ask for some clarification. If the Complaints Form has not been filled in correctly or there is information missing or it does not comply with sections 2.2 or 2.3, the Complaint may be rejected. In such event, the Complainant will be given the reasons for rejection of the Complaint. The Complainant may be given the opportunity to correct and resubmit the form depending on the circumstances.
- 3.2 If the Complaint does not fall within the scope of the relevant Code of Conduct, the Complaint will be rejected, and the Complainant will be notified.
- 3.3 If the Complaint identifies potential criminal conduct or breach of other statutory regulations, the Monitoring Officer may refer the matter to the Police or other regulatory body.
- 3.4 If at any time at the outset or during Assessment, Local Resolution or Formal Investigation the Monitoring Officer or Investigating Officer identifies any potential breach of criminal law or other statutory regulations by any individual, they may refer the matter to the Police or other regulatory body.
- 3.5 If the Complaint appears to be within the scope of the Code of Conduct and the Complaints Form has been correctly completed and satisfactory information and detail provided, the Complaint will be processed.

4. Processing the Complaint

- 4.1 Upon receipt of a satisfactory Complaints Form, the Monitoring Officer will open a complaints case, allocate to it a unique reference, and inform and provide details of the Complaint to the Subject Member. They will also acknowledge receipt to the Complainant. They will also inform the Parish or Neighbourhood Clerk of the Complaint, if the Complaint is about a Parish or Neighbourhood Councillor or co-opted member of a Parish or Neighbourhood Council Committee. Where possible this will be done within 7 working days of receipt of a satisfactory Complaints Form.
- 4.2 At this stage the Monitoring Officer may offer the Subject Member the opportunity to submit a response to the Complaint. In the interests of fairness, the

Subject Member will be given the same limit of two sides of A4 pages as the Complainant to set out their response.

4.3 Alternatively, the Monitoring Officer may decide to move to Assessment without the need for a response at this stage, depending on the circumstances of the case. If appropriate, the Subject Member will be given the opportunity to respond in more detail following Assessment at the start of either Local Resolution or Formal Investigation.

5. Assessment

5.1 The Monitoring Officer in consultation with an appointed Independent Person will fully assess the Complaint on the papers and evidence provided. Further information and detail may be requested and other enquiries made if necessary. The Monitoring Officer in consultation with the Independent Person or Standards Committee or Sub- Committee will decide upon one of the following courses of action:

- i. there has been no breach of the Code of Conduct. In such event the Complainant and Subject Member will be informed of the outcome and given reasons;
- ii. there has been no breach of the Code of Conduct but there appears to be a potential breach of criminal law or other statutory regulation. In such event:
 - The Subject Member and Complainant will be informed of the outcome and given reasons; and
 - The matter will be referred to the Police or other regulatory body;
- iii. no further action will be taken (see section 6);
- iv. it is possible that there may have been a breach of the Code of Conduct, but further investigation and evidence are necessary to make that determination. However, rather than commencing Formal Investigation, if the Subject Member agrees to undertake Informal Resolution (see section 7), the Complaint may be resolved without a determination;
- v. it has been determined that there has been a breach of the Code of Conduct and the decision is to undertake Informal Resolution (see section 7) without the need for Formal Investigation;
- vi. there is some other reason why Informal Resolution (see section 7) should be undertaken;
- vii. to carry out a Formal Investigation (see section 8);
- viii. to take any other appropriate action in the circumstances;
- ix. to refer the matter to the Standards Committee or Sub-Committee for it to decide which of the above options is most appropriate.

- 5.2 So far as is reasonably practicable, the Monitoring Officer aims to complete Assessment and notify the Complainant and Subject Member as to the relevant course of action within two months from the date of receipt of a satisfactory Complaints Form.
- 5.3 In cases where a Complaint is made against a Parish or Neighbourhood Councillor or person co-opted onto a Parish or Neighbourhood Council Committee as a member, the Monitoring Officer or Investigating Officer may also consult a Parish Representative, if considered necessary, at any time during Assessment, Informal Resolution, or Formal Investigation to obtain their views and may also involve and liaise with the relevant Parish or Neighbourhood Clerk if appropriate.
- 5.4 No officer or member of the Council or Independent Person or Parish Representative will be permitted to participate in any stage of the procedure if they have a conflict of interest in the matter. Where the Monitoring Officer has a conflict of interest in the matter, the Monitoring Officer may appoint a deputy to act or may ask a Monitoring Officer from a different authority to undertake any stage of the process.

6. No further action

- 6.1 At Assessment, the Monitoring Officer (in consultation with the Independent Person) or Standards Committee or Sub-Committee may consider that:
- A. on the information provided and after assessment of the Complaint there is no clear evidence of a breach of the Code of Conduct, or it is unlikely that a breach will be determined in the circumstances;
 - B. the Complaint is insufficiently serious to warrant further action being taken;
 - C. the Complaint appears to be purely politically motivated, malicious, vexatious, or tit for tat;
 - D. the Complaint (or a similar Complaint about the same event) has previously been considered by the Council or another body with investigatory functions i.e. the issue has already been dealt with;
 - E. the Subject Member is no longer a member of the authority concerned or no longer holds the position from which the Complaint arises;
 - F. the alleged conduct occurred too long ago to warrant further action being taken or for the information to be considered reliable;
 - G. the Subject Member was acting in a personal capacity at the time of the alleged breach of the Code of Conduct;
 - H. it is not in the public interest to pursue the Complaint (See Appendix C);
 - I. there is some other reason to take no further action.

6.2 In any of the above circumstances, the Monitoring Officer may dismiss the Complaint and take no further action. The Monitoring Officer will inform the Complainant and Subject Member that no action will be taken and the reasons for the decision. The Complaint is closed.

7. Informal Resolution

7.1 At Assessment, the Monitoring Officer in consultation with the Independent Person, or Standards Committee or Sub-Committee may consider that Informal Resolution should be undertaken (see section 5.1 (iv) to (vi)).

7.2 Informal Resolution can take any form as agreed with the Independent Person, including but not limited to the following:

- A. the issue of an apology by the Subject Member;
- B. the issue of an explanation by the Subject Member;
- C. a personal undertaking from the Subject Member regarding future conduct;
- D. clarification or rectification of the matter giving rise to the Complaint;
- E. the requirement for the Subject Member to undertake specified training;
- F. a form of dispute resolution would be appropriate to resolve an underlying issue or ongoing dispute. If the parties to the dispute are within a Parish or Neighbourhood Council, the recommendation may be to the Parish or Neighbourhood Council to engage a mediator at its own expense;
- G. a recommendation to introduce or amend policy or procedure so as to avoid circumstances giving rise to a similar Complaint in the future.

Procedure for Informal Resolution:

7.3 The Monitoring Officer informs the Complainant and Subject Member of the Informal Resolution and the reasons for this decision and specifies the action required to close the Complaint and the timescale in which the action must be taken. So far as is reasonably practicable, the aim is to have achieved Informal Resolution within one month of completion of Assessment.

7.4 If the requested action is taken within the prescribed timescale, the Complaint is closed and the Monitoring Officer provides written confirmation to the Complainant and Subject Member.

7.5 If the Subject Member does not take the requested action within the prescribed timescale, the Monitoring Officer will consult the Independent Person again and decide on one of the following courses of action:

- A. the potential breach is not serious enough to warrant further action. In such case, the Monitoring Officer closes the Complaint and gives reasons to the Subject Member and Complainant;
 - B. to attempt a different form of Informal Resolution;
 - C. to proceed with Formal Investigation into the potential breach (section 8);
 - D. if there are exceptional circumstances, to give the Subject Member an extension of time to comply.
- 7.6 If the Informal Resolution requires the co-operation of the Complainant and the Complainant declines to co-operate within a prescribed period, then the Monitoring Officer may decide to pursue a different form of Informal Resolution or close the Complaint following further consultation with the Independent Person.

8. Formal Investigation

- 8.1 At Assessment, the Monitoring Officer in consultation with the Independent Person, or Standards Committee or Sub-Committee may consider that:
- A. the Complaint raises issues of bullying, misuse of position, breach of confidentiality or other allegation of a serious breach of the Code of Conduct;
 - B. the Complaint is by or involves a member of staff which ought to be investigated by reason of the nature of the Complaint or in the interests of transparency;
 - C. other forms of action have been tried without a satisfactory outcome and the nature of the Complaint is sufficiently serious to warrant Formal Investigation;
 - D. there has been a history of similar complaints against the Subject Member and the nature of the Complaint is sufficiently serious to warrant Formal Investigation;
 - E. it is in the public interest to carry out a Formal Investigation into the alleged breach of the Code of Conduct (see Appendix C);
 - F. there is some other reason why a Formal Investigation is appropriate.
- 8.2 In any of the above circumstances the Monitoring Officer may pursue a Formal Investigation.

Procedure for Formal Investigation and Determination:

- 8.3 The Monitoring Officer in consultation with the Independent Person will appoint an Investigating Officer to investigate the alleged breach and will provide their details to the Subject Member and Complainant. The name and contact details of the Independent Person will also be given to the Subject Member who has the right to consult the Independent Person during the investigation process.

The Investigating Officer may then invite the Subject Member and Complainant to submit additional supporting information. The Investigating Officer has complete discretion as to how to conduct and proceed with the investigation including but not limited to:

- interviewing the Complainant;
- interviewing the Subject Member;
- interviewing witnesses;
- requesting copies of documents and/or recordings relating to the investigation.

Both the Complainant and Subject Member should comply with all such requests from the Investigating Officer.

8.4 The Investigating Officer will collate all evidence, responses and any other information relating to the Complaint that could reasonably assist in its determination. This may include documents, interviews, statements, recordings, and any other information the Investigating Officer deems relevant. An information/evidence bundle will be prepared.

8.5 When complete the information/evidence bundle will be submitted to the Independent Person for consideration and response. It may also be submitted to the Parish Representative in Parish or Neighbourhood Councillor or co-opted Parish or Neighbourhood Council Committee member cases, if it is considered appropriate. The Independent Person (and Parish Representative if involved) will be invited in respect of each Complaint to identify whether they consider that the alleged conduct amounts to a breach of the relevant Code of Conduct and to give their reasons for having reached that conclusion.

8.6 If the Investigating Officer and Independent Person (and Parish Representative if involved) agree that there is no breach of the Code of Conduct, the Complaint is referred back to the Monitoring Officer who will decide if no further action is to be taken or if the Complaint will still be referred to the Standards Sub-Committee for review and determination. The Monitoring Officer will inform the Complainant and the Subject Member of the decision with reasons.

8.7 If the Investigating Officer, having considered the views of the Independent Person (and Parish Representative if involved), considers that a breach may have occurred or the Monitoring Officer decides the case should still be reviewed and determined by the Standards Sub-Committee, the Investigating Officer will prepare a draft report.

The draft report will clearly set out the allegations made by the Complainant, the relevant parts of the Code of Conduct alleged to have been breached and provide a statement of the Investigating Officer's findings of fact, referring where possible to the information/evidence bundle. The Independent Person's (and Parish Representative's if involved) views and comments will also be included, and the draft report will conclude as to whether or not the Subject Member may have failed to comply with the relevant Code of Conduct with reasons. It will also suggest the sanctions which may be appropriate. This draft report should state that the report does not represent the Investigating Officer's final findings. This draft report and accompanying information/evidence bundle will be sent to the Subject Member and Complainant (and any other relevant person if considered necessary) for their consideration and response within 14 days.

8.8 The Investigating Officer will consider any responses received and will produce a final report having taken them into account. The final report will be submitted to the Monitoring Officer who will organise a Standards Sub-Committee if appropriate to determine the Complaint. Generally, the Sub-Committee will determine the Complaint on the papers and the information/evidence bundle. Personal representation by the Complainant or Subject Member will not be allowed. However, if there are circumstances where the Monitoring Officer considers that personal testimony is required to reach a determination, then the Subject Member, Complainant and/or witnesses may be invited to attend a Sub-Committee for a hearing.

8.9 The Standards Sub-Committee will comprise usually three but a quorum of two Standards Committee Council members and an Independent Person as a non-voting member. The meeting will be attended by the Monitoring Officer, who will advise the Sub-Committee throughout, and by the Investigating Officer, who will present their report. If a hearing is deemed necessary where personal testimony is required, then those invited to attend will be informed by the Monitoring Officer of the process and procedure that will be followed at the Standards Sub-Committee.

8.10 The Standards Sub-Committee considers the report and all information and evidence to determine if there has been a breach of the Code of Conduct.

If the Standards Sub-Committee finds there has been no breach of the relevant Code of Conduct, the Complaint is dismissed.

If the Standards Sub-Committee finds there has been a breach of the relevant Code of Conduct, it will decide in consultation with the Independent Person on suitable sanction(s) if this is considered appropriate.

8.11 The Monitoring Officer will issue a Decision Notice which will include a brief statement of facts, the provisions of the Code of Conduct engaged by the allegations, the view of the Independent Person, the decision and the reasoning for that decision, and any sanction(s) applied. The Decision Notice will be sent to the Subject Member, the Complainant and the Parish or Neighbourhood Clerk if necessary and will be published as soon as possible on the Council website as detailed in 2.12.

8.12 So far as is reasonably practicable, the aim is for the Formal Investigation and issue of a Decision Notice to be completed within six months from the date of receipt of a satisfactory Complaints Form.

8.13 There is no right of appeal for the Complainant or Subject Member against a decision of the Monitoring Officer, Standards Committee or Sub-Committee. If the Complainant considers that the Council has failed to deal with their Complaint properly, they can make a complaint to the Local Government and Social Care Ombudsman.

9. Sanctions

9.1 If a breach of the Code of Conduct has been determined or the Subject Member agrees (see section 5.1 (iv)), all or any of the following sanctions may be applied:

- A. issue of a formal letter;
- B. issue of a formal reprimand by motion or otherwise;
- C. recommendation that the Subject Member be removed from any or all committees or sub-committees, cabinet or sub-committees of cabinet;
- D. restriction on the Subject Member's access to the premises of the relevant authority and the use by the Subject Member of the relevant authority's resources, provided that any such restrictions imposed upon the Subject Member are reasonable and proportionate to the nature of the breach and do not unduly restrict the Subject Member's ability to perform his or her functions as a member;
- E. requirement that the Subject Member undertakes such training as may be specified and detailed;
- F. requirement that the Subject Member submits an apology in such form as may be specified and detailed;
- G. requirement that the Subject Member clarifies or revokes any previous statement as specified and detailed;
- H. requirement that the Subject Member takes part in conciliation or mediation as specified and detailed;

- I. provision of any relevant publicity in the form of a press release or otherwise;
 - J. any other sanction which in consultation with the Independent Person is considered appropriate.
- 9.2 If any sanctions are applied that require the Subject Member's agreement or participation, such as training, conciliation, apology, or remedial action, and are not undertaken satisfactorily by the Subject Member within the specified time, then the matter may come back to the Monitoring Officer or Standards Committee or Sub-Committee to consider any further sanctions, in consultation with the Independent Person.
- 9.3 Any decision to apply a sanction or sanctions relating to a Parish or Neighbourhood Councillor or to a person co-opted onto a Parish or Neighbourhood Council Committee will be in the form of a recommendation to the relevant Parish or Neighbourhood Council to apply the sanction or sanctions.

Appendix A

Code of Conduct Complaints Form

Instructions for completing this form

This form should only be used for Code of Conduct complaints against:

- (1) members of Horsham District Council*
or
- (2) members of parish councils or neighbourhood councils within Horsham District*
or
- (3) co-opted members of Horsham District Council committees or parish or neighbourhood council committees within Horsham District.*

These are all referred to as "Subject Member" in this form.

Please read the Code of Conduct Complaints Procedure before completing this form.

You can fill in the form online here: ([LINK](#)) or alternatively fill in the form below and either e-mail it to standards@horsham.gov.uk or post it to the Horsham District Council's Monitoring Officer at Parkside, Chart Way, Horsham, West Sussex, RH12 1RL. If you are filling in a printed version of this form please use black ink as it photocopies better.

*Please concentrate details of your Complaint into the spaces provided on this form. Do not attach **any** additional material other than as specified in Section 6 of the form as this will not be considered. If additional material is required by the Monitoring Officer or the Standards Committee or Sub-Committee, they will request it.*

A. Your details:

- 1. Please provide us with your contact details:*

Title:	
First name:	
Last name:	
Address:	
Contact telephone:	
Email address:	
Signature or E-Signature:	
Date:	

Note: your name and the details of your Complaint may be made public in accordance with Data Protection legislation and/or the procedural arrangements for dealing with a Complaint (see section 2 of the Code of Conduct Complaints Procedure).

2. Please tell us which Complainant type best describes you:

- ☐ *Member of the public*
- ☐ *Council member or co-opted member of a council committee (please specify the council or committee of which you are an elected or co-opted member:_____)*
- ☐ *Independent member of a standards committee*
- ☐ *Parish council or neighbourhood council clerk*
- ☐ *Member of Parliament*
- ☐ *Monitoring Officer*
- ☐ *Other council employee, contractor, or agent*
- ☐ *Other (please specify): _____*

B. The details of your Complaint:

3. *Please provide us with the name of the Subject Member you believe has breached the relevant council's Councillor Code of Conduct. A separate form should be completed in relation to each Subject Member unless the complaints can appropriately be dealt with together: for example, the complaints arise from the same facts.*

Title	First name	Last name	Specify Council

4. Please identify the relevant Councillor Code of Conduct and which particular section(s)/paragraph(s) of the Councillor Code of Conduct you believe has/have been breached:

[illegible]

- 5.** *Please explain why you believe the particular section(s)/paragraph(s) of the Councillor Code of Conduct has/have been breached and state the date of the alleged breach/es:*

(Please use separate sheet(s) as necessary but restrict to 2 pages of A4)

- 6.** *On the next sheet please provide any relevant background information/ documentary evidence to support your allegation(s). Please cross-refer any information / documentary evidence provided to your specific allegations and your reasons why you believe there is a breach.*

The information should be clear and concise. If recordings of meetings are submitted as evidence, then a copy of the recording or a link to an official recording should be provided and the relevant timings of the recording should be detailed and cross- referenced to the specific allegations.

It is important that Complainants do not enclose documents and/or recordings without explaining how they relate to the allegations. It is not the responsibility of the Monitoring Officer to try to interpret what the Complaint is about.

(Continue on separate sheet(s), as necessary)

7. Please identify any witnesses to the alleged conduct and provide their contact details if possible:

8. The Complaint must be made no later than 28 days after the incident complained about. If the Complaint is made more than 28 days after the incident, please explain why the Complaint was or could not be made within the 28 day period. A Complaint received more than 28 days after the incident will not be processed or dealt with unless exceptional circumstances can be shown.

C. Fairness and Openness:

9. In the interests of fairness and openness and in compliance with the rules of natural justice, we believe that a Subject Member who has had a Complaint made against them has a right to know who has made the Complaint and the substance of the allegation made against them unless there are exceptional circumstances (see sections 2.6 and 2.10 of the Code of Conduct Complaints Procedure).

Do you consider that your name should not be disclosed to the Subject Member i.e. the person against whom you are complaining?

Yes ☐ No ☐

If yes, please explain your reason/s:

D. Check form:

10. Have you:

- ☐ Completed all the sections on this form?
- ☐ Signed the form?
- ☐ Enclosed any relevant documents and recordings?

If this Complaints Form is incomplete and/or does not satisfy the requirement of the Code of Conduct Complaints Procedure it may be rejected.

E. What happens next:

11. When you have completed this Complaints Form please send it by email to: standards@horsham.gov.uk

or by post to:

Monitoring Officer (Standards)
Horsham District Council
Parkside, Chart Way,
Horsham, West Sussex
RH12 1RL

If this Complaints Form has been satisfactorily completed, the Complaint will be considered in accordance with the Code of Conduct Complaints Procedure. You will be kept informed of progress of the Complaint and of the outcome.

F. Help:

12. The procedures for assessing complaints by way of allegations against a Subject Member and for subsequently handling such allegations are regulated by the Localism Act 2011 and any regulations made thereunder by the Secretary of State. Horsham District Council's arrangements for dealing with Code of Conduct complaints can be found here [\(LINK\)](#)

13. Complaints must be submitted in writing using this form, preferably electronically or using the e-form, and are assessed on the basis of the information supplied by you. It is, therefore, important that the information is full and complete.

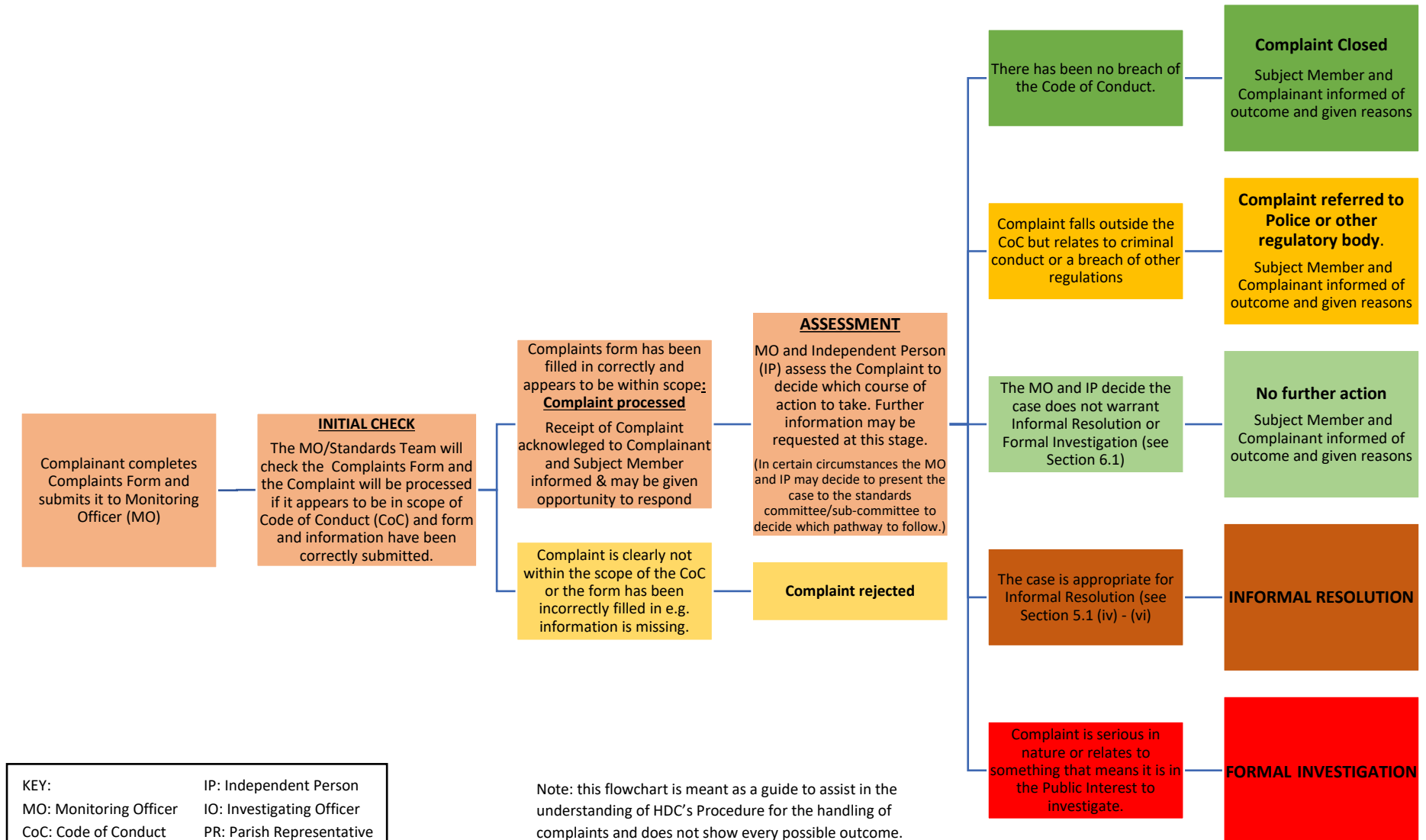
14. In line with the requirements of the Equality Act 2010 we can make reasonable adjustments to assist you if you have a disability that prevents you from making your Complaint in writing. We can also help if English is not your first language.

15. If you have any queries or questions regarding any Code of Conduct matters or you need help in completing this form or you want information on the progress of your Complaint, please contact the Monitoring Officer at standards@horsham.gov.uk

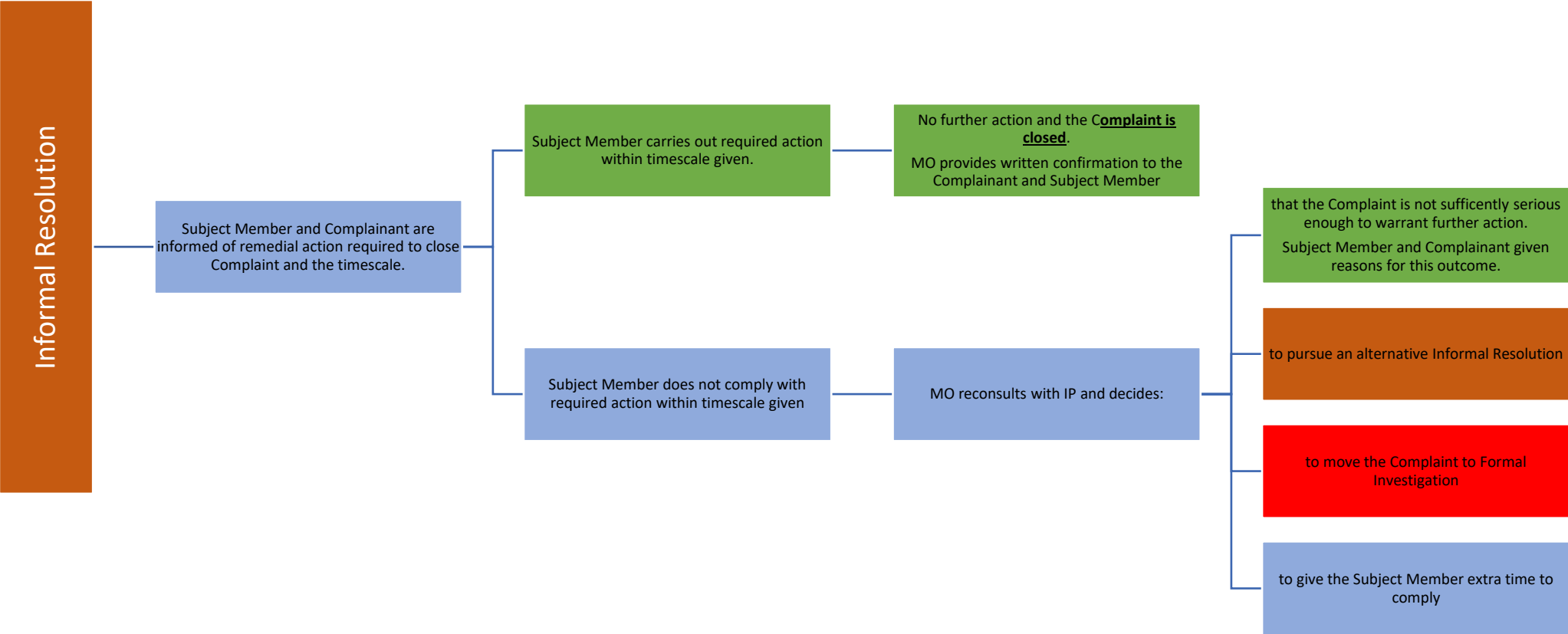
16. This document is available in alternative formats. Please contact standards@horsham.gov.uk or call 01403 215482.

Appendix B: Code of Conduct Complaints Procedure Flow chart:

1. Initial Check & Assessment:



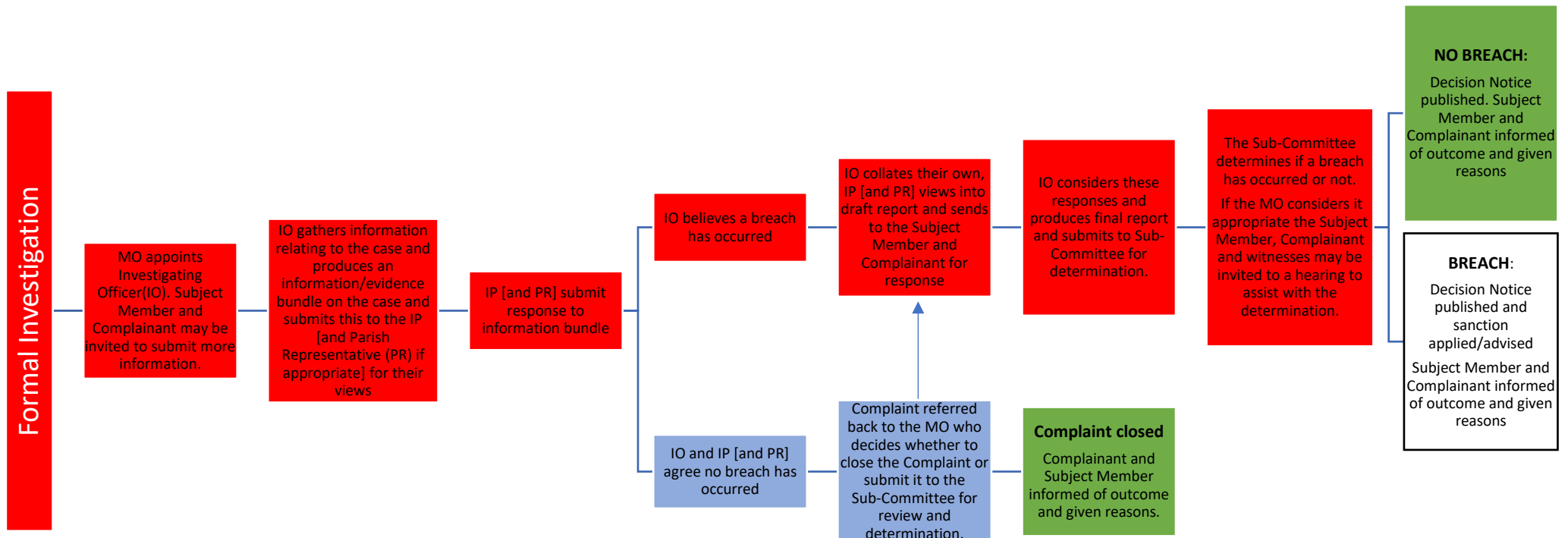
2 Informal Resolution:



KEY:	IP: Independent Person
MO: Monitoring Officer	IO: Investigating Officer
CoC: Code of Conduct	PR: Parish Representative

Note: this flowchart is meant as a guide to assist in the understanding of HDC's Procedure for the handling of complaints and does not show every possible outcome.

3 Formal Investigation:



KEY:
 MO: Monitoring Officer
 CoC: Code of Conduct
 IP: Independent Person
 IO: Investigating Officer
 PR: Parish Representative

Note: this flowchart is meant as a guide to assist in the understanding of HDC's Procedure for the handling of complaints and does not show every possible outcome.

Appendix C: The Public Interest Test for Assessing a Code of Conduct Complaint

1. A Code of Conduct for councillors sets out the high standards of behaviour which the public expects from its elected representatives in the authority to which they are elected. The procedure set out in this Code of Conduct Complaints Procedure provides the opportunity for individuals to inform the Council when they believe a member of Horsham District Council or one of Horsham District's Parish or Neighbourhood Councils has breached the relevant Code of Conduct.
2. The Complaints Procedure is crucial in achieving standards of conduct that meet public expectations. Through this process the Council aims to support proper decision-making, the proper use of public resources, and to maintain public confidence in the Council and the democratic process itself. Undertaking investigations that do not support these wider benefits is not in the public interest.
3. The Council is of the view that its limited resources should not be used to investigate matters which are trivial or which have little or no impact upon the public. It is important that we focus our investigations on matters that are serious and are capable of undermining the relationship between councillors and the public they serve, such as: corruption, bullying, damaging the Council's public image, bringing the Council into disrepute, or the misuse of power in public office.
4. At the Assessment stage the Monitoring Officer, in consultation with the Independent Person, will consider if it is in the public interest to pursue a complaint to Formal Investigation, Local Resolution or to dismiss the case.
5. The Monitoring Officer and Investigating Officer will constantly assess in the course of the complaints process whether continuing the Complaint to Formal Investigation is in the public interest.
6. There is no widely accepted definition of public interest, but it has been described as *"something which is of serious concern and benefit to the public"*. The public interest therefore relates to something which has an impact on the public and is not merely a matter the public finds to be of interest.
7. The public interest factors which we may take into account are:
 - the seriousness of the breach;
 - whether the Subject Member deliberately sought personal gain for themselves or another person at the public expense;
 - whether the circumstances of the breach are such that a Subject Member has misused a position of trust or authority and caused harm to another; or

- whether the breach was motivated by any form of discrimination against an ethnic group, nationality, gender, disability, age, religion or belief, sexual orientation, or gender identity.

Considerations

8. When taking any of the factors in paragraph 7 into account, relevant considerations can include the circumstances of the Complaint, such as:
 - the extent to which the Subject Member was responsible for, or was to blame for, the alleged breach;
 - whether the alleged conduct was premeditated and/or planned; or
 - whether the alleged conduct has caused harm or impacted on another person, group, or body.
9. Views expressed by the Complainant, or any other person affected by the alleged conduct, relating to the impact and effect will also be considered. Other considerations may be:
 - whether there is evidence of previous similar behaviour on the part of the Subject Member;
 - whether the Subject Member has been the focus of previous complaints or investigations for a similar matter and is, therefore, showing a negative pattern of behaviour or there is evidence of escalating behaviour;
 - whether a Formal Investigation is required to maintain public confidence in elected members within Horsham District;
 - whether Formal Investigation is a proportionate response;
 - whether it is likely that the breach would lead to a sanction being applied to the Subject Member;
 - whether the use of resources in carrying out a Formal Investigation would be regarded as excessive, when weighed against any likely sanction.
10. Public interest will not be decided on the basis of resource alone, but this is a relevant consideration when making an overall assessment. A balanced view will be taken and consideration of the outcomes of previous cases considered by the Standards Sub- Committee will be helpful in achieving this. Not all factors considered here will be relevant to every case and there may be other factors taken into consideration by the Monitoring Officer when deciding if it is in the public interest to pursue a Complaint.

STEYNING PARISH COUNCIL

STANDING ORDERS 2019

Adopted 17th May 2021

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INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (2) minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, ask and answer questions and give evidence, **in respect of the business on the agenda**, at a meeting which they are entitled to attend .
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless

directed by the chairman of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than (2) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his**

- **casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- the time and place of the meeting;
- the names of councillors who are present and the names of councillors who are absent;
- interests that have been declared by councillors and non-councillors with voting rights;
- the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- if there was a public participation session; and
- the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a**
- **disclosable pecuniary interest or another interest as set out in the**
- **Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
 ● and the meeting shall be closed. The business on the agenda for the meeting
 ● shall be adjourned to another meeting.
- x A meeting shall not exceed a period of (2.5) hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, which will include the following standing committee and maximum membership of each

Community Committee – 9 Councillors **with a quorum of 5 Councillors**

Planning and Premises Committee – 8 Councillors **with a quorum of 3 Councillors**

Neighbourhood Plan Steering Committee – 4 Councillors and 8 Unelected members **with a quorum of 5 members**

Finance and General Purposes Committee – 9 Councillors including the Chair ~~And Vice-Chair~~ of the Council, ~~and~~ Chair of Community and Chair of Planning and Premises. ~~and the Neighbourhood Plan Steering Committee Chair (providing in the latter case if the Chair is a Councillor)~~ **with a quorum of 5 councillors.**

- i. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- ii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iii. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- iv. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to

replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ~~(14)~~ days before the meeting that they are unable to attend;

- v. shall, after it has appointed the members of a standing committee, appoint the chairman and Vice-Chairman of the standing committee;
- vi. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three; but five in the cases of Finance and General Purposes Committee and the Neighbourhood Plan Steering Committee.
- viii. shall determine if the public may participate at a meeting of a committee;
- ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xi. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**

- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;

- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within (3) days of having been requested to do so by
- e (2) members of the committee [or the sub-committee], any (2) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. **PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (8) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.
- c This standing order does not apply to decisions made in the six months prior to polling day in an election year.

8. **VOTING ON APPOINTMENTS**

~~Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.~~

Where there are more persons nominated and prepared to stand for a position than there are places available, then each councillor will have available to them the number of votes as per the number of places, i.e. if there are nine members of a committee each councillor will be able to vote for up to nine representatives (which can include themselves if they wish). Once all votes have been cast they will be collated and counted by the Clerk and or Deputy Clerk and the nine councillors with the greatest number of votes will then be proposed as the members of the committee, working party or representative group and ratified by Full Council. In the event that there are fewer than the requisite number of councillors with a majority of the votes, then those councillors who are not initially elected will be voted for a second time, this time the number of votes being available being limited to the number of places that are still to be filled. This process will continue until all places have been filled by a majority of the votes cast.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (5) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (4) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;

- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

- d **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **The Council will publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place and will endeavour to do so within five working days.**
-
-
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the**

Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks**

fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and

- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (4) days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's

response to the local planning authority in a book for such purpose;

- xv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible

Financial Officer shall provide:

- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder**

website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission**

every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of ~~[Council] OR the Finance and General Purposes~~ **the Personnel committee** subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of ~~[the Finance and General Purposes committee]~~ **the Personnel Committee** or, if he is not available, the vice-chairman if there is one of the ~~Finance and General Purposes~~ **Personnel committee** of absence occasioned by illness or other reason and that person shall report such absence to ~~[the Finance and General Purposes committee]~~ **the Personnel Committee** at its next meeting.
- c **Two councillors from the Personnel Committee, usually** the chairman and vice-chairman of ~~the [the Finance and General Purposes~~ **Personnel committee** ~~or in his absence, the vice-chairman shall upon a resolution~~ shall conduct a review of the performance and annual appraisal of the work of the Clerk. ~~and any Deputy Clerk~~ . The reviews and appraisal shall be reported back **to the Personnel Committee** in writing and are subject to approval by resolution by ~~[the Finance and General Purposes committee]~~ **the Full Council**
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of ~~[the Finance and General Purposes~~ **Personnel committee** or in his absence, the vice-chairman of ~~the [the Finance and General Purposes~~ **Personnel committee** in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of ~~[the Finance and General Purposes~~ **Personnel committee**.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk or ~~any Deputy Clerk~~ relates to the chairman or vice-chairman of the ~~Finance and General Purposes~~ **Personnel committee** this shall be communicated to another member of ~~[the Finance and General Purposes~~ **Personnel committee**, which shall be reported back and progressed by resolution of ~~[the Finance and General Purposes committee]~~ **the Personnel committee**.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (8)

councillors to be given to the Proper Officer in accordance with standing order 9.

- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 2nd NOVEMBER 2021 AT 7.30PM AT THE STEYPING CENTRE

Present: Cllrs I Alexander (Vice Chair), Norcross, Goldsmith, S. Alexander, Campbell, Hanson and Young,

Clerk: John Fullbrook

Members of the public: Five {including Cllrs S. Sullivan and G. Sullivan}

Meeting Commenced : 7.30pm

MINUTES

C/21/35 APOLOGIES FOR ABSENCE

ACTIONS

- 35.1** Apologies were received from Cllrs Bell and Lloyd.
In Cllr Lloyds absence, Cllr I Alexander as Vice Chair of this committee presided over proceedings

C/21/36 DECLARATIONS OF INTEREST AND DISPENSATIONS

- 36.1** None

C/21/37 QUESTIONS FROM THE FLOOR

- 37.1** None

C/21/38 MINUTES OF PREVIOUS MEETINGS

- 38.1** Cllr Campbell **proposed** an amendment by way of substitution to the text within the draft minutes of the 7th September meeting under item 31.2.1, **seconded** by Cllr Goldsmith, and then read out a statement detailing the proposed change to the narrative. {Full text can be found on Web Site recording from 2 Min. 10 secs}. **Not agreed 2 For {RG, PC} 4 Against {IA, DH, CY, SA} 1 Abstained {JN}**
- 38.2** Cllr Young made a statement concerning her seconding of the motion under 32.2.1, in response to Cllr Campbell's statement, saying that her seconding of the motion was not that she felt that the slide was 'dangerous', rather she thought it best removed from service as the situation had been so contentious, and that it would need to be removed in preparation for the proposed 'pocket park' anyway. Cllr I. Alexander **proposed, seconded** by Cllr S. Alexander to accept the minutes of the 7th September as a true and fair record. **Agreed. 4 For {IA,DH, SA, CY}, 1 Against {PC}, 2 Abstained {JN,RG}**

C/21/39 MATTERS ARISING AND ACTIONS – These items were taken as read except items 39.3 - see below

- 39.1** Pizza Van's use of MPF car park end date to be determined – **Actioned**
- 39.2** Insurance documents and risk assessment received for Abbey Road Pond works - **Actioned**
- 39.3** Deputy Clerk to chase HDC for Cleansing grant receipts – **Actioned**
{Two applications have been made to HDC – the due amount being £24,610}
- 39.4** Deputy Clerk to ensure Abbey Road grass cutting is completed early - **Actioned**

- 39.5 The Children's Play Area Slide at Chandlers way to be removed - **Actioned**
- 39.6 D. Clerk to obtain visibility protocols for highways verges and respond to enquiry about potential re-wilding – **Actioned/ See item 42.2**
- 39.7 Clerk to convene an all-councillor working party to discuss possible play equipment installations - **Actioned/ See item 41.4**
- 39.8 Gain three quotes and complete works on water tank replacement at MPF changing rooms - **Actioned**
- 39.9 Cllr Goldsmith asked for information that Cllr Lloyd said he would forward from insurance company and equipment engineers to councillors; however, this was not noted as a matter arising in the minutes – The Clerk said he would have no problem sending out the information **CLERK/ Cllr Lloyd**
- C/21/40 COMMUNITY MATTERS**
- 40.1 To discuss the SCO proposal to plant an Orchard at Abbey Road as per supporting papers. Cllr S. Alexander raised the need for a tidying of the northern boundary, which can be completed by the team of volunteers. Cllr I. Alexander **proposed, seconded** by Cllr Norcross that committee accepts the proposal from the Steyning Community Orchard group to put a community orchard on the Abbey Road village green {as per supporting papers}. **Agreed** **CLERK**
- C/21/41 FINANCE**
- 41.1.1 Cllr I. Alexander **proposed, seconded** by Cllr Norcross that the Community Income and Expenditure reports for the August 2021 period be accepted as a true and fair record. **Agreed**
- 41.1.2 Committee wanted to discuss at future meetings possible High Street Bin painting, Street Jet Washing operatives and writing letters to High Street shop owners about birds' droppings and gutter issues. **CLERK**
- 41.2 Priorities for Community works/projects to be completed over the next five years. The Clerk once again attempted to obtain the Committee's intentions in terms of community projects. The Clerk to send out the list of projects once again to committee members so that a consolidated list could be brought to the next meeting for further discussion. At this point there was an extended period of disruption in the meeting and it was dealt with by the following proposal. Cllr S. Alexander **proposed, seconded** by Cllr Norcross that under Standing Order 2b that Cllr Goldsmith no longer be heard from in this meeting. **Agreed** **CLERK**
- Cllr Goldsmith then left the meeting.*
- 41.3 Committee discussed the Community Budget for the forthcoming fiscal year - 2022/23 as per Papers prepared by the Clerk. To be brought back and agreed at next meeting - with councillors to contact the Clerk with points raised or suggestions in the meantime. Clerk to check further details for Lamp post testing and maintenance for Adult Exercise Area. **CLERK**
- 41.4 Following recommendations from the Playground Working Party. These recommendations to be brought forward to next meeting with another working party taking place, if possible, to further discuss. **CLERK**
- C/21/42 MEMORIAL PLAYING FIELD AND OTHER OPEN SPACE**
- 42.1 To receive an update from the Clerk regards playground works. The Clerk supplied a table showing remedial works both completed and yet to be completed following the Wicksteed annual inspection. Adult Exercise Area still needs attention. **CLERK**

- 42.2** To discuss possible support for re-wilding of grass verges as per supporting papers. The Deputy Clerk has been working with other authorities and the residents since the last meeting, and the proposal is currently being discussed directly between the residents and WSCC.
- 42.3** To discuss details for the next tranche of tree works for the hedge on the boundary of the MPF and the Allotments as per supporting papers. Cllr I. Alexander **proposed, seconded by** Cllr S. Alexander that the clerk obtains quotes for Hedge works on the MPF for two heights of 3.5 and 4 meters. **Agreed** **CLERK**
- 42.4** The committee received the grass cutting report.
- C/21/43 PROGRESS REPORT**
- 43.1** C/20/58.14 Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement. - There hasn't been a Chairman of the School Board appointed to be able to discuss this issue. **Ongoing** **Cllr Hanson**
- 43.2** C/20/59.3 Memorial / Celebration tree policy to be reviewed. **Ongoing** Details have been kindly supplied by the SCO to assist this process **CLERK**
- 43.3** C/20/113.2 Clerk to obtain quotes for Godstalls Lane autumn tree works - One quote has been obtained and others are being sought - **Ongoing** **CLERK**
- 43.4** C/20/116.4 Chandler's Way project consultation papers to be re sent to councillors and brought back to committee. - The Clerk informed that there has been a site meeting and more detailed papers will be sent out and the item will come to next meeting. **Ongoing** **CLERK**
- 43.5** C/21/9.6 2 Newham Lane letter to be drafted by Cllrs Lloyd, Campbell, and the Clerk - **Ongoing** **CLERK**
- 43.6** C/20/9.5 Cllr Lloyd to speak to HDC regarding adding play equipment moved at HDC expense, if needs be, onto Fletchers Croft licence - **Ongoing** **CLERK**
- 43.7** C/20/18.1 'A' Frame to be purchased for notification purposes in MPF Car Park with dates and times interchangeable - **Ongoing** **CLERK**
- 43.8** C/20/18.3 Licence agreement for the Pizza Van to be produced and agreed by Chair and Vice Chair – **Ongoing** **CLERK**
- 43.9** C/21/21.11 Clerk to obtain quotes for Allotment water service enhancement works - **Ongoing** **CLERK**
- 43.10** C/21/29.2 Steyning 20mph Highway's scheme working party date to be determined - **Ongoing** **CLERK**
- 43.11** C/21/31.2 Chairman and Clerks office to prepare any reports necessary on the issue of playground safety and unfounded allegations made against the Council and report to Full Council if appropriate – **Actioned**
- C/21/44 DATE OF NEXT MEETING – 7th December 2021 at 7.30 pm.**
- 44.1** *Committee ran out of time to complete business, so the Chair closed the meeting at 10.02pm* **CLERK**

Signed: Date: 7th December 2021
Chair

A recording of this meeting can be found using the following link:
https://youtu.be/l-xgR68M_yA

**COMMUNITY COMMITTEE MEETING HELD ON WEDNESDAY 8th DECEMBER 2021
AT 7.30PM AT THE STEYNING CENTRE**

Present: Cllrs T. Lloyd (Chair), I Alexander (Vice Chair), Norcross, Goldsmith, S. Alexander, Hanson and Young,
Clerk: John Fullbrook

Members of the public: One

Meeting Commenced : 7.30pm

MINUTES

C/21/45 APOLOGIES FOR ABSENCE

ACTIONS

- 45.1** Apologies were received from Cllrs Bell and Campbell. With Cllr S. Alexander likely to arrive later in the meeting. Cllr Lloyd passed on best wishes on behalf of the committee members to Cllr Bell who had recently undergone surgery and wishing him a speedy recovery.

C/21/46 DECLARATIONS OF INTEREST AND DISPENSATIONS

- 46.1** None

C/21/47 QUESTIONS FROM THE FLOOR

- 47.1** None

C/21/48 MINUTES OF PREVIOUS MEETINGS

- 48.1** Cllr I. Alexander **proposed, seconded** by Cllr Norcross to accept the minutes of the 2nd November as a true and fair record. **Agreed.**

C/21/49 MATTERS ARISING AND ACTIONS

- 49.1** Information from Insurance company and equipment engineers to be distributed to committee members with regards to recent playground safety checks.- **Actioned**
- 49.2** Clerk's Office to inform the Steyning Community Orchard group as to the agreed motion that a new Orchard can be planted on Abbey Road - **Actioned**
- 49.3** High Street Jet washing, Bird droppings and Gutter Issues to be discussed at next meeting – **See item 50.4**
- 49.4** Prioritising Community Projects – Prompt to Councillors for a response ahead of next meeting – **Actioned**
- 49.5** Clerk to find out more about Lamp Post testing and Adult Exercise area maintenance costings - **Actioned**
- 49.6** Update Community Budget paper for next meeting – **See item 51.2**
- 49.7** Playground Working Party to be convened – **Actioned**

- 49.8 Clerk to update Cllrs on any outstanding Playground maintenance issues - **Actioned**
- 49.9 Draft Memorial Tree / Bench Policy to be brought back to Community Committee – **Actioned / See item 51.4**
- 49.10 Newham Lane Letter to be sent - **Actioned**
- 49.11 Cllr Lloyd **proposed, seconded** by Cllr I. Alexander that Matters Arising taken as read. **Agreed**

C/21/50 COMMUNITY MATTERS

- 50.1.1 The Clerk presented a report from the Abbey Road Village Green volunteers group regards recent workdays and meeting (details were within supporting papers and had been compiled by Roger Brown), then committee discussed a request to plant additional trees as per supporting papers at Abbey Road. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that committee grants the request from the Abbey Road advisory group that six silver birch trees be planted on the hump within the meadow and adjacent the pond as per supporting papers. **Agreed** **CLERK**
- 50.1.2 Committee requested the Clerk and Roger Brown were also asked to check the Abbey Road Boundary encroachment with the Tree Warden and then to organise what works are needed, and that the Voluntary group could then undertake what work was agreed. **CLERK**
- 50.2 The Clerk read a report from the Royal British Legion representative with regards to the Steyning Memorial Gardens and the committee discussed the report and associated supporting papers. Cllr Lloyd **proposed, seconded** by Cllr Norcross that committee form a working party {Cllrs C.Y. and I.A. volunteered} with RBL and the Steyning Partnership representatives in order to agree location of two finger post signage installations provided works completed for less than £600. **Agreed** **CLERK**
Cllrs Young, I. Alexander
- 50.3 The Clerk updated the committee with regards to the Rublees Allotment Water supply service upgrade and any other SPC Allotment matters. The Chair replied to a letter sent to committee by the Allotment Association. And asked the Clerk to reply briefly and in a positive fashion to the letter. The Clerk explained that as per agreed motion in June '21, the first engineer invited to quote had made a recommendation to amend the scope of works to one pipe rather than two as one pipe installation would still provide more than adequate contingency for any future development, also, that the trench be dug to depth of 750 mm. On the basis of this modified scope of works the Clerk had asked other contractors to quote appropriately. The Clerk said he would send out a modified scope of works for Councillors to be aware of the variation. **CLERK**
- 50.4 High Street Jet washing, Bin Cleaning and Gutter and Bird Dropping issues. Clerk updated on what HDC operatives would be able to achieve in terms of bin cleaning and Jet washing. Councillors suggested it might be best to concentrate on two smaller areas and get it done in one day – the councillors pinpointing the pavement where it needs to be done as they'll be in attendance (Cllrs Lloyd, Hanson, Norcross having volunteered). Office to coordinate **CLERK**
- 50.5 'Round Hill Romp' request for use of MPF and facilities. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that council offer use of the MPF and Changing rooms, if they require them, free of Charge, subject to the usual risk assessments being submitted and checked by the Clerk. **Agreed** **CLERK**

C/21/51 FINANCE AND GOVERNANCE

- 51.1 Cllr Lloyd **proposed, seconded** by Cllr Hanson that the Community Income and Expenditure reports for the September and October 2021 period be accepted as a true and fair record. **Agreed** **CLERK**
- {Cllr S. Alexander joined the meeting during the discussion of the next item}

- 51.2** The proposed Community Committee budget paper for the next fiscal year – 2022/23 from the Clerk (as per supporting paper) was discussed. Two amendments were suggested – that of increasing Lamp post testing by £150 and streetlight energy expenditure by £55. Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that Committee accepts the Clerks draft Budget paper subject to the two proposed amendments on Lamp post testing and streetlight energy which would take total expenditure to £58,900 and keep income at £29,900. **Agreed** **CLERK**
- 51.3** Community projects to be proposed to be completed for the next fiscal year 2022/23. The Clerk reported on this supporting paper. Committee agreed to amend several items which the Clerk will bring back to future meetings. Cllr Lloyd **proposed, seconded** by Cllr Hanson that Committee agree to the Clerks project list with items noted as ‘Project’ and ‘Close to commitment’ being top priority, with the next group ‘Other projects being discussed for this year into 22.23’ being second priority (except ‘Cripps Lane’ and ‘Bench and tree policy’ being removed, with instead the inclusion of ‘paving slabs for benches’ and ‘Street lights to LED’ being included). **Agreed** **CLERK**
- 51.4** To discuss a draft SPC Memorial Bench and Tree policy document. Committee discussed draft document compiled by the Clerk. Cllr Lloyd **proposed, seconded** by Cllr Hanson that committee set up a working party to include ‘Steining for Trees’ and the ‘Steining Community Orchard’ group reps to create the new SPC memorial tree policy, and that it be an all-member WP. **Agreed** **CLERK**
- 51.4** Clerk updated on Swimming Pool payments for the last two years as per supporting papers and by way of information.
- 51.5** To receive notification regards the Steining PC 2021/22 Winter Plan – The Clerk confirmed the amended plan has been received by WSCC
- 51.6** Committee received the SPC Grass Cutting report and the Clerk confirmed there was one cut still owed from this year’s contract which SPC will receive in early March of next year.

C/21/52 PROGRESS REPORT

- 52.1** C/20/58.14 Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement. - There hasn’t been a Chairman of the School Board appointed to be able to discuss this issue. **Ongoing** **Cllr Hanson**
- 52.2** C/20/113.2 Clerk to obtain quotes for Godstalls Lane autumn tree works - One quote has been obtained and others are being sought - **Ongoing** **CLERK**
- 52.3** C/20/113.3 Support for recycling bin in High Street – Office to find out more information regards provision – **Ongoing** **CLERK**
- 52.4** C/20/7.3 Clerk to collect quotes for Allotment water service enhancement works - **Ongoing** **CLERK**
- 52.5** C/20/9.5 Cllr Lloyd to speak to HDC regarding adding play equipment moved at HDC expense, if needs be, onto Fletchers Croft licence – **Ongoing** – A new seven-year lease has now been proposed and will need to be discussed at next meeting **CLERK**
- 52.6** C/20/18.1 ‘A’ Frame to be purchased for notification purposes in MPF Car Park with dates and times interchangeable – **Actioned by Cricket Club with Clerk to now supply Notice information** **CLERK**
- 52.7** C/20/18.3 Licence agreement for the Pizza Van to be produced and agreed by Chair and Vice Chair – **Ongoing** – **Cllr Lloyd suggested as per HDC a normal agreement be written** **CLERK**
- 52.8** C/21/29.2 Steining 20mph Highway’s scheme working party date to be determined – **Ongoing** **CLERK**

- 52.9 C/21/42.3 Next tranche of tree works to be completed on the MPF/Allotment hedgerow – quotes to be obtained – **Ongoing** **CLERK**
- 52.10 C/21/31.5 A date to be set with regards to Tree management plan/Conditioning report Meeting – **Ongoing** **CLERK**
- 52.11 C/21/31.5 Three quotes sought for replacement and widening of concrete at MPF changing rooms – **Ongoing** **CLERK**

C/21/53 INFORMATION / CORRESPONDENCE ITEMS

- 53.1 To receive the Ouse and Adur Rivers Trust newsletter and to agree any actions. Cllr Lloyd **Proposed, seconded** by Cllr I. Alexander that the Clerk write an email in response to express appreciation for what they are trying to do and for the office to put the information request on the web site {Headline with 'Have you got an issue with flooding'} for public comment and also suggest to them that they convene a public meeting. **Agreed** **CLERK**

C/21/54 DATE OF NEXT MEETING – 2nd February 2022 at 7.30 pm.

Meeting ended at 9.55pm

Signed: Date: 2nd February 2022
Chair

A recording of this meeting can be found using the following link:
<https://youtu.be/xUST6mhuUd0>

COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 8th FEBRUARY 2022 AT 7.30PM AT THE STEYPING CENTRE

Present: Cllrs T. Lloyd (Chair), Goldsmith, S. Alexander, Bell and Hanson.

Clerk: John Fullbrook

Members of the public: 4

Meeting Commenced : 7.30pm

DRAFT MINUTES

C/21/55 APOLOGIES FOR ABSENCE

55.1 Apologies were received from Cllrs I. Alexander, Norcross, Young and Campbell.

ACTIONS

C/21/56 DECLARATIONS OF INTEREST AND DISPENSATIONS

56.1 Cllr Bell and S. Alexander declared they both had Allotment plots – Item 60.4

C/21/57 QUESTIONS FROM THE FLOOR

57.1 None

C/21/58 MINUTES OF PREVIOUS MEETINGS

58.1 Cllr Lloyd **proposed, seconded** by Cllr S. Alexander to accept the minutes of the 8th of December '21 Community Committee meeting as a true and fair record, subject to an amendment to point 51.2, changing year date to 2022/23. **Agreed.**

C/21/59 MATTERS ARISING AND ACTIONS

59.1 Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that the following actioned items taken as read. **Agreed**

59.2 Committee grants request for Silver Birch tree planting at Abbey Road – Clerk to inform - **Actioned**

59.3 Clerk and Roger Brown to visit Abbey Road to check boundary encroachment - **Actioned**

59.4 Working party convene to agree location of two finger posts to promote British Legion Memorial Gardens – **Actioned / See item 60.9**

59.5 Clerk to send out amended Allotment water services upgrade scope of works - **Actioned / See item 60.4**

59.6 Clerk to obtain quotes for Godstalls Lane autumn tree works - **Actioned / See item 60.5**

59.7 Next tranche of tree works to be completed on the MPF/Allotment hedgerow – **Actioned / See item 6.4**

59.8 Round Hill Romp organisers informed as to decision to allow use of facilities - **Actioned**

- 59.9 Agreed Budget changes taken to F&GP – **Actioned**
- 59.10 Community project priorities taken to F&GP for budget commitments - **Actioned**
- 59.11 Ouse and Adur Rivers Trust newsletter information and request publicised - **Actioned**

C/21/60 COMMUNITY MATTERS AND OPEN SPACES

The Chairmen brought forward agenda item 6.7 as members of the Cricket club were in the audience and able to make a presentation in support of their application for a new Astro turf strip installation

- 60.1 **Installation of a new Astro Turf Strip on the Steyning Memorial Playing Field (MPF).** Following the Cricket Club presentation and in consideration of the supporting papers provided, the committee discussed the matter taking into account the fact that the pitch was to be installed on what was designated as a Village Green. The Clerk informed that it was important to note the phrase that in this instance the installation would be for a purpose that is for *‘the better enjoyment of the Green’* {Section 29 – Commons Act 1976}. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that Council grants permission to install a new Astro Turf strip subject to the Clerk seeing evidence of contractors Risk Assessment, Health and Safety documents and Scope of Works and agrees that they are suitable. **Agreed** **CLERK**
- 60.2.1 **Purchase of Diversionary Signs** to assist Steyning Event organisers who needed to close certain roads to enable these future events to occur. This proposal was put forward by the Jubilee Event organisers but made on behalf of all future event organising committees. It was noted that the cost was covered under the SPC budget line – ‘Town Improvement Schemes’. Cllr Lloyd **proposed, seconded** by Cllr Hanson that Council agree to the cost of £1,339.65, to include cost of Cones, to purchase these signs {as per supporting papers} subject to the Clerk confirming that the storage facilities are outside the remit of the school and that there will be unlimited access. **Agreed** **CLERK**
- 60.2.2 **Jubilee Celebrations.** The Chair suggested there could be provision of a Jubilee Bench at a site yet to be agreed. Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that Council purchases one of these benches to include installation up to a value of £1250 subject to the Clerk circulating round to Committee the low carbon recycled option to avoid long term repairs. **Agreed** **CLERK**
- 60.3 **Steyning in Bloom proposal to enhance the Bus shelter with floral displays.** There was a suggestion to widen the scope of the proposed scheme to include the surrounding street scene. Cllr Lloyd **proposed, seconded** by Cllr Hanson that committee sets up an all-member working party to look at how Council can improve the existing bus shelter to include planting and ramp and come back to committee at a later time, and that the working party include members from Steyning in Bloom and the Steyning and District Partnership. **Agreed** **CLERK**
- 60.4 **Update on Rublees Allotments water supply upgrade.** The Clerk had received two quotes from the five contractors contacted, with two of the five confirming their non-interest in the works. The scope of works had been distributed and there were no issues raised by members present. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that committee recommends that this agenda item be moved up to Full Council for discussion and agreement. **Agreed** **CLERK**
- 60.5.1 **Update from the Clerk to review recent Tree and Hedgerow works.** The Clerk spoke in support of his supporting paper which detailed the many works completed including Godstalls Lane and Newham Close and he stated that before further work was to be completed (Phase 5) that Tree Wardens and our specialist Tree Surgeon would need to provide further advice which can then be brought back to this committee, and the Chair stated that the Clerk should advise local residents that this advice and permissions would need to be sought before works undertaken. **CLERK**

60.5.2	The Clerk also confirmed that the next Tree 'Conditioning Report' would be undertaken as soon as was practicable (provided the quote was reasonable). The Clerk having asked that this be completed in October of last year, but unfortunately the contractor being too busy to currently provide this service.	CLERK
60.6	Hedgerow Working Party. Cllr Lloyd proposed, seconded by Cllr Goldsmith that the committee reconvenes the hedgerow working party to look at hedge maintenance and that the clerk asks the SPC tree warden, and for Allotment Association representation, and a non-member of the AA, Steyning for Trees, Roger Brown and Steyning Community group to join the working party Together with three Councillors. Agreed	CLERK
60.7	South Downs National Park 'Landscape Review' consultation. The Chair suggested that the Clerk put this item on the Full Council agenda so that all members could be invited to make comments by the 1st March and so that Council can then delegate the committee to have authority to consolidate the comments and make a response, plus the Clerk was asked to ensure there was a promotion of the consultation to residents via web site and notice boards.	CLERK CLERK
60.8	Support for the 'Lost Woods' project. Committee suggested the Clerk ask Simon Zec if he would like to be involved and that the Clerk also ask all councillors if there was a willing volunteer to take on the responsibility for this worthwhile project. If Simon unable to participate then to ask 'Steyning for Trees' or the SCO for involvement.	CLERK
60.9	Update from the Memorial Garden Signage Working Party. The Clerk reported on agreement and recommendation from the working party as per supporting papers. There was concern that not enough thought had gone into disabled access and that other signs might be required. The Clerk pointed out that there had been consideration of disabled access and that the working party had come up with their best solution, given there was a remit to provide for two signposts Cllr Lloyd proposed, seconded by Cllr Hanson that committee do not agree with the recommendations as per supporting papers and that it goes back to the working party to take into consideration access to the Remembrance Gardens by disabled users, and that there may need to be further provision for additional signs. Agreed	CLERK
60.10.1	Update from Playground Working Party on proposed developments and funding applications. The Clerk reported on the proposed MPF playground development to say that he is conferring with two contractors who had originally placed a quote for the development in 2018, to see how their costs may have increased so that there is a price check in place for the preferred bid, then assuming updated bids are provided the working party would be better positioned to make a recommendation back to Committee.	CLERK
60.10.2	The Clerk reported that an annual service had taken place for the adult gym equipment and site, and that he was in communication with the Wilson Memorial Trust for them to take on board the ongoing funding of future maintenance of the facility	CLERK
60.10.3	The Clerk also reported he would continue to pursue the application to HDC for Pocket Park funding – Maximum possible could be £5,000, and in this instance, it would be to help with the purchase of shrubs and trees to whatever degree was established via public consultation at a later date	CLERK
60.11	Agreement on contents and distribution of informative letter to Steyning Residents in the Abbey Road area regarding Orchard planting scheme. Cllr Lloyd proposed, seconded by Cllr S. Alexander that subject to a correct spelling of the word 'metre' that the letter be distributed to the residents of Abbey Road. Agreed. The Clerk was also asked to publicise the Orchard planting, and the Abbey Road Volunteering scheme, on notice boards and via the SPC web site.	CLERK CLERK

60.12 WSCC EV Chargepoint Network initiative consultation. It was suggested the Clerk register interest and explain there could be an opportunity for a ChargePoint at the MPF Car Park **CLERK**

C/21/61 FINANCE AND GOVERNANCE

61.1 Cllr Lloyd **proposed, seconded** by Cllr Bell that the Community Income and Expenditure reports for the November and December 2021 periods be accepted as a true and fair record.
Agreed

C/21/62 PROGRESS REPORT

62.1	C/20/58.14	Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement. - Ongoing - School to be approached to make a presentation to SPC	Cllr Hanson CLERK
62.2	C/20/113.3	Support for recycling bin in High Street – This now to be dealt with by Bus Shelter working party	CLERK
62.3	C/20/9.5	To discuss a new seven-year deal proposed by HDC regarding the Fletchers Croft Licence – Ongoing (Currently with HDC's legal team)	CLERK
62.4	C/20/18.3	Agreement for the Pizza Van to be produced and agreed by Chair and Vice Chair – Ongoing	CLERK
62.5	C/21/29.2	Steyning 20mph Highway's scheme working party date to be determined – Ongoing	CLERK
62.6	C/21/31.5	A date to be set with regards to Tree Management Plan/Conditioning Report meeting – Ongoing	CLERK
62.7	C/21/31.5	Three quotes sought for replacement and widening of concrete at MPF changing rooms – To be taken to F&GP to see if this is a project for this year or not	CLERK
62.8	C/21/50.4	High Street Jet washing (Cllrs Norcross, Lloyd and Hanson attending) - Office to Coordinate - Ongoing	CLERK
62.9	C/21/51.4	SPC Memorial Bench and Tree policy to be discussed at all member WP with resident group reps - Ongoing	CLERK

C/21/63 INFORMATION / CORRESPONDENCE ITEMS

63.1 Committee recognised Steyning Cricket Club's successful application and installation of a Defibrillator at the MPF

C/21/64 DATE OF NEXT MEETING – 8th March 2022 at 7.30 pm.

Meeting ended at 9.29pm

Signed: Date: 8th March 2022
Chair

A recording of this meeting can be found using the following link:
https://youtu.be/bHjQsuuZ_Xc

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 14th DECEMBER 2021 AT 7.30PM

Present: Cllrs Northam (Chairman), Trundle, Lloyd, Young, S. Alexander and Goldsmith.

Clerk: John Fullbrook

Members of the Public in attendance: 2

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F&GP/21/24 APOLOGIES FOR ABSENCE

24.1 Apologies received from Cllrs Norcross, Sullivan and Campbell. With Cllr Trundle having to leave this meeting at 9pm due to a pressing engagement elsewhere.

F&GP/21/25 DECLARATIONS OF INTEREST AND DISPENSATIONS

25.1 None

F&GP/21/26 QUESTIONS FROM THE FLOOR

26.1 None received

F&GP/21/27 MINUTES OF PREVIOUS MEETING

27.1 Cllr Northam **proposed, seconded** by Cllr Lloyd that the minutes of the meeting held on 12th October 2021 be agreed as a true and fair record of the meeting. **Agreed**

F&GP/21/28 MATTERS ARISING AND ACTIONS

28.1 Clarification notes regards questions on finance raised by Cllrs appended to Minutes - **Actioned**

28.2 Business Chamber grant request to come back to next meeting – **Actioned / See item 29.1**

28.3 Ouse & Adur Rivers Trust grant request to come back to next meeting – **Actioned / See item 29.2**

28.4 Clerk to purchase the Festive light package and progress the licence agreements – **Actioned**

28.5 Storage cupboard payment to be taken back to Premises Committee - **Actioned**

28.6 High Street Toilet cleaning regime to be taken back to Premises Committee – **Actioned**

28.7 FOI Panel to meet to discuss FOI review – **Actioned**

28.8 Business Plan project list prioritisation to be taken to Community and Premises Committee - **Actioned**

28.9 Clerk responds to Jubilee celebrations organisation committee to ask for updated grant request - **Actioned**

28.10 Timetable for 2022/23 budget processing enabled – **Actioned**

28.11	Community Awards promotion enabled – Actioned	
28.12	Clerk's office to publicise local MP's support for grants from voluntary groups – Actioned	
28.13	Amend SPC bank Mandate signatories - Actioned	
F&GP/21/29	FINANCE MATTERS	
29.1	To discuss £200 grant application from the Steyning Business Chamber for contribution to cover costs of Event Speakers as per supporting papers. Cllr Northam proposed, seconded by Cllr S. Alexander that committee agrees the £200 grant {for the Business Chamber}. Agreed	CLERK
29.2	To discuss the £200 grant application from the Ouse & Adur Rivers Trust concerning a request to cover costs of the materials being used by the Trust for the benefit of Steyning residents at Abbey Road /Tanyards Stream. Cllr Goldsmith proposed, seconded by Cllr S. Alexander that committee agrees the £200 grant {for the Ouse and Adur Rivers Trust}. Agreed	CLERK
29.3	To discuss £435 grant application from the Steyning Business Chamber for a contribution to cover costs of Flag and Tree Holder brackets as per supporting papers. Cllr S. Alexander proposed, seconded by Cllr Goldsmith that committee accepts this grant {application for £435} and give it to where it is needed. Agreed	CLERK
29.4	Committee received the Briefing notes on the Finance position as at the end of October 2021.	
29.5	To discuss continued support for the 'Vintage Years group' for the next two years to help finance their administrator as per supporting papers. Cllr S. Alexander proposed, seconded by Cllr Young that committee continues support {for the Vintage Years group as per supporting papers} until the end of the period of this Council's term {March 2023}. Agreed	CLERK
29.6	To approve list of payments. Cllr Northam proposed, seconded by Cllr S. Alexander that the list of payments for September and October 2021 be approved as a correct record. Agreed	
29.7	I & E Reports. Cllr Northam proposed, seconded by Cllr S. Alexander to agree the F&GP income and expenditure reports for September and October 2021 as a correct record. Agreed	
29.8	To discuss the F&GP Committee budget for the forthcoming fiscal year – 2022/23. The Clerk reported on version 2 of the proposed F&GP budget and welcomed any suggested amendments. Cllr Northam proposed, seconded by Cllr S. Alexander committee requests the Clerk to update the F&GP Draft Budget in accordance with committees' discussion and to bring it forward to the next F&GP Meeting. Agreed	CLERK
29.9	To discuss the F&GP projects to be prioritised for the forthcoming years. Cllr Northam suggested he would compile a discussion paper template to move the process forward so that next time there could be a more informed discussion. Cllr Alexander agreed to prepare a discussion paper for CCTV renewals. Cllr Goldsmith for Town Clock. Cllr Young for Normans Way. The Clerk will update the supporting paper for presentation at the next meeting along with completed discussion papers. <i>{At this point the Chair brought forward agenda item 8.3}</i>	Cllr Northam Cllr Alexander Cllr Goldsmith Cllr Young CLERK
F&GP/21/30	GOVERNANCE ITEMS	
30.1	To discuss details of the amended Youth Service MOU for 2022/23 as per supporting paper and as recommended by the Joint Parishes Youth Committee. 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	CLERK
F&GP/21/31	DATA PROTECTION AND FREEDOM OF INFORMATION	
31.1	The Clerk updated that the FOI panel had met on the 18 th October in consideration of a residents FOI review and would need to convene once more after the Clerk had compiled further data, with the ICO having extended the response date in this instance. The Clerk also	CLERK

stated that there had been responses given to two FOI requests from Cllr Campbell and that he had requested a review in both instances. The Clerk also updated that there were two further FOI requests still outstanding.

F&GP/21/32 GOVERNANCE ITEMS

32.1 To discuss and approve the interim Internal Audit letter, dated November 2021 and to agree any subsequent actions. The Clerk explained there was only one recommendation from the auditor – which was to amend the financial regulations under item 4.1 by increasing the Clerks authority to spend from £500 to £1000. 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** **CLERK**

32.2 To discuss and agree 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.** {At this point Cllr Trundle left the meeting} **CLERK**

F&GP/21/33 PROGRESS REPORT

33.1 F&GP/20/84.1.2 Cllr Lloyd to liaise with HALC to exert pressure to ensure graffiti service maintained or enhanced. – Cllr Lloyd reported and reiterated the HDC position that HDC operatives will only clear graffiti from their own facilities except in instances when property owned by others is defaced by racist or other subversive graffiti.

33.2 F&GP/20/48.15 Clerk's outstanding list of actions to be discussed at personnel committee – **Ongoing** **CLERK**

33.3 F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies – **Ongoing** **CLERK**

33.4 F&GP/20/95.2 Former Committee Chair to sign outstanding Minutes – Cllr Goldsmith said he would do this in his own time. Cllr Northam said that this to be brought back to next meeting and if necessary for him to sign them instead. **CLERK**

33.5 F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party – **Ongoing** **CLERK**

33.6 F&GP/21/6.13 Move emergency reserve monies to a savings account – **Ongoing** **CLERK**

33.7 F&GP/21/17.6 CCTV renewal consideration taken to Full Council – **Ongoing** **CLERK**

33.8 F&GP/21/20.1 Chairman's Function cancellation taken to Full Council, with Community Award Ceremony arrangements to be confirmed - **Ongoing** **CLERK**

F&GP/21/34 INFORMATION/CORRESPONDENCE ITEMS

34.1 None

F&GP/21/35 DATE OF NEXT MEETING – 11th January 2022 @7.30pm.

The Chair closed the meeting at 9.24 pm

Signed Date 11th January 2022

Here is the link to the video recording of this meeting:-

<https://youtu.be/k0h-vxXuB3s>

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 11th JANUARY 2021 AT 7.30PM

Present: Cllrs Northam (Chairman), Trundle, Lloyd, Young, S. Alexander, Sullivan, Goldsmith and Campbell.

Clerk: John Fullbrook

Members of the Public in attendance: 3

Meeting commenced: 7:32 pm

DRAFT MINUTES

ACTIONS

F&GP/21/36 APOLOGIES FOR ABSENCE

36.1 Apologies received from Cllrs Norcross

F&GP/21/37 DECLARATIONS OF INTEREST AND DISPENSATIONS

37.1 None

F&GP/21/38 QUESTIONS FROM THE FLOOR

38.1 None received

F&GP/21/39 MINUTES OF PREVIOUS MEETING

39.1 Cllr Northam **proposed, seconded** by Cllr Lloyd that the minutes of the meeting held on 14th December 2021 be agreed as a true and fair record of the meeting. **Agreed**

F&GP/21/40 MATTERS ARISING AND ACTIONS

40.1 Grants sent to Steyping Business Chamber - **Actioned**

40.2 Ouse and Adur Rivers Trust grant sent – **Actioned**

40.3 Vintage Years Group informed of SPC Councils continued support – **Actioned**

40.4 Budget papers to be amended and distributed in advance of next meeting – **Actioned**

40.5 Cllr Northam to compile a template for a project discussion paper and distribute - **Actioned**

40.6 Clerk to distribute the template, and Cllrs to bring back papers for next meeting – **Actioned**

40.7 Clerk to update Projects supporting paper and bring back to next meeting – **Actioned**

F&GP/21/41 FINANCE MATTERS

41.1 To approve list of payments. Cllr Northam **proposed, seconded** by Cllr S. Alexander that the list of payments for November 2021 be approved as a correct record. **Agreed**

41.2 I & E Reports. Cllr Northam **proposed, seconded** by Cllr S. Alexander to agree the F&GP income and expenditure reports for November 2021 as a correct record. **Agreed**

41.3 To agree the recommendation from Personnel committee with regards to staff salary budget figure for the next fiscal year – 2022/23. Cllr Campbell contended that he needed to speak to certain items that should only be heard under confidential session as they related to staffing matters. The Chair determined he would bring forward the confidential session if agreed.

F&GP/21/42 CONFIDENTIAL SESSION

42.1 Cllr Northam **proposed, seconded** by Cllr S. Alexander to resolve that 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 agenda items 6.3 and 10 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

F&GP/21/43 FINANCE MATTERS

43.1.1 Staff Salary Budget for the next fiscal year – 2022/23.

The Personnel committee had commissioned an independent assessment of the Clerk and Deputy Clerks Jobs in relation to the market rates for their Salary, given the work that is currently undertaken. The previous assessment had been carried out over ten years earlier and it had been noted that both roles had changed dramatically since then. The Salary Evaluation was an independent report carried out by the Local Council Consultancy and undertaken in accordance with the NALC/SLCC Joint Agreement on Terms and Conditions 2005. For this discussion it was noted that the two recommendations from the Personnel Committee were to be considered for the purposes of budget provision only.

43.1.2 *The recommendations from the Salary Evaluation Report were that:*

A The post of Clerk, Responsible Financial Officer and Steyning Centre Manager be graded at SCP37-41 (LC3 Substantive).

B The post of Deputy Clerk and Deputy Steyning Centre Manager be graded at SCP 24-28 (LC2 Substantive).

C The council considers providing additional staffing resource to address the significant excess hours.

D The Deputy Clerk and Admin Assistant receive pay for the additional hours worked each month to staff the monthly film night.

43.1.3 Cllr Campbell **proposed an amendment, seconded** by Cllr Goldsmith that this committee accepts the recommendation from Personnel Committee that the recommendations A, B, C and D {noted above} are agreed, subject to the word ‘alleged’ being added to recommendation C {that is – ‘alleged significant excess hours’}, with the proviso that the personnel committee are to set up a working party to discuss C as a separate item and that D should not be considered as overtime, it should be as additional hours and taken out of the film income. **Not Agreed. 3 For {PC,GS,RG}, 5 Against {CY,SN,TL,LT,SA}**

43.1.4 Cllr Northam **proposed, seconded** by Cllr S. Alexander that this committee accepts the recommendation from the Personnel Committee that the recommendations A, B, C and D {noted above} are agreed, with the proviso that the personnel committee are to set up a working party to discuss C as a separate item and that D should not be considered as overtime, it should be as additional hours and taken out of the film income. **Agreed. 7 For {CY,TL,LT,PC,GS,SA,SN}, 1 Abstained {RG}**

CLERK

43.2 Making budget provision to accommodate Salary increase due to possible implementation of staff salary regrading due to Job re-assessment report.

Cllr Northam **proposed, seconded** by Cllr S. Alexander that F&GP Committee accepts the recommendation from the personnel committee to make budget provision for a potential salaries increase for the fiscal year 2022/23 (Budget Line 4000) according to the budget supporting paper (£154,000). **Agreed.**

5 For {SN,TL,LT,SA,CY}, 3 Against {PC,RG,GS}

CLERK

43.3	Decision on HR Support Funding for 2022/23 (Budget Line 4053). Cllr Northam proposed, seconded by Cllr Lloyd that this committee accepts the Personnel committee recommendation that £1000.00 is budgeted for HR Support to use for staff contracts and arbitration meetings. Agreed.	CLERK
F&GP/21/44	COMMUNITY AWARDS	
44.1	To agree nominations for SPC 2021 Community Awards. Cllr Northam proposed, seconded by Cllr Young that Council accepts both nominations for the 2021 SPC Community Awards. Agreed	CLERK
	<i>The Chairman then took committee out of confidential session and invited back into the room the three members of the public once more</i>	
F&GP/21/45	FINANCE MATTERS	
45.1	Council Projects prioritisation for the 2022/23 SPC Budget discussion. It was suggested that Premises committee reconsider attempting to purchase a new dishwasher via maintenance funds this year rather than wait until it was to be financed as a project item for next year. After a long discussion the committee could not agree to prioritise the projects listed on the supporting paper and chose instead to look at the consolidated budget but remain mindful that the special projects total budget figure would have to be dealt with once more before agreeing the final SPC Budget figures for 2022/23.	D. CLERK
45.2	Cllr Northam suggested committee consider agreeing the F&GP committee budget and the whole SPC consolidated budget for 2022/23 at the same time. Committee considered a zero percent increase to the budget, as well as the option to incorporate a £20,000 project budget which would result in a 3.12% increase to the SPC budget precept figure. Cllr Northam also noted that by agreeing the consolidated budget, committee would also be agreeing the F&GP budget. 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.	CLERK
F&GP/21/46	PROGRESS REPORT	
46.1	F&GP/20/48.15 Clerk's outstanding list of actions to be discussed at personnel committee – This was discussed at the 10th January Personnel Committee meeting and is due to be discussed further at a Personnel working party.	
46.2	F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies – Ongoing	CLERK
46.3	F&GP/20/95.2 Former Committee Chair to sign outstanding Minutes – Committee considered the motion – 'As Cllr Goldsmith, the former chair of F&GP, has stated over the past several months that he is too busy to sign previous minutes, the committee requests the current chair to sign minutes on his behalf'. Committee decided that this now be taken to Full Council so that Standing order 12C could be suspended and that the Chair of the Council be asked instead to sign the minutes as per motion stated above.	CLERK
46.4	F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party – Ongoing	CLERK
46.5	F&GP/21/6.13 Move emergency reserve monies to a savings account – Ongoing	CLERK
46.6	F&GP/21/17.6 CCTV renewal consideration taken to Full Council – Ongoing	CLERK

46.7	F&GP/21/20.1	Chairman's Function cancellation taken to Full Council, with Community Award Ceremony arrangements to be confirmed – Ongoing	CLERK
46.8	F&GP/21/30.1	MOU agreement recommendation taken to Full Council - Ongoing	CLERK
46.9	F&GP/21/31.1	Clerk to convene the FOI review panel - Ongoing	CLERK
46.10	F&GP/21/32.1	Recommended action from Audit report taken to Full Council - Ongoing	CLERK
45.11	F&GP/21/32.2	Recommendation for Grant Award policy amendment taken to Full Council - Ongoing	CLERK

F&GP/21/47 INFORMATION/CORRESPONDENCE ITEMS

47.1 None

F&GP/21/48 DATE OF NEXT MEETING – 15th March 2022 @7.30pm.

The Chair closed the meeting at 9.43 pm

Signed Date 15th March 2022

Here is the link to the video recording of this meeting:-

<https://youtu.be/rj3xbGvnuho>

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 25TH OCTOBER 2021 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Young, Northam, Hanson, Simon Alexander, Bell and Ian Alexander

Members of the public: 39 – including Cllr Goldsmith

Clerk – Hazel Roxby

MINUTES

P21/79
791

APOLOGIES

Apologies were received from Cllr Rudkin

P21/80
80.1

DECLARATIONS OF INTEREST

There were declarations of interest from councillor Bell to item 85.2 as he lives nearby.

P21/81
81.1

QUESTIONS FROM THE FLOOR -

There were questions, statements, concerns and objections made by the members of the public attending the meeting concerning item 85.1 (which was brought forward by the Chairman to item 83.1) the outline planning application for Land North of Glebe Farm and Kings Barn Lane.

- The level of development proposed would be unsustainable with the current infrastructure of water neutrality.
- Sewage facilities are inadequate to cope with the proposed development.
- Not enough school provision and medical facilities in the town to cope with the proposed housing/population increase.
- The land is Farm Land - would prefer developments to be carried out on Brownfield sites.
- River Adur would struggle to cope with any further surface water that would be increased by the proposed development and could lead to flooding.
- Further concerns centre on the amount of increased traffic to the town and neighbouring roads specially to Castle Lane which is a single- track lane.
- Concern that a new access will be created opposite Roman Road where the proposed emergency access point is designated to be.
- Concerns that a further roundabout on the by-pass will slow the traffic and cause further bottlenecks in rush hour to Steypning, Bramber and Shoreham.
- Horsham District Council recorded the land as un-developable in their recent Strategic Housing Land Availability Assessment why has this changed.
- Concerns for pollution and access to the site together with the land being adjacent to a (potential) flood plain.

- There is no safe traffic free crossing being designated for children to cross the A283 to get to school.
- Concern that buildings are being built close to the lithium Battery Energy Storage System and the possible dangers it poses.
- There is a lack of COP26 decarbonisation targets with this development plan
- There has been very little public consultation carried out with residents, Schools and Health centre concerning this development and the increase in population in the town.

81.2 Cllr Northam informed the members of the public that the committee are unable to answer any of the questions as the parish council are only consultees for HDC, who are the Planning Authority, and only see the same plans and have the same information as the public.

81.3 Cllr Ian Alexander informed the public that Richborough Estates are not the developers, if planning permission is agreed they will hand it over to developers and its very likely that the outline plans which have been received would be altered.

P21/82 **MINUTES** – to agree minutes of the last meeting on Monday 27th September 2021
82.1 Cllr Trundle **proposed, seconded** by Cllr Simon Alexander to accept the minutes of 27th September as a true and fair record of the meeting. **Agreed** 7 for and 1 abstention

P21/83 **The Chairman brought forward the discussion for item 85.1 concerning the Glebe Farm planning application.**

83.1 **Land North of Glebe Farm and Kings Barn Lane – to discuss and agree a response to HDC to the following outline planning application.**

DC/21/2233 – Land North of Glebe Farm and Kings Barn Lane - outline application for up to 265 dwellings, demolition of no. 37 Kings Barn Lane to provide new pedestrian / cycle / emergency link, provision of vehicular access from the A283 Steyning By-Pass, provision of public open space, community orchard, sustainable drainage and other ancillary and enabling works. All matters reserved except for vehicular access from A283.

Cllr Ian Alexander **proposed, seconded** by Cllr Young that the committee **REJECT the outline planning application, and write a supporting letter to include information given during the meeting this the evening.**

Deputy Clerk to write the objection and send to the committee for comments.

d/clerk

(NB. The sent objection is attached to these minutes as Appendix 1)

The members of the pubic thanked the committee for their time and support and left the meeting.

P21/84 **MATTERS ARISING AND ACTIONS**

84.1 72.1 – The IT Contractor has been working on a solution for microphones. New equipment has been purchased and set up by the IT contractor. The equipment is being tested at this meeting.

d/clerk

84.2 75.3 – PCSO's and Wardens be requested to move forward to issuing CPW's to those that have already received banning letters from the Council. Letter sent to the PCSO's and Wardens. **Actioned**

84.3 75.4 – Pictures of the vandalism that happened at the Steyning Centre to go on the web site - **Actioned.**

84.4 77.1 – Agenda an item for the budget process – **see item 89.1**

- P21/85** **PLANNING APPLICATIONS**
- 85.1** **DC/21/2179 – 30 Middle Mead** - Erection of a single storey front and side/rear extension
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander No Objection. **Agreed**
- 85.2** **DC/21/2050 – 8 Church Mead** – Surgery to 1 x Sycamore
Cllr Trundle **proposed, seconded** by Cllr Hanson No Objection. **Agreed**
- 85.3** **DC/21/2340 – 75 High Street** – Fell 1 Leylandii
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander No Objection. **Agreed**
- 85.4** **DC/21/2343 – 6 Gatewycke Terrace, Tanyard Lane** – Surgery to 1 Ash (Works to Trees in a
Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Hanson No Objection. **Agreed**
- 85.5** **DC/21/2216 – 57 Coombe Road** – Removal of existing side utility room projection, erection
of a replacement single storey side utility room extension and enlargement of existing
garage.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander No Objection. **Agreed**
- P21/86** **LATE PLANS**
- 86.1** **DC/21/2259 – Doves Place, Coxham Lane** - Fell 1 Beech and surgery to 1 Beech
Cllr Hanson **proposed, seconded** by Cllr Young No Objection. **Agreed**
- 86.2** **DC/21/2384 – The Chestnuts, Twittenside, Penfold Way** – Surgery to Leylandii Hedge
Cllr Simon Alexander proposed, seconded by Cllr Ian Alexander No Objection. **Agreed**
- P21/87** **PLANNING DECISIONS FROM HDC and SDNP**
APPLICATIONS PERMITTED
- 87.1** **DC/21/1030 -39 Shooting Field** - Extensions and alterations to existing garage to create
pitched roof containing 4 rooflights, with installation of weatherboarding and new window
and door openings at ground floor level.
- 87.2** **DC/21/1800 - 27 Newham Close** - Retrospective planning application for the erection of a
log cabin style outbuilding in the rear garden.
- 87.3** **DC/21/1801 - 2 Rosemary Avenue** - Erection of a single storey front extension.
- 87.4** **DC/21/0515 - 95 High Street** - Installation of 2no. replacement windows and erection of a
detached rear garden building (Householder Application).
- 87.5** **DC/21/1559 - 69 Kings Barn Lane** - Erection of a two storey side extension, single storey
rear infill extension and first floor rear extension incorporating a balcony/deck area.
- P21/88** **DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
- 88.1** **Bookings update** – October has been another good month for bookings. The Drama Club
have restated their rehearsals to put on a production next weekend. The Heber Opera and
Kaleidoscope Singers have had events this month. There has been another new Pilates class
started. The income for the month is £7,143.36.
- 88.2** **Film nights update** – the film was Nomadland - there were 66 people attending the film.
There was a profit of £1.83 from the tickets and wine sold. The next film is The Father
Tickets are on sale and so far 20 tickets have been sold.
- 88.3** **LED Lighting 2nd Phase** – The Contractor has carried half of the phase 2 LED lighting the
ladies gents and disabled toilets, the outside security lights, and the balcony and boiler
room have all been completed. Coombe Court, committee room 3, the disabled toilet, the
kitchens and store cupboards are booked in to be done next week depending on supplies

being available. This will complete the change to LED lighting at the Steyning Centre. There is no phase 3.

- 88.4 High Street Toilets** – to discuss reverting back to normal cleaning regime now that Covid restriction have been lifted. The original regime is one clean per day from October to March (Winter months) and 2 cleans per day from April to September (summer Months) Extra cleaning is always carried out on the May fair day and Christmas late night shopping and is also arranged for any other town event being held in the High Street. Cllr Northam proposed, seconded by Cllr Hanson to move from 3 cleans a day to 2 cleans a day and ensure that wiping down toilets, sinks, surfaces and door furniture done at every clean. Agreed. D/clerk

- 88.5 Boundary Fence** -The fence at the back of Steyning Centre has been vandalised and is also rotting. A price is awaited for the repairs to be done. As the back is also being used as a short cut by the youths it is planned to have 3 close-board panels in an attempt to stop them using it. The Clerk is able to agree a quote up to £1000.00 and therefore if the amount is below this the fencing can be carried out. Clerk

P21/89 FINANCIAL REPORT

- 89.1 Budget – 2022-23** – To discuss initial thoughts of items/requirements to be considered for next year's premises budget - It was noted that the Flooring in Coombe Court and Saxon room will require sanding and polishing in 2022. The dishwasher is starting to show signs of wear and tear and will require replacing in the next year or so. Other items suggested for a wish list are d/clerk
- Replace committee room curtains with blinds
 - New tables for the committee rooms
 - Make the foyer more up to date and inviting
 - A re-vamp of the sound system
 - A re-vamp of the security cameras around the Steyning Centre

- 89.2** To discuss and agree a request to have an external double plug socket at the bus shelter for use for the Christmas lighting, late night shopping and farmers market. Cllrs commented that the plug socket should be lockable and be able to be switched on and off from the store cupboard at the toilets and must have ICD protection. Cllr Hanson **proposed, seconded** by Cllr Ian Alexander that providing the above comments are followed to delegate to the Deputy Clerk to arrange for the work to be done up to the value of £300. **Agreed.** d/clerk

P21/90 CORRESPONDENCE/INFORMATION.

- 90.1** Gatwick Airport are holding a Northern Runway Public Consultation which started on 9th September and ends 1st December 2021. The office received this information on 14th October from Gatwick Airport. The notice is on the Parish Council website and the Steyning Centre notice board and the community noticeboard in the High Street.

- 90.2** Cllr Ian Alexander informed that he had been invited to look round the Church Street ex Grammar School site where there are proposed plans for a small development of 29 dwellings for persons over the age of 55 and a community room. The property fronting in Church Street will not be changed.

- P21/91 DATE OF NEXT MEETING** - Monday 22nd November 2021 at 7.30pm

The Meeting closed at 8.55pm

Appendix 1

The Objection sent to Horsham District Council.

Reasons for Objection: Overdevelopment and unsustainable with the current infrastructure and water neutrality, increased flooding risk and concerns with highway access and increased traffic (see comments below)

- Water neutrality has not been taken into consideration
- There is a chalk stream on the northern boundary which is important to the eco system water run- off from the proposed development would destroy it.
- The land is adjacent to a flood plain and the river Adur being tidal would struggle to cope (during heavy rain and spring tides) with the increased surface water produced with the proposed development and could lead to local and downstream flooding.
- Sewage facilities are currently operating beyond original capacity and would be unable to cope with additional demand from the proposed development.
- School provision and medical facilities in the town are also at capacity without taking into consideration the additional proposed housing/population increase.
- Glebe Farm is currently farm-land - and government advice is currently to develop Brownfield sites ahead of Greenfield sites.
- There are further concerns centred on the amount of increased traffic to the town and neighbouring roads specifically those which are single- track lanes.
- There are concerns that an additional access to traffic will be created opposite Roman Road where there is a proposed emergency access point.
- The proposed by-pass roundabout whilst slowing traffic speed, is likely to create rush hour bottlenecks with resulting increased pollution.
- There is no safe traffic free crossing being designated for children to cross the A283 to get to school.
- Horsham District Council recorded the land as un-developable in their recent Strategic Housing Land Availability Assessment in December 2018.
- The proposed buildings would be close to the lithium Battery Energy Storage System and the possible dangers it poses.
- There is a lack of COP26 decarbonisation targets including the provision of alternative energy and heating services within this development plan
- There has been very little public consultation carried out with residents, Schools and the medical centre concerning this development proposal and the resulting significant increase in the town population.

Comments:

The Planning Committee of Steyning Parish Council is delegated by the council to consider and make recommendations to Horsham District Council (HDC) and/or South Downs National Park Authority (SDNPA) on local planning applications and on other planning issues which may impact on the Parish.

The Committee has received representations from a number of residents both in writing and at a recent public committee meeting and is taking these into account in making the following comments, which in its own best judgement reflects the needs of the community as a whole.

Overdevelopment in Steyning

Two recent housing needs assessments have independently arrived at a figure of around 165 homes being required in the parish between the present day and the NP Planning horizon of 2035. At 265, the number of homes proposed in this planning application is well in excess of the stated needs; and furthermore, the developments already proposed at the former Grammar School site in Church Street and at Shooting Field will contribute significantly

towards the 165 homes required, seriously exacerbating the overdevelopment that will result should this planning application succeed.

No consideration appears to have been given as to how local services will cope with such a sizeable increase in the population of Steyning likely to arise from this development. Many residents are concerned about this and given the experience of many it is hard to see how the schools and the local health services can accommodate much in the way of increased demand.

No housing type mix has been provided by the applicant. HDC has submitted a clear statement of the current demand (148 units) broken down into 1-bed, 2-bed, 3-bed and 4 or more bed units. Notwithstanding our objection, if the planning authority is minded to approve an application for development on this site, it should be a pre-condition that the developer commits to matching the unit mix in current demand as identified by HDC.

Highway Access and Parking

The main (and claimed to be the only) vehicle access to the development, emergency services excepted, being from the A283, raises concerns over the safety of both road traffic and pedestrians, especially but not only in relation to access to and from school. With the closure of the Church Lane school site, the pedestrian route between the school and the new development will be most likely exclusively by crossing the A283, a fast and busy road on which traffic can be somewhat unsighted due to the gradual bend in the carriageway and the roadside vegetation.

The addition of a roundabout at the A283 access point is no doubt an expensive feature of the development. The council wonders whether the expense of the roundabout has led to the apparently excessive scale of this development?

The siting of a pedestrian and emergency services access point almost immediately opposite Roman Road, raises concerns that this may eventually become a second vehicle access point. This must be vehemently resisted for the following reasons. The route to the village over the Kings Barn Lane bridge, leads onto a narrow and sharp bend where Jarvis Lane becomes Cripps Lane. This is a dangerous corner even with current levels of traffic and it is not unknown for vehicles to have to mount the kerb to avoid oncoming traffic. Kings Barn Lane itself is usually restricted to a single line of traffic due to kerbside traffic and is unsuitable for any increase in traffic levels without a severe risk to road safety. The route to the A283 south from Kings Barn Lane would lead traffic down Roman Road and into Castle Lane, a single narrow lane with limited passing places with drivers unsighted due to the bend in the road and the hedgerows. This road is already made dangerous by the mix of pedestrians including dog walkers and parents with pushchairs, runners and cyclists who insist on using this road instead of the slightly longer Downs Link footpath running alongside the A283.

Water Neutrality

We see no evidence that the proposed development meets the requirements of the position statement on water neutrality issued by Natural England. The application should be rejected unless and until a binding statement of water neutrality is provided by the applicant.

We also see no evidence that the current sewerage provision and SuDS will be able to accommodate the increased demand and water run-off. Anecdotal evidence suggests that failures have already been observed at times of heavy rainfall.

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 22ND NOVEMBER 2021 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Young, Northam, Hanson, Parsons and Ian Alexander

Members of the public: 3

Clerk – Hazel Roxby

MINUTES

P21/92

APOLOGIES

92.1

Apologies were received from Cllrs Bell and Rudkin

P21/93

DECLARATIONS OF INTEREST

93.1

There were no declarations of interest from councillor

P21/94

QUESTIONS FROM THE FLOOR -

94.1

Russell Barnes informed that he is the agent for item 83.1 and is happy to answer questions at that time.

P21/95

95.1

MINUTES – to agree minutes of the last meeting on Monday 25th October 2021
Cllr Trundle **proposed, seconded** by Cllr Young to accept the minutes of 25th October as a true and fair record of the meeting. **Agreed**

P21/96

96.1

MATTERS ARISING AND ACTIONS

83.1 – DC/21/2233 - Land North of Glebe Farm and Kings Barn Lane – Send Objection to HDC – **Actioned** Richborough Estates have informed that arranging a meeting before Christmas is proving difficult for them and have requested to rearrange for a date early in the New Year. Deputy Clerk to respond and request dates for early in the New Year.

D Clerk

96.2

84.1 – New equipment tested at the last meeting. – **Actioned** - The camera and microphones and the new software for the recording of meetings is working very well and producing good quality recordings that are placed on the spc website.

96.3

88.4 – High Street Toilets - Return to 2 cleans per day from 3. **Actioned.** Extra cleans will be in place for the late night shopping on 1st December.

D Clerk

96.4

88.5 - Boundary Fence at back of centre – Close board fence at the back of the centre has been done and no further trespassing has been noted on the camera. **Actioned**
The work to repair the fence from the side gates to the new close board fence is quoted at £733.00 for material and labour this will be carried out as soon as possible.

D Clerk

96.5

89.1 – Budget 2022-23 - Create wish list for budget items - **see item 89.2**

96.6

89.2 – Double Plug Socket at Bus Shelter - Quote received for £290.00 and the work has been requested to be done as soon as possible.

D clerk

- P21/97**
97.1 **PLANNING APPLICATIONS**
DC/21/2394 – 141 Shooting Field – Demolition of 2 x residential dwellings and all ancillary structures. Construction of 14 x 2 bedroom apartments with secure and covered cycle storage, car parking provision and refuse enclosure
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed**
- 97.2** **DC/21/2370 – Foxhall Farm, Kings Barn Lane** – Erection of a single storey oak framed orangery to the rear.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 97.3** **DC/21/2392 – Chestnut Cottage, 57 Goring Road** – Demolition of existing rear extension. Erection of a single storey rear extension with associated landscaping and new air source heat pump to the front elevation.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 97.4** **DC/12/2362 – 3 Dukes Yard** – Creation of a rear dormer to replace existing rooflights and enlargement and alterations to 3 dormers to the front and rear. Conversion of part integral garage to form home office. Alterations to fenestration and associated external alterations.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed**
- 97.5** **DC/21/2488 – 2 Old Market Square, Station Road** – Surgery to 1 Ash Tree (works to trees in a conservation area)
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection** - the committee noted that there is not a TPO on this tree and do not consider that it requires one. **Agreed.**
- 97.6** **DC/21/2414 – 4 Elm Grove Terrace, Elm Grove Lane** – Conversion of loft and installation of rooflights to front and rear
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 97.7** **DC/21/2507 – 7 Penlands Rise** – Demolition of existing garage and erection of a single storey side extension. Loft conversion incorporating creation of a rear dormer, installation of front and rear rooflights
Cllr Ian Alexander **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**
- 97.8** **DC/21/2493 & 94 – 12 Church Street** – Removal of non-original walls and partitions, installation of replacement and 1 new timber-framed windows, replacement of ground-slab, re-exposure of rear gable timbers, replacement of defective lintel in living room, replacement of clay pegs-tiles of main roofs eastern slope, in-filling of 2 side facing window openings and installation of 3 conservation area style skylight windows, demolition of ground storey floor storey height chimney-breast within kitchen, restraint of eaves level of the first-floor storey height of right flank wall, remedial works and replacements to rotted timbers of right flank wall, removal of eastern wall and internal wall of rear store, installation of w.c and wash –hand basin in cloakroom en-suite to first floor front bedroom, and construction of timber framed rear storm-porch (Householder and listed LBC)
Cllr Trundle **proposed, seconded** by Ian Alexander **No Objection. Agreed**

- 97.9** **DC/21/2495 – The Mount, Roman Road** – Variation of condition 1 of previously approved application DC/21/0715 (extensions and alterations to existing roof, comprising half-hipped roof extensions to sides, replacement of front dormer with 2 dormers and construction of a rear dormer) to allow for alterations to the roof design.
Cllr Ian Alexander **proposed, seconded** by Cllr Trundle **No Objection. Agreed**
- 97.10** **DC/21/2425 – Honeys 25-27 Church Street** – installation of rooflight to rear elevation (LBC)
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed** 5 for and 1 abstention.
- P21/98** **LATE PLANS**
- 98.1** **DC/21/2524 and 2525 – Lloyds Bank TSB, 37 High Street** - Variation of Conditions 1,3, 4,5,6,7,8 and 10 to previously approved application DC/20/0622 (Conversion of building to 4 flats and ground floor commercial space (Class A1) conversion of barn to form a 2 bed detached dwelling, with all associated external works, refuse storage and cycling storage (Full Application) to allow for amendments to the layout of the main building and rewording of all other conditions to allow development of the rear barn to be commenced independently to the main building, and vice versa, subject to the relevant information for the conditions to be submitted and approved.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection Agreed** 5 for and 1 objection.
- 98.2** **DC/21/2149 - St Andrews Parish Church Vicarage Lane** - Installation of four lamp posts along the church footpath and two lanterns fixed to the church building - one above the south porch doors and one on the southeast corner of the south aisle and four flood lights to illuminate stained glass windows.
Cllr Ian Alexander **proposed, seconded** by Cllr Northam **No Objection Agreed.**
- P21/99** **ENFORCEMENT NOTIFICATIONS**
- 99.1** **EN/21/0503 21/10/2021 91 Penlands Vale, Steyning** - Alleged: removal of section of boundary wall and excavation of concrete and soil from rear of property
- P21/100** **PLANNING DECISIONS FROM HDC and SDNP**
- 100.1** **DC/21/2019 -2 Newham Lane** - Erection of a front porch and single storey side extension, with alterations to existing rear extension.
- 100.2** **DC/21/1562 - Claytiles Bostal Road** - Surgery to 1x Ash Decision
- 100.3** **DC/21/1536 - The Beeches Coxham Lane** - Replacement of all existing windows with casement windows.
- 100.4** **DC/21/1995 - The Beeches Coxham Lane** - Erection of a 2 car oak framed garage with tiled roof Decision: **DC/21/2056 - 4 Saxon Road** =- Loft conversion with increased ridge height, extended side gables, rear dormer and front rooflight.
- 100.5** **DC/21/2098 - 27 High Street** - Internal alterations with erection of a stud partition to create a W.C (Listed Building Consent).
- 100.6** **DC/21/2150 - Church of St. Andrew and St. Cuthman Vicarage Lane** - Erection of 1x non-illuminated free-standing sign.
- 100.7** **DC/21/2340 - 75 High Street** - Fell x1 leylandii (Works to trees in Conservation Area)
- 100.8** **DC/21/2179 - 30 Middle Mead** -Erection of a single storey front and side / rear extensions.

- 100.9 DC/21/2343 - 6 Gatewycke Terrace Tanyard Lane** - Surgery to 1 x Ash (Works to Trees in a Conservation Area)
- WITHDRAWN**
- 100.10 DC/21/2108 - Hammes Farm Washington Road** - Conversion of open barn to an annexe, including new ridge height and rear dormers
- REFUSED**
- 100.11 DC/21/1614 - 95 High Street-** Erection of an entrance porch at the rear of the property (Householder Application).
- 100.12 DC/21/1615 - 95 High Street** - Erection of an entrance porch at the rear of the property (Listed Building Consent).
- P21/101 DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
- 101.1 Bookings update** – this month there has been some weekend annual events returning, the Craft Fair, the Holistic Fair, The Piscatorial Society and also a fund raising event for the Steyning Museum. The income for the month is £5,914.90.
- 101.2 Film nights update** – the film was The Father - there were 57 people attending the film. There was a loss of £52.67 from the tickets and wine sold. The next film is Dream Horse in January Tickets are on sale from the office. D clerk
- 101.3 LED Lighting 2nd Phase** – The Contractor is due to complete the works for phase 2 of the LED lighting on 25th November
- 101.4 Projector** - The Panasonic projector, purchased over 10 years ago, has failed on the last 3 occasions of use. It is no longer compatible with up-to-date laptops. The IT Contractor has given advice for a projector with a higher resolution and built-in processor at a cost of £450.00. This will be purchased under the Clerks delegated expenditure allowance. D clerk
- P21/102 FINANCIAL REPORT**
- 102.1 Income and Expenditure for September and October** – The information was unavailable for this month
- 102.2 Budget – 2022-23** - The budget figures for 2022 – 23 and a briefing note were tabled for discussion.
- Cllrs queried if the gas is on a fixed or variable rate and felt that the budgeted amount should be increased from £3,500 to £4,500 to cover the expected rise in gas prices. Cllrs discussed the age of the Steyning Centre and major items that will be requiring maintenance or replacement in the near future such as the roof, windows, partition doors and solar panels.
- It was suggested that a new line should be created within the budget expenses for Earmarked Reserves for the major items at the Steyning Centre. The first amount for this would be £5,000 from the income over expenditure line on the proposed budget and there should be an amount added each year so that there is a sum of money available for major items in the future. D clerk
- Cllr Trundle **proposed, seconded** by Cllr Young that the draft budget figures be accepted and put forward to F&GP subject to an increase to £4,500 for gas and the setting up of a Major Item expenditure Earmarked Reserve of £5,000 which will be added to each year. **Agreed**

102.3

Cllrs discussed the project wish list for 2022-23 and prioritised it as follows

1. Saxon and Coombe Court flooring in the region of £4,000 to £5,000
2. Dishwasher –cost to supply and install from Catercraft (the company that are contracted to service our kitchen equipment) is in the region of £4,500.
3. A re-vamp of the sound system - £4,500
4. A re-vamp of the security cameras around the Steyning Centre – £2,000.00

D clerk

Replace committee room curtains with blinds, in the region £400.00, was not placed in the priority list but it was suggested that they should be done with any left over budget money at the end of March 2021.

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to agree the priority list for the projects and recommend it to F&GP on 14th December. **Agreed.**

D clerk

**P21/103
103.1**

Partition Service - to discuss and agree to undertake the service to the partitions – the service was last done in 2017. the cost for a service and maintenance is £455.00.

Cllr Hanson **proposed, seconded** by Cllr Trundle to order the service to the partitions. **Agreed.**

**P21/104
104.1**

CORRESPONDENCE/INFORMATION.

Cllr Ian Alexander informed that he had done the walk about with the Steyning Society for the Historic Buildings project. The Steyning Society requested help from the Parish Council with the letters to be sent to all the properties that are on the list of historic buildings.

Cllr Ian Alexander to clarify with the Steyning Society exactly what help is required.

Cllr
Alexander

P21/105

DATE OF NEXT MEETING - Monday 13th December 2021 at 7.30pm

The Chairman closed the meeting at 9.35pm

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 13TH DECEMBER 2021 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Young, Hanson, Parsons and Ian Alexander

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P21/106

APOLOGIES

106.1

Apologies were received from Cllrs Bell, Northam and Rudkin

P21/107

DECLARATIONS OF INTEREST

107.1

There were no declarations of interest from councillor.

P21/108

QUESTIONS FROM THE FLOOR -

108.1

None.

P21/109

MINUTES – to agree minutes of the last meeting on Monday 22nd November 2021

109.1

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the minutes of 22nd November as a true and fair record of the meeting. **Agreed**

P21/110

MATTERS ARISING AND ACTIONS

110.1

96.1 Request dates for a meeting for the new Year with Richborough – A date of 12th January was offered. Some of the committee members were unable to make the date. Deputy Clerk to request a choice of dates and to ask for an evening meeting.

D Clerk

110.2

96.5 The fence at the side of Steypning Centre is now completed – **Actioned**

110.3

96.6 – Double Plug Socket at Bus Shelter is done - **Actioned**

110.4

101.4 – A new Projector was ordered and received– **Actioned**

110.5

102.2 Budget 2022-23 - Budget to be recommended to F&GP subject to an increase from £3,500 to £4,500 for gas and the setting up of a Major Item expenditure Earmarked Reserve of £5,000 which will be added to each year. - **Actioned** -The committee suggest that the electricity and water budgets should also be considered for increase at the F&GP meeting.

D Clerk

110.6

102.3 - Blinds to be purchased with left over budget up to the value of £400.00 - **Ongoing**

110/7

103.1 - The partition service has been ordered for 21st January - **Actioned**

110/8

104.1 – Update on Historic Buildings project - Cllr Ian Alexander reported that he had been on a walk of historic buildings with Sean Rix, HDC Conservation Officer, and the Steypning Society. The Conservation Officer was happy with the selected buildings and walls to be put on the register. The next steps will be that the register, once completed, will come to the Parish Council for approval, and if agreed, a letter will be sent to inform the owners that their property has been selected for the Historic Buildings Register. Following

this process the register will be published by HDC and Steyning Parish Council.

P21/111

PLANNING APPLICATIONS

111.1

DC/21/2597 – Foxhall Farm, Kings Barn Lane – Creation of External walls to existing barn building.

Cllr Trundle **proposed, seconded by Cllr Hanson No Objection. Agreed**

111.2

DC/21/2614 – Westonbrook, Saxon Road – Surgery x 3 Horse Chestnut

Cllr Trundle **proposed, seconded by Cllr Parsons No Objection. Agreed**

111.3

DC/21/1970 - Hammes Farm Washington Road - Erection of a two storey side extension

Cllr Trundle **proposed, seconded by Cllr Ian Alexander No Objection. Agreed**

111.4

DC/21/2539 - Green and Healthy, 70 High Street - Installation of an air conditioning unit to the western internal wall, with ducting leading to an external unit positioned at the rear (Listed Building Consent)

Cllr Trundle **proposed, seconded by Cllr Ian Alexander No Objection. Agreed**

111.5

DC/21/2692 - 6 Penlands Vale - Construction of a front facing dormer.

Cllr Trundle **proposed, seconded by Cllr Parsons No Objection. Agreed** 4 for and 1 Objection.

111.6

DC/21/2598 – Dukes House, 1 Dukes Lane - Demolition of existing conservatory and erection of a single storey side extension.

Cllr Trundle **proposed, seconded by Cllr Young No Objection. Agreed**

P21/112

AMENDED PLANS

112.1

DC/21/1069 – 28 Portway - Erection of new boundary wall, with timber inserts, to north, south and Western boundaries.

112.2

DC/21/1620 – Barclays Bank PLC - 40 High Street -Change of use of first floor from offices (Use Class E)

Cllr considered the amendments and felt their original comments of **No Objection** did not require changing.

P21/113

LATE PLANS

113.1

DC/21/2731 – 72 Kings Stone Avenue – Erection of a single storey and rear extension.

Cllr Trundle **proposed, seconded by Cllr Ian Alexander No Objection. Agreed**

113.2

DC/21/2732 – Dukes House, 1 Dukes Lane - Reduction and alteration to existing pool room building to create a studio and associated landscaping

Cllr Ian Alexander **proposed, seconded by Cllr Hanson No Objection. Agreed**

P21/114

ENFORCEMENT NOTIFICATIONS

None at the time of printing

P21/115

PLANNING DECISIONS FROM HDC and SDNP

APPLICATIONS PERMITTED

115.1

DC/21/1389 - The Maltings Church Street - Part demolition of existing garage and conversion of remaining into a utility room with associated works. Erection of single storey rear extensions and a first floor extension.

- 115.2 DC/21/2216 - 57 Coombe Road** - Removal of existing side utility room projection, erection of a replacement single storey side utility room extension and enlargement of existing garage.
- 115.3 DC/21/2423 - 47 Goring Road** - Non Material Amendment to previously approved application DC/20/0021 (Erection of a two storey side extension and basement) to allow for the removal of a door and installation of a window to the East elevation
- P21/116 DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
- 116.1 Bookings** - The expected income up to the end of December is £4,583.72. there has been 3 cancellations since the omicron variant was announced. All were to be held in Coombe Court and were planned to have more than 80 persons attending.
- 116.2 Film nights** - There was no film in December as it would have clashed with the late night shopping. The film for January is Dream Horse. The new regulations state that masks must be worn and when people are buying tickets they will be informed of the new rules.
- 116.3 LED Lighting 2nd Phase** - the completion of the 2nd phase has been delayed due to staff shortages due to covid illnesses.
- 116.4 Bus Shelter** – letter from a volunteer driver for Steyning Mini Bus Association sent to all committee members for discussion at the meeting. Cllrs discussed the need for a ramp and to make the bus shelter accessible. The Deputy Clerk to speak to HDC for permission to carry out work and if they can advise a way forward with the work and if grants would be available for the work. D clerk
- 116.5 High Street Toilets** – there has been some vandalism in the last 10 days. Toilet rolls have been put down the toilet to cause blockages. The plumber has been required to attend blockages 3 times in 1 week recently. New dispensers have been ordered that dispense sheets of paper instead of toilet rolls in an attempt to stop the destruction. D clerk
- P21/117 FINANCIAL REPORT**
- 117.1 Income and Expenditure for September and October** – to accept the reports as a correct record of the finances.
Cllr Trundle **proposed, seconded by Cllr Ian Alexander** that the Income and Expenditure report be accepted as a true record of the September Income and Expenditure . **Agreed**
- 117.2 Budget – 2022-23** – A quote from Smartwood Flooring has been received. It was noted that the floors would now benefit from a sand and seal to get to the deeper scratches and preserve the floor for longer.
Cllr Trundle **proposed, seconded** by Cllr Hanson to have a polish and 2 coats of sealant at the quoted price of £3,7300 for 2022 and to budget over the years of 2022/23 and 2023/24 to have the sand and seal in 2024 in the region £9,220. **Agreed.** D clerk
- P21/118 CORRESPONDENCE/INFORMATION.**
- 118.1** None
- P21/119 DATE OF NEXT MEETING** - Monday 24th January 2022 at 7.30pm

The Chairman closed the meeting at 8.25pm

Signed Chairman - 24th January 2022

Link to the meeting <https://youtu.be/n-vbqf8V4w8>

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 24TH JANUARY 2022 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Young, Hanson, Parsons, Northam and Ian Alexander

Members of the public: 11 members of public

Clerk – Hazel Roxby

MINUTES

P21/120

APOLOGIES

120.1

Apologies were received from Cllrs Bell and Rudkin

P21/121

DECLARATIONS OF INTEREST

121.1

There were no declarations of interest from councillors.

P21/122

QUESTIONS FROM THE FLOOR -

122.1

A resident from the Furlongs made a representation and objection to planning application DC/21/2784 – 7 The Furlongs on behalf of himself and the other residents of the Furlongs and Penlands Rise.

The Chairman thanked him for his comments and informed she would bring the item forward for discussion at the beginning of item P21/125.

P21/123

MINUTES – to agree minutes of the last meeting on Monday 13th December 2021

123.1

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the minutes of 13th December as a true and fair record of the meeting. **Agreed**

P21/124

MATTERS ARISING AND ACTIONS

124.1

110.1 Request dates for an evening meeting for the new Year with Richborough, preferably an evening meeting – **Actioned. Email request sent on 21st December and followed up with a reminder on 14th January.** Email received that Richborough could do a meeting on 27th January in person or could do 26th January via zoom. Both dates were not convenient, Deputy Clerk to request dates for February.

D/Clerk

124.2

110.5 Budget 2022-23 - The Committee suggest the electricity and water budgets for the Steyning Centre should be considered for an increase. **Actioned**

124.3

110.6 - Blinds for the committee room to be purchased with left over budget up to the value of £400.00 - **Ongoing**

124.4

110.8 – Update on Historic Buildings project - Cllr Ian Alexander informed that at present there is no update as the author of the report has been unwell.

Cllr I
Alexander

124.5

116.4 – Bus Shelter ramp –HDC have sent a response to request a ramp be installed at the bus shelter - **See Item 10.4**

- 124.6** **116.5 – High Street Toilets** – Following more blockages at the toilets, a drain unblocking specialist was called in to clear the blockage. **Actioned.** Toilet paper dispensers instead of toilet rolls have now been installed to hopefully prevent any further issues. **Actioned**
- 124.7** **117.2 – Book agreed floor polish and 2 coats of sealant for 2022** **Actioned.** Booked for 8th to 12th August, Customers that will be affected have been informed.

P21/125 **PLANNING APPLICATIONS**

The Chairman brought Item 6.3 on the agenda forward for discussion as the members of the public were In attendance for this item.

- 125.1** **DC/21/2784 – 7 The Furlongs** – Erection of a detached dwelling together with associated driveway and parking.
Cllr Trundle **proposed, seconded** by Cllr I Alexander **OBJECTION due to loss of privacy to neighbours. The proposed plan is out of keeping with the street scene. Agreed** (4 for and 2 abstentions).
Members of the public left the meeting.
- 125.2** **DC/21/2758 – 31 Penfold Way** – Variation of condition 1 of previously approved application DC/17/1163 - (Demolition of existing garage, erection of 1 dwelling and alterations to Existing access) to allow for amendments to the approved scheme.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed** (4 for and 2 Abstentions).
- 125.3** **DC/21/2749 – 4 High Street** – Removal of Condition 2 of previously approved application DC/19/2230 -(Retrospective application for the installation of air conditioning units within A dental practise) relating to the air conditioning units.
Cllr Trundle **proposed, seconded** by Cllr I Alexander **No Objection. Agreed.**
- 125.4** **DC/21/2771 – Lavengro., Wykeham Close** – Conversion of loft into habitable living space, incorporation creation of a rear dormer and installation of 1 rooflight to side.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**
- 125.5** **DC/21/2868 – 22 Newham Lane** – Demolition of existing conservation and erection of a single storey rear extension. Erection of a single storey side porch extension with relocated door and single storey front in extension. Conversion of loft to form habitable accommodation incorporating rear roof extension, the creation of 2 side dormers and installation of rooflights to all elevations.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed.**
- 125.6** **DC/21/2539 – Green and Healthy, 70 High Street** – Installation of an air conditioning unit to the western internal wall, with ducting leading an external unit positioned at the rear. LBC.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed.**
- 125.7** **DC/21/2666 19 Roman Road** – Erection of a first-floor side extension and conversion of loft to form habitable living space incorporating creation of a rear dormer and installation of 3 front rooflights.
Cllr Trundle **Proposed, seconded** by Cllr Alexander **No Objection. Agreed.**
- P21/126** **LATE PLANS**
- 126.1** **DC/22/0030 – 5 Penfold Way** – Demolition of existing detached garage of a single storey side and rear extension. Erection of a front porch.

Cllr Hanson **proposed, seconded** by Cllr Northam **No Objection. Agreed** (4 for and 2 abstentions).

Cllr I Alexander commented on the number of applications that are bungalows being converted to houses which is reducing the number of bungalows in Steyning.

Cllr I Alexander to carry out research into a possible policy against bungalows being turned into houses and bring back results to the next meeting.

Cllr I
Alexander

P21/127
127.1

ENFORCEMENT NOTIFICATIONS

EN22/0009 – Land to the rear of 60-62 High Street – Alleged construction works are closer to boundaries of Elm Terrace that approved under DC/18/1688.

P21/128

PLANNING DECISIONS FROM HDC and SDNP

APPLICATIONS PERMITTED

128.1

DC/21/2392 - Chestnut Cottage, 57 Goring Road - Demolition of existing rear extension. Erection of a single storey rear extension with associated landscaping and new air source heat pump to the front elevation.

128.2

DC/21/2713 - Land Rear of 44 Penfold Way Bramber Road - The proposal incorporates the installation of 1x DSLAM equipment cabinet olive green, the dimensions of which are, Height 1300mm x Length 800mm x Depth 450mm.

128.3

DC/21/1434- 12 Saxon Road - Installation of cladding to the front and side elevations.

128.4

DC/21/2414 -4 Elm Terrace Elm Grove Lane - Conversion of loft and installation of rooflights to front and rear.

128.5

DC/21/2425 - Honeys 25 - 27 Church Street - Installation of rooflight to rear elevation (Listed Building Consent)

128.6

DC/21/2488 - 2 Old Market Square Station Road - Surgery to x1 Ash (works to trees in conservation area)

128.7

DC/21/2003- Rosecot, Holland Road - Demolition of conservatory and erection of a front porch, dormer, two storey side extension, and rear dormer.

128.8

DC/21/2493 - 12 Church Street - Removal of non-original walls and partitions, installation of replacement and 1no. new timber-framed windows, replacement of ground-slab, re-exposure of rear gable timbers, replacement of defective lintel in rear living room, replacement of clay peg-tiles

128.9

DC/21/2494 - 12 Church Street - Removal of non-original walls and partitions, installation of replacement and 1no. new timber-framed windows, replacement of ground-slab, re-exposure of rear gable timbers, replacement of defective lintel in rear living room, replacement of clay peg-tiles

128.10

SDNP/21/02696 – Great Drove Farm – Use of outbuilding as self-catering holiday let

128.11

DC/21/1620 - Barclays Bank Plc 40 High Street - Change of use of first floor from offices (Use Class E) to a residential use (Use Class C3) comprising of 1no apartment and 1no holiday let with associated internal and external alterations and additions (Full Application).

128.12

DC/21/1621 - Barclays Bank Plc 40 High Street - Change of use of first floor from offices (Use Class E) to a residential use (Use Class C3) comprising of 1no apartment and 1no holiday let with associated internal and external alterations and additions (Listed Building Consent).

128.13

DC/21/2259 - Doves Place Coxham Lane - Fell x1 Beech, Surgery to x1 Beech

P21/129

DEPUTY CLERKS REPORT FOR STEYNING CENTRE

129.1

Bookings - During January there were cancellations of 6 groups events at the Steyning Centre due to concerns following the Omicron Variant outbreak. The groups are all restarting in February. The income that was expected for bookings was £4,792.98,

however the actual income is £4,279.39. It was noted that the Deputy Clerk had researched if further grants for Community Centres were available, but there are none at present.

129.2 Film nights – The film in January was Dream Horse and 25 tickets were sold. After the film and hall hire costs were paid there was a loss of £131.00. The next film is Off The Rails on Wednesday 2nd February. 22 tickets have already been sold.

129.3 LED Lighting 2nd Phase - All the lighting has been completed with the exception of 3 cupboards which will be completed on 25th January 2022.

129.4 Bus Shelter Ramp – HDC have informed that providing a ramp at the Bus Shelter would be the responsibility of the Parish Council as they hold the lease. HDC advised that a building surveyor be contacted to ascertain what type of ramp could be installed within the allowed regulations. HDC would need to be consulted before any alterations to the building are made. The Deputy Clerk requested a building surveyor to assess the bus shelter and provide drawings for the best solution. The Building Surveyors drawings show the positioning of a ramp with the correct gradient of slope at the lowest kerb side of the bus shelter that would also not create a trip hazard. The Building Surveyor advised that the conservation officer and WSCC would need to be contacted for advice/permission before a ramp as per the drawings could be installed. Cllrs discussed the option and requested that the Deputy Clerk arrange a meeting with the Building Surveyor to discuss other ideas/options.

D/clerk

129.5 Canopy for Playgroup reading area - The playgroup has requested permission to erect a canopy for the reading area just outside of Saxon Room. The money for the project was grant funded to the playgroup for this project. Drawings and examples of canopy's were tabled.

Cllrs agreed in principle to a temporary canopy being planned and designed. Cllrs request to be kept informed of the progress. Deputy Clerk to investigate with the Clerk and the Preschool whose asset the canopy would ultimately be and who will be responsible for the insurance and the maintenance.

D/clerk

P21/130 FINANCIAL REPORT

130.1 Income and Expenditure report for November and December 2021 – to accept the reports as a correct record of the finances.

Cllr Northam requested if an extra column for expected bills could be included in the reports. Deputy Clerk to forward this request to the Clerk.

D/clerk

Cllr Trundle **proposed, seconded** by Cllr Northam to accept the Income and Expenditure reports for November and December 2021 as a correct record. **Agreed.**

130.2 Steyning Centre Hire Prices – Cllrs discussed increasing Steyning Centre hall hire prices for 2023-24. It was noted that prices did not go up for 2022-2023. Customers have already stated to book for 2023-24 and will need to be informed of the prices.

Cllr Northam **proposed, seconded** by Cllr Trundle to increase the prices by 4% rounded up to the nearest 5p. **Agreed.**

D/Clerk

130.3 Dishwasher replacement - Following the suggestion at 11th January F&GP *"It was suggested that Premises committee reconsider attempting to purchase a new dishwasher via maintenance funds this year rather than wait until it was to be financed as a project item for next year"*

Cllr Hanson **proposed, seconded** by Cllr I Alexander to delegate the Deputy Clerk to get comparable quotes up to the value of £4,500 and if the prices are reasonably comparable, to move forward with the purchase with no need to report back to the committee.

D/Clerk

Deputy clerk to ensure a new dishwasher will be included in the annual service. **Agreed**

P21/131

CORRESPONDENCE/INFORMATION.

131.1

South Downs National Park Planning News.

131.2

Details from SDNPA concerning a consultation on the proposed local connection test being carried out for 8 weeks between 11th January and 8th March 2022.

Cllrs felt that the consultation should go to Full Council to ascertain if the council wish to respond.

Clerk

P21/132

DATE OF NEXT MEETING - Monday 28th February 2022 at 7.30pm

The Chairman closed the meeting at 9.36pm

Signed Chairman - 28th February 2022

Link to the meeting <https://youtu.be/dGnTNACyRCU> and
<https://youtu.be/HE9xLMyDcoE>

Due to technical issues during the meeting there are 2 recordings.



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MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 14TH FEBRUARY 2022 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Young and Parsons

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P21/134 APOLOGIES

134.1 Apologies were received from Cllrs Ian Alexander, Hanson, Bell and Northam
Cllr Rudkin was absent.

P21/135 DECLARATIONS OF INTEREST

135.1 There were no declarations of interest from councillors.

P21/136 QUESTIONS FROM THE FLOOR -

136.1 None

P21/137 PLANNING APPLICATIONS

137.1 **DC/22/0067 – 9 De Braose Way** – Conversion of loft for habitable living space, incorporating creation of dormers to north and south and associated alterations.
Cllr Trundle **proposed, seconded** by Cllr Parsons **No Objection Agreed.**

137.2 **DC/22/0022 – Southdown House, Station Road** – Surgery x 1 Sycamore (Works to trees in Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed.**

137.3 **DC/22/0058 – Dukes House, I Dukes Lane** – Surgery to 1 x Oriental Plane and 1 X Copper Beech TPO 592
Cllr Trundle **proposed, seconded** by Cllr Parsons **OBJECTION to the surgery to the Copper Beech TPO 592 as there is insufficient information for the location of the tree and the Requirement for the work to be done. Agreed.**

P21/138 **DATE OF NEXT MEETING** - Monday 28th February 2022 at 7.30pm

The Chairman closed the meeting at 7.43pm

Signed Chairman - 28th February 2022

Link to the meeting https://youtu.be/o_ko9Rz_alk



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

MEETING OF PERSONNEL COMMITTEE

HELD ON 14th SEPTEMBER 2021 AT 6PM AT THE STEYPING CENTRE

Present: Cllrs Young, Norcross, Hanson, Ian Alexander, Bell and Northam

Also Present: Deputy Clerk Hazel Roxby

Members of the Public: 2 including Cllr Goldsmith

Meeting commenced: 6pm

MINUTES (Non- Confidential)

Pe/21/08 APOLOGIES FOR ABSENCE

8.1 There were apologies for absence from Councillor Lloyd

Pe/21/09 DECLARATIONS OF INTEREST

9.1 There were no declarations of interest from councillors.

Pe/21/10 QUESTIONS FROM THE FLOOR

10.1 Trevor Cree requested that 6.1 and 6.2 be heard in public

10.2 Cllr Goldsmith asked a question to the Personnel Committee as a member of the public. He asked why items 6.1 and 6.2 on the agenda were being discussed in confidential session. He stated that: 'item 6.1, I would imagine it concerns the recent issue of faulty equipment in Steyping's play areas. I fully support the 'whistleblowing' that has taken place and which has 'spurred' the Council to carry out remedial works, removing the dangerous items and 'taping' up other equipment to stop them being used as they were potentially dangerous to children. The report from the consultants who carried out the surveys of the play areas was not confidential and should have been uploaded to SPC's website when it was received in June or immediately after the 9th July's Communities meeting. Also, last year's 2020 report has not been uploaded.

10.3 Cllr Young responded that it had been felt that the items being discussed were controversial and should be discussed in confidential. However, it would be up to the committee to vote or not for the confidential session.

Pe/21/11 MINUTES OF PREVIOUS MEETING

11.1 Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non confidential minutes from 9th June 2021 be accepted as a true and fair record. **Agreed**.

Pe/21/12 CONFIDENTIAL SESSION

Cllr Ian Alexander proposed, seconded by Cllr Bell that 6.1 be discussed in public session and move to confidential for item 6.2. **Agreed** 5 for with 1 abstention.

Pe/21/13 TO DISCUSS AND AGREE

13.1 To review the recent issue with the insurance Company and whether there were any breaches of SPC policies; whether there was any 'leak' of non-public documents; agree what actions if any should be taken.

Cllr discussed the action and made the following comments.

- Cllrs Campbell's email to the insurers, although not a direct breach of policy, it was written giving the impression to be on behalf of the council which it was not.
- the insurance company responded as they did because the email was written in very emotive language, referred to the support of three other, unnamed, councillors and refers to independent legal advice having been obtained. This all gave much greater weight to this issue than it would have done had it been from another person.
- The allegation that the Clerk and the Council had been negligent was a major factor in the response they gave.
- The legal advice alleged to in Cllr Campbell's letter has still not been disclosed to councillors.
- The letter he wrote indicated that the Clerk was incompetent which deterred the insurers from contacting him.
- The Committee had read the inspection report and had fully discussed it at the July Community committee meeting from which Cllr Campbell was absent.
- Remedial work to deal with the moderate items was already in place before Cllr Campbell wrote the letter and would have been reported back to the next meeting as is the usual practice.
- It is disappointing and inappropriate for a councillor to send the inspection report to a face-book pseudonym to publish instead of going through the proper course of action and requesting the Clerk to publish it on the website.
- It was noted that the Clerk had offered to walk round all the play areas with Cllr Campbell to look at the items causing his concern, but this offer was refused.
- The Clerk as the Proper Officer had given advice which Cllr Campbell chose to ignore which is very disappointing.

13.1.1 Following a lengthy discussion, the committee made the following statement of opinion of the committee.

Cllr Young **proposed, seconded** by Cllr Ian Alexander that the following statement is put forward to be read at Full Council. **Agreed.**

"The Committee upholds the right of individual councillors to escalate serious matters of concern to appropriate bodies. However, in this instance the committee feels this approach to outside bodies was worded to carry more weight than would normally arise from a single person's representation.

Additional weight was afforded by:

- Reference of support from 4 councillors
- An individual's interpretation of the risk assessment
- And the reference to legal advice."

Cllr Young **proposed, seconded** by Cllr Norcross

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 13.2 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. Agreed.

13.2 To review the criticisms of the Council made by a Cllr and agree any action to be taken.

Having obtained the legal advice that was agreed to request at the previous Personnel meeting of July 9th 2021

Cllrs discussed the advice and any action required to stop the continuous flow of critical and demanding emails and requests for action by certain Cllrs.

Cllr Northam **proposed, seconded** by Cllr Norcross that the Personnel Committee has received the following legal advice and recommend this to Full Council to be used and referred to. **Agreed.**

'The procedure that you have outlined (of filtering excessive and critical emails which do not adhere to the email policy via the Council Chair) is standard practice and is not unlawful.

A Parish Council is under no obligation to reply to any correspondence (unlike a District Council who are subject to the jurisdiction of the Local Government Ombudsman)

Parish Councillors have no greater rights regarding correspondence than a member of the public in this respect.

Many Councils limit the time during which a Member can speak and endeavour to ensure that those speaking stick to the subject. Whilst this gives rise to complaints that it is undemocratic, this is a specious argument as such behaviour prevents the other business of the Council taking place. To enforce such rules requires very strong chairmanship and an acceptance that there will be criticism of the Chair in social media etc. The Chair must also be able to count on the support of the other Councillors.

The Council as a whole has to protect the Clerk and the staff from unfair criticism as otherwise the Council could be held liable in an employment tribunal for a failure to do so. Some Councils resolve that any criticism of the Clerk or staff must be made to the Personnel Committee in the first instance and not in public meetings. If such a discussion starts a Councillor, not the Chairman, proposes that the discussion moves on.

In the absence of a strong Code of Conduct, which is unlikely to return, the possibilities of effective action are limited. What sanctions there are however do recognise that a Council has to function as a democratic body and cannot be prevented from doing so by a small number of people or Councillors'.

Pe/21/07 DATE OF NEXT FULL COUNCIL MEETING: Monday 20th September 2021 at 7.30pm

The Chairman closed the meeting at 7.25pm

Signed

Chairman

MEETING OF PERSONNEL COMMITTEE

HELD ON 11TH NOVEMBER 2021 AT 3.30PM AT THE STEYNING CENTRE

Present: Cllrs Young (Chairman), Norcross, Ian Alexander, Lloyd and Northam

Also Present: Deputy Clerk Hazel Roxby

Members of the Public: 1

Meeting commenced: 3.30 pm

MINUTES (Non- Confidential)

Pe/21/15 APOLOGIES FOR ABSENCE

15.1 There were apologies for absence from Councillors Hanson and Bell

Pe/21/16 DECLARATIONS OF INTEREST

16.1 There were no declarations of interest from councillors.

Pe/21/17 QUESTIONS FROM THE FLOOR {In summary}

17.1.1 Trevor Cree made a point concerning Agenda item 8.1 (Governance) and stated that he felt this was not the correct committee to discuss the issue, instead he felt it should be a Full Council discussion. {The Clerk later pointed out that every committee could discuss its own governance}. He also stated he thought the proportion of staffing costs was more than other councils, and that SPC officers should obtain training, and did not need to attend the same meetings and the decision to decrease the number of council meetings has increased the Clerks workload not decreased it. He then made a statement concerning the Wicksteed report and children's play areas.

17.1.2 Cllr Norcross made 2 points of order concerning some of Mr Cree's points as they were not related to this meeting and they were not an accurate representation.

17.1.3 Cllr Young requested for him to stop his statement at this point as he had been given more than the 2 minute allowance, and she responded to the comment that 2 clerks should not be attending the same meeting and informed that the Deputy Clerk attends the meetings in her own time. Steyning Parish council has more meetings than most other councils and the Planning and Premises Committee, which the rescheduling of meetings enabled –works very well.

The Clerk stated that the new meeting schedule is now reasonable and has been generally a more productive process. He stated, in response to Trevor's comment that the staffing costs are more than other councils, that in fact Steyning Parish Council's staffing numbers and associated costs are lower than similar councils.

Cllr Norcross left the meeting at this point with apologies that she had to be temporarily elsewhere and would return

Pe/21/18 MINUTES OF PREVIOUS MEETING

18.1 Cllr Young **proposed, seconded** by Cllr Northam that the Personnel Committee non confidential minutes from 14th September 2021 be accepted as a true and fair record. **Agreed**

Pe/21/19 SPC OFFICE WORKLOAD

- 19.1 To review and agree how to work towards the completion of the outstanding projects on the Councils 'To Do List', to possibly involve the setting up of an all-committee member working party to enable this
- The Clerk had sent out a chart illustrating a summary of the office workload to all committee members and spoke to each section in turn explaining the work involved and expected time taken. He explained that the main problem the Council faced in consideration of completing its tasks was that too much of the officers and councillors time was involved in dealing with 'extraordinary council business' which are the items that most councils do not have to deal with such as FOI's. Code of Conduct complaints, disruption of public meetings, internal Cllr arguments, social media complaints and unhelpful communications with external bodies all of which have be dealt with and cause a great deal of time being taken away from the proper council work and increasing the number of hours required to be able to deal with the everyday tasks. Following a long discussion with each councillor giving their opinion and attempt at finding a solution to the extremely unworkable, burdensome and deplorable situations that are occurring at present. *{Cllr Norcross returned during this discussion but did not vote}*
- Cllr Young **proposed, seconded** by Cllr Lloyd to set up an all Personnel Committee working party to work towards the completion of the outstanding projects and other personnel issues in view of the hours being worked by the Clerk. **Agreed**

Pe/21/20 CONFIDENTIAL SESSION

- 20.1 Cllr Young **proposed, seconded** by Cllr Northam 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 items 7 and 8 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Pe/21/21 STAFFING MATTERS

- 21.1 To discuss whether to formally re-instate the Steyning Admin Assistant position to pre-Covid Agreed 25 Hours per week. Cllr Young **proposed, seconded** by Cllr Norcross that following the Covid period of reduced workload, that the Steyning Admin Assistant has a 25 Hour week reinstated. **Agreed**
- 21.2 To discuss a Job Evaluation by SLCC and NALC for the Clerk and Deputy Clerk's pay grade, this Having not been evaluated for at least 10 years. The committee received papers which included a NALC self- evaluation spreadsheet and another evaluation procedure which was to be used in the event of a dispute. After discussions to seek the most appropriate evaluation process. Cllr Young **proposed, seconded** by Cllr Norcross that committee agree that, subject to it being an assessment and not part of an appeals process, that SLCC undertake an independent evaluation assessment on the role and pay rates of the Clerk and Deputy Clerk, and that the Clerk and Chair of Personnel are delegated to seek the appropriate assessment process from NALC {SLCC} and that the evaluation results are brought back to this committee. **Agreed**

Pe/21/22 GOVERNANCE

- 22.1 To discuss a response to allegations of bias and predetermination of the Personnel Committee. Cllr Young **proposed, seconded** by Cllr Norcross that there was an ongoing need for a duty of care for its Staff, and the committee have met and discussed and refutes all allegations of bias and predetermination. **Agreed**

Pe/21/23 INFORMATION AND CORRESPONDANCE ITEMS

- 23.1 None

Pe/21/24 DATE OF NEXT FULL COUNCIL MEETING: Monday 15th November 2021

The Chairman closed the meeting at 5.20pm

Signed

Chairman



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

MEETING OF PERSONNEL COMMITTEE

HELD ON 10TH JANUARY 2022 AT 11AM AT THE STEYPNING CENTRE

Present: Cllrs Young (Chairman), Norcross, Lloyd and Hanson

Clerk: John Fullbrook

Also Present: Deputy Clerk Hazel Roxby

Members of the Public: None

Meeting commenced: 11am

DRAFT MINUTES (Non- Confidential)

Pe/21/25 APOLOGIES FOR ABSENCE

25.1 There were apologies for absence received from Councillors Northam, I. Alexander and Bell

Pe/21/26 DECLARATIONS OF INTEREST

26.1 There were no declarations of interest from councillors.

Pe/21/27 QUESTIONS FROM THE FLOOR {In summary}

27.1.1 Questions had been received from Cllr Campbell prior to the meeting and the Chair went on to summarise the questions and then to answer them

27.1.2 **Q.** Has the Clerk received the backdated incremental pay rise of £895.00 which was recommended in November 2020 and was conditional on a satisfactory appraisal by the Chair and Vice Chair.

A The Clerk did receive back pay for the incremental pay rise of £596.64 It was conditional of an appraisal being completed and the appraisal was carried out in February 2021.

27.1.3 **Q** Cllr Campbell stated that he could not see any report that the conditional appraisal was ever carried out.

A It was duly undertaken in February 2021 and this is now therefore on the record that the appraisal Was undertaken.

27.1.4 **Q** Why was the job evaluation done by a representative of the SLCC and not by NALC.

A The evaluation was undertaken in accordance NALC and SLCC joint agreement which has been in place since 2005, therefore it is NALC approved and is completely objective. A NALC self-assessment was initially carried out by the Personnel Committee and the Office, however the Personnel Committee had agreed that an independent assessment would prove rather more objective to all councillors rather than a self- assessment which is why the objective assessment was carried out.

27.1.5 **Q** Is it correct that a 1.75% salary increase has been approved by the NJC from April 2021.

A We are unaware of an increase since being agreed . Salaries are still being paid on 2020 agreement and information is still awaited for the 2021 pay rise. The Clerk informed the NJC are still negotiating the 2021-22 pay claim.

27.1.6 **Q** Could the Committee publicly confirm that under item 7.3 it is being asked to recommend that SPC increase its salary budget by about 20%.

A *The budget for this year 2021/22 was based upon a worst case scenario whereby Covid was being taken into account which meant that the current year's salary budget (£116,300) is actually a 15.1%*

reduction from the previous years figure of £137,000 – that being the last ‘normal’ budgeted figure To compare the budget figure for year 2020/21 with the proposed expenditure figure being £137,000. Which is two years on from this figure £154,000 would be an increase of 12.4% over two years or approximately 6% rise year on year. In the last two years the minimum wage has risen as follows 20/21 – £8.72, 21/22 - £8.91, 22/23 will be £9.50 – an increase over the same two years of 9% From April 2017 to April 2022 the increase to minimum wage has been 26.7% which is roughly 55% of the overall budget Salary expenditure is rightly or wrongly based upon payment to employees on a minimum wage. The figure of £154,000 has been calculated using a 9% increase to expenditure to cover those staff on a minimum wage plus adding the remainder to cover the rise in salary for the Clerk and Deputy Clerk based upon a reassessed pay scale.

27.1.7 Q Why is setting the HR support and salaries budget considered to be confidential

A It is the right way to do it when considering the reasons for Staff Salary amendments and potential increases. They are at first discussed confidentially at the Personnel Committee and the recommendations will be discussed in public at the F&GP Meeting.

Pe/21/28 MINUTES OF PREVIOUS MEETING

28.1 Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non confidential minutes from 11th November 2021 be accepted as a true and fair record. **Agreed**

Pe/21/29 INFORMATION AND CORRESPONDANCE ITEMS

29.1 None

Pe/21/30 CONFIDENTIAL SESSION

30.1 Cllr Young **proposed, seconded** by Cllr Norcross 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 agenda item 7 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Pe/21/31 STAFFING MATTERS

31.1 To discuss and agree a recommendation to F&GP regarding Salary re-assessment for Clerk and Deputy Clerk based upon the results of the independent evaluation carried out by LCC on behalf of SLCC. The Salary Evaluation was an independent report carried out by NALC/SLCC in accordance with the Joint Agreement on Terms and Condition 2005. The recommendations from the Salary Evaluation Report are that:

- A The post of Clerk, Responsible Financial Officer and Steyning Centre Manager be graded at SCP37-41 (LC3 Substantive).
- B The post of Deputy Clerk and Deputy Steyning Centre Manager be graded at SCP 24-28 (LC2 Substantive).
- C The council considers providing additional staffing resource to address the significant excess hours.
- D The Deputy Clerk and Admin Assistant receive pay for the additional hours worked each month to staff the monthly film night.

Cllr Young **proposed, seconded** by Cllr Norcross to recommend to F&GP that the recommendations A, B C and D are agreed, however the personnel committee are to set up a working party to discuss C as a separate item and that D should not be considered as overtime, it should be as additional hours and taken out of the film income. **Agreed.**

31.1.2 Cllr Lloyd **proposed, seconded** by Cllr Young that the rebuttal to Cllr Campbell’s rebuttal document to go on the website should include the original email from Cllr Campbell to the insurers, the email from the insurance broker of 27th August reinstating the insurance cover, the email from Wicksteed on the report that had been sent and the email from Cllr Campbell to the Monitoring Officer, Trevor Leggo and Ian Davison regarding dissolving the Council on 5th September. This should be circulated to the personnel

committee for agreement before going onto the website. **Agreed.**

31.2 To review continuing criticisms of the Council and staff being made by a Cllr and agree recommendations to full council for any actions to be taken.

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.**

Cllr Norcross left the meeting at 12.30pm

31.3 To discuss and agree a recommendation for the budget for 'HR support' and for 'Salaries' for fiscal year 22/23

Cllr Hanson **proposed, seconded** by Cllr Lloyd to recommend to F&GP that £1000.00 is budgeted for HR Support to use for staff contracts and arbitration meetings. **Agreed.**

Cllr Young **proposed, seconded** by Cllr Hanson that Personnel Committee agree to the recommend to F&GP that the proposed salaries increase for the fiscal year 22/23 (Budget line 4000) according to the budget supporting paper (£154.000) and that the supporting paper and notes from this meeting be sent out by the Clerk for the next F&GP Committee meeting. **Agreed.**

Pe/21/32 DATE OF NEXT FULL COUNCIL MEETING: Monday 17th January 2022

The Chairman closed the meeting at 12.46 am

Signed

Chairman

MEETING OF PERSONNEL COMMITTEE

HELD ON 1st FEBRUARY 2022 AT 7.30PM AT THE STEYPNING CENTRE

Present: Cllrs Young (Chairman), Norcross, Lloyd, Northam, I Alexander and Hanson

Clerk: John Fullbrook

Also Present: Deputy Clerk Hazel Roxby

Members of the Public: None

Meeting commenced: 7.30pm

DRAFT MINUTES (Non- Confidential)

Pe/21/33 APOLOGIES FOR ABSENCE

- 33.1** There were apologies for absence received from Councillor Bell.
Cllr Lloyd had stated that he would attempt to arrive as soon as possible following another Commitment. (Cllr Lloyd arrived at 7.45pm).

Pe/21/34 DECLARATIONS OF INTEREST

- 34.1** There were no declarations of interest from councillors.

Pe/21/35 QUESTIONS FROM THE FLOOR

- 35.1** None

Pe/21/36 MINUTES OF PREVIOUS MEETING

- 36.1** Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non confidential minutes from 10th January 2022 be accepted as a true and fair record. **Agreed**

Pe/21/37 INFORMATION AND CORRESPONDANCE ITEMS

- 37.1** None

Pe/21/38 CONFIDENTIAL SESSION

- 38.1** Cllr Young **proposed, seconded** by Cllr Northam 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 agenda item 7 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Pe/21/39 STAFFING MATTERS

Cllr Young brought forward items 7.2, 7.3 and 7.4 to be discussed first and items 7.1 and 7.5 will be discussed with the absence of the Clerk and Deputy Clerk .

- 39.1 To discuss and agree if there is a need to further consider providing additional staffing recourse to address the significant excess hours being undertaken by the office staff following recommendation from the working party.**
The committee discussed the recommendation from the working party for the Admin Assistant to assist with the current workload.
Cllr Young **proposed seconded** by Cllr I Alexander that the Admin Assistant's hours should be increased by 4 hours per week to temporarily assist the office with the workload to be reviewed after 6 months. **Agreed.**
- 39.2 To discuss and agree if there is a further need to consider that the Deputy Clerk and Admin Assistant receive pay for the additional hours worked each month to staff the monthly film night following recommendation from the working party.**
The working party, following conversations with the Deputy Clerk and Admin Assistant, recommended the following:
Cllr Young **proposed, seconded** by Cllr Norcross that the Deputy Clerk and the Admin Assistant continue to work voluntary at the Community Film Night however the decision should be open to review at any time in consideration with the staff. **Agreed.**
- 39.3 To discuss and agree to recommend to Full Council a raise the hourly rates for Caretakers and the Admin Assistant to coincide with the agreed rise to National Minimum Wage levels due in April.**
Cllrs discussed rates above the National Minimum Wage for the Caretakers and the Admin Assistant.
Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee recommends to Full Council an increase above the National Minimum Wage, as per the supporting paper, for the hourly rate of pay for the Caretakers from 1st April 2022. **Agreed.**

Cllr Young **proposed, seconded** by Cllr Northam that the Personnel Committee recommends to Full Council an increase above the national minimum wage, as per the supporting paper, for the hourly rate of pay for the Admin Assistant from 1st April 2022. **Agreed.**

The Clerk and Deputy left the meeting at 8.30pm.
- 39.4 To discuss and agree a recommendation to Full Council regarding salary re-grading for Clerk and Deputy Clerk based upon of the independent evaluation carried out by LCC on behalf of SLCC and other briefing notes.**
Cllr Norcross **proposed, seconded** by Cllr Lloyd that the Personnel Committee recommends to Full Council that the Clerk's salary changes from LC2 to LC3 FROM 1ST April 2022 in accordance with the evaluation carried out by the LCC in January 2022. **Agreed.**
- 39.4.1** Cllr Norcross **proposed, seconded** by Cllr Young that the Personnel Committee recommends to Full Council that the Deputy Clerk's salary is paid at the full rate of the salary scale LC2 from 1st April 2022 in accordance with the evaluation carried out by the LCC in January 2022. **Agreed.**
- 39.5 To discuss and agreed a formal complaint to the committee.**
Following a full and in depth consideration of the complaint
Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee having considered in depth the complaints submitted on January 25-28 2022, a response will be sent to the complainant. **Agreed**
5 for and 1 abstention.

Pe/21/40 DATE OF NEXT FULL COUNCIL MEETING: Monday 17th January 2022

The Chairman closed the meeting at 9.52pm

Signed

Chairman



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

Correspondence / Information Items – 14

Briefing Notes –

14.1 – CCD Local Transport feasibility study

This covers proposed works on the A24 so does not directly affect our Council.

When the initial email was distributed from WSCC in January there seemed little interest in our Council putting together a response, however if we still want to do so, Council could ask Community Committee to respond on its behalf at its next meeting on the 8th of March, or we simply choose not to do so, and this item remains for information only

14.2 – Huddleston Farm Solar Panel Planning Application

This item is on the agenda simply to reinforce the idea and to ensure that residents are aware, that this matter is to be discussed at the Planning and Premises meeting on the 28th of this month – **NOT** at this Full Council Meeting.

14.3 – Correspondence from the HDC Standards Department

The letter (Supporting paper 14.3) rather explains the current stance of the HDC Standards Committee very well, and though I would much rather we put our own house in order, after very many attempts already to try to do so, I believe this initiative should be welcomed by all Councillors, so that we can move forward in a more positive and productive way.

The letter mentions that for best success the project would need to be supported by all Councillors and so I will be asking for your support via show of hands on Monday night, or if you choose not to do it that way then via email shortly afterwards. Certainly, on behalf of the SPC Clerk's Office I have already given unequivocal support for the idea.



**Horsham
District
Council**

Steyping Parish Council

Our ref: SE/

Email:

Direct Line: 01403

Date: 17th February 2022

Dear Steyping Parish Council

**LOCALISM ACT 2011 – CODE OF CONDUCT COMPLAINTS
STEYPING PARISH COUNCIL**

I write in relation to the ongoing position at Steyping Parish Council and I confirm that Horsham District Council continue to receive standards code of conduct complaints against various Steyping Councillors.

I received 8 code of conduct complaints against Steyping Councillors in the calendar year of 2019, 15 complaints in 2020 and 26 complaints in 2021. Over the last three years, the position and behaviour has deteriorated and now over 70% of the total code of conduct complaints received by Horsham District Council relate to Steyping Councillors. When dealing with these and all the surrounding issues it means that over 80% of the total time spent dealing with standards matters directly or indirectly relates to Steyping. This is despite it being just one Parish Council out of a total of 35 Parish and Neighbourhood Councils, which the standards regime covers, as well as the District Council itself.

It is estimated that dealing with Steyping complaints alone, together with the all-encompassing issues could now cost in the region of £65,000.00 per annum, when considering officer, lawyer, monitoring officer, independent person, parish representative and Standards Committee Member's time. Whilst this is a rough estimate, it is based upon time spent and projected time and notional hourly rates.

Generally, these are Councillor against Councillor complaints but occasionally complaints are made by members of the public or by ex-councillors against current Councillors. The overall position, and the behaviour and the internal disputes and in-fighting between the factions has not improved and as you are aware there has been ongoing difficulties over a significant period of time.

We currently have two ongoing investigations and a total of 15 outstanding code of conduct complaints, with a total of over 1600 pages of complaint documentation, counter complaints, evidence, examples of alleged bad behaviour etc. etc. These complaints are at different stages of progress and much work has already been undertaken by the standards team and we are nearing the completion of investigations and complaints in some of the existing cases. There are also some complaints that can be dismissed and dealt with relatively quickly, but

others still need careful consideration and need to be dealt with appropriately. However, and meanwhile, the day-to-day position at the Parish Council has not improved and as stated if anything is deteriorating.

Due to the ongoing bad feeling, with the more recent and previous history surrounding this Parish Council, together with the significant resource implications for Horsham District Council and the Legal Department, when considering the total time, effort, and costs needed to deal with all of these existing and ongoing complaints I have had no alternative but to consider an alternative way forward. I have therefore approached experts in the standards code of conduct area and asked for their advice and assistance.

Hoey Ainscough Associates Ltd was set up in April 2012 to support local authorities in managing their arrangements for handling councillor conduct issues. The company was co-founded by Paul Hoey, who had been director of strategy at Standards for England from 2001 until its closure in 2012, and Natalie Ainscough who had worked as his deputy. They were expert advisers to the Committee on Standards in public Life 2019 review of the Localism Act, were commissioned by the Local Government Association in 2020 to produce a new model Code of Conduct and supporting guidance and are regular advisers to both NALC and SLCC on standards issues.

If a Parish Council is facing difficulties with working relationships, or where there have been a continued large number of standards complaints or a breakdown in governance, Hoey Ainscough Associates Ltd can work with the Parish Council directly to offer support to seek to improve the way the Parish Council operates and deal with the underlying issues. They are extremely experienced in dealing with Parish Councils facing problems and difficulties.

The aims of the review and support offered include helping the Parish Council consider how they can work more effectively and help with rebuilding their reputation through demonstrating that there is a culture of high standards and good governance.

Whilst a review of all processes, procedures and underlying issues is undertaken, the emphasis is very much on looking for better ways of working and building better relations. It is a hands-on approach, and their team will include an associate who is a recently retired chief executive of a county association of local councils who will bring with them direct experience of working in and with a Parish Council. All Councillors and the clerk will be interviewed as part of the process. Specific action plans and a formal report will then be submitted to the Parish Council and Horsham District Council and ultimately published, with potentially a wide remit as to its conclusions and recommendations.

I have already consulted with Paul Hoey and Natalie Ainscough and I have received a proposal for the review and support which could commence in March 2022. I have been advised that all current and future complaints and investigations should be suspended whilst this review is undertaken and the support provided, unless a complaint is deemed as so serious that it must be investigated immediately. In effect, what I am suggesting is an alternative way to dealing with the numerous code of conduct complaints made and surrounding issues by way of informal resolution and also by ongoing training that will be

provided. We would however reserve the right to recommence dealing with any individual complaints should the process breakdown or not improve or help resolve matters.

The support detailed may cost in the region of £12,000.00 plus VAT, and Horsham District Council will agree to pay these costs. Whilst the cost is significant, it is considered worthwhile and if it produces the desired results, it will be a saving compared with the ongoing cost of dealing with ever increasing complaints.

I confirm I have met and spoken with the Chair and Vice Chair of the Standards Committee, and I have also consulted with the Independent Person and other Standards Committee Members regarding this, and they agree to us looking into and pursuing this course of action, if ultimately considered appropriate.

There is a real desire to help Steyning Parish Council function more effectively and to be able to concentrate on working and delivering for their residents, without the internal fighting and backbiting. Undoubtedly, there are hardworking Councillors within Steyning and there is a passion for local democracy. It is hoped, by engaging these specialist experts to conduct a thorough review and offer support, this will enable you to focus on improvement and a clear way forward.

In order for this approach to have the best chance of success, it needs all Councillors and the Parish Council itself to fully engage with this process. It is hoped that this open letter will aide initial discussions between yourselves, and I can provide further information and detail if necessary.

However, I would like initial feedback as to this proposal, as soon as possible.

Yours sincerely

Sharon Evans
Monitoring Officer &
Head of Legal & Democratic Services