

Date published 6th April 2022

TO ALL MEMBERS OF STEYPING PARISH COUNCIL
YOU ARE HEREBY SUMMONED TO A FULL COUNCIL MEETING TO BE HELD ON
MONDAY 11th APRIL 2022 AT 7.30 PM AT THE STEYPING CENTRE

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

GDPR Notice : Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record meetings of Steyping Parish Council. Members of the public are also advised that by attending a meeting of Steyping Parish Council they give their consent to being filmed/ recorded by other members of the public if such activity is taking place. Any equipment used in the Steyping Centre and plugged into the main electrical supply must be PAT tested.

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST.** – Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether the councillor regard their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR** - Up to 15 minutes (2 minutes per person) will be available for the public to make representations or ask questions. Please note that under Data protection regulations we ask members of the public to only state their name if they agree to their name being recorded in the minutes,
- 4.0 MINUTES OF PREVIOUS MEETINGS** - to agree the draft minutes of the meetings held on the 21st February 2022 as a true and fair record.
- 5.0 MATTERS ARISING**
These items to be taken as read
 - 5.1** Cllr Linehan to report back on Bus Subsidies, Police station manning of front desk and Cuthman Centre - **See item 6.3**
 - 5.2** Steyping in Bloom donation paid - **Actioned**
 - 5.3** Contractor appointed to complete water service works at Rublees allotments - **Actioned**
 - 5.4** SPC to publicise Horsham Old Peoples Forum Meetings – **Actioned**
 - 5.5** Wardens Steering Committee meeting to be attended in March- **Actioned**
 - 5.6** JPYC to continue to secure Youth Club venue – **See item 11.1**
 - 5.7** Neighbourhood Plan Steering Committee to be convened – **Actioned / See item 10.1**
 - 5.8** N. Plan Terms of Reference to be amended and distributed to Steering Committee members - **Actioned**
 - 5.9** Date availability for Chairman's function considered and councillors informed - **Actioned**
 - 5.10** External Auditors 2019/20 End of Year Review published - **Actioned**
 - 5.11** SDNP 'Landscape Review' consultation taken to Community Committee- **Actioned**
 - 5.12** SDNP 'Self- Build and Custom Housing register' consultation taken to Planning and Premises Committee - **Actioned**
 - 5.13** Additional amendments made to SPC Councillors Code of Conduct policy - **Actioned**
 - 5.14** Adopted SPC Code of conduct policy published, and Standards informed - **Actioned**
 - 5.15** Clerk to investigate any need for an additional Councillor / Officer protocol – **See item 11.2**
 - 5.16** SPC Standing Order amendments completed, and new document published and circulated - **Actioned**
 - 5.17** CCD Local Transport Plan Consultation taken to Community Committee - **Actioned**
 - 5.18** Huddleston Farm Proposed Solar Farm planning application to be discussed by SPC Planning Committee – **Actioned**
 - 5.19** HDC Letter re Code of Conducts – Councillor comments taken back to HDC Standards Team - **Actioned**
 - 5.20** Staffing Salary agreements processed - **Actioned**

6.0 REPORT FROM DISTRICT COUNCILLORS

- 6.1 Cllr Bob Platt – (HDC) update
- 6.2 Cllr Tim Lloyd – (HDC) update
- 6.3 Cllr Paul Linehan – WSCC update

7.0 NEIGHBOURHOOD WARDENS' REPORT *(Supporting papers)*

- 7.1 To receive the Neighbourhood Wardens report for February and March 2022

8.0 COMMUNITY MATTERS *(Supporting papers)*

- 8.1 To discuss and agree a request for funding support for the Steyning 'Ukrainian disaster refuge'
- 8.2 To discuss and agree support for the 20's plenty group to consider ways to reduce speed on the Steyning by pass

9.0 REPORTS FROM OUTSIDE BODIES

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

10.0 NEIGHBOURHOOD PLAN *(Supporting papers)*

- 10.1 Update from the Chair following Neighbourhood Plan Steering working party and to discuss and agree any actions following the recommendations from the working party to include an approval of the reply back to Horsham District Council following their request for SPC to 'Fact Check' the Examiners report on the SPC Neighbourhood Development Plan

11.0 GOVERNANCE MATTERS *(Supporting papers)*

- 11.1 To discuss and agree possible relocation of Steyning youth service into the MPF changing rooms on a Monday early evening, and until another more suitable venue becomes available
- 11.2 Update from clerk in respect to whether there is a need for an additional Councillor / Officer protocol

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

- 12.1 **Community Committee** – To receive the Minutes and Draft Minutes from the meetings held on the 2nd November, 8th December '21, 8th February '22 and 8th March '22 and to adopt or otherwise, any recommendations.
- 12.2 **Finance and General Purposes Committee** – To receive the Minutes and Draft Minutes of the meetings held on the 14th December '21, 11th January '22 and 15th March and to adopt or otherwise any recommendations.
- 12.3 **Planning and Premises Committee** – To receive the Minutes and Draft Minutes of the meetings held on the 25th October, 22nd November, 13th December '21, 24th January '22, 14th February '22, 28th February '22 and 28th March '22 and to adopt or otherwise any recommendations
- 12.4 **Personnel Committee** - To receive the Minutes and Draft Minutes of the meetings held on the 14th September '21, 11th November '21, 10th January '22, 1st February '22 and 6th April '22 and to adopt or otherwise any recommendations.

13.0 PROGRESS REPORT

- To receive the following ongoing items and to discuss and agree any necessary actions to be taken
- 13.1 SPC Land Register to be brought back to Full Council, subject to ongoing processing of non-registered land by solicitors
- 13.2 Wardens and PCSO's to report on antisocial behaviour issues and what is being done to avoid further issues
- 13.3 Matters to be raised at next Wardens Steering Committee
- 13.4 How to interpret Risk Assessments – Cllr Training exercise from the Clerk
- 13.5 Water works Contractor details distributed to Councillors for inspection

14.0 CORRESPONDENCE AND INFORMATION ITEMS

14.1 Correspondence from HDC Standards Committee concerning possible SPC review

14.2 Invitation from the Leader of Horsham District Council to public meetings to discuss The Climate and Environment, The Local Plan and water Neutrality, and the Queens Platinum Jubilee.

15.0 CONFIDENTIAL SESSION

To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 16 and 17 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.

16.0 STAFFING MATTERS *(supporting papers)*

16.1 To discuss and agree the recommendation from the Personnel Committee in respect to proposed staff discounts for Steyning Centre Hall Hire fees, for personal events only

16.2 To discuss and approve the recommendation from Personnel committee concerning the Clerks annual appraisal

17.0 CCTV *(supporting papers)*

17.1 To discuss and agree if Full Council considers the enhancement of the existing SPC CCTV operation to be a worthwhile project for the current fiscal year - 2022/23

18.0 DATE OF NEXT FULL COUNCIL MEETING: 16th May 2022 {Annual Parish Council Meeting}

John Fullbrook
Clerk to the Council