Steyning Parish Council

Telephone: 01903 812042

The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

MEETING OF FULL PARISH COUNCIL (via Zoom video conferencing platform)

HELD ON MONDAY 20th APRIL 2020 AT 7.30PM
Hosted by Hazel Roxby – Deputy Clerk

Present via video link : Cllrs Goldsmith (Chairman), Campbell, Cree, Hanson, Rudkin, Saunders, S. Sullivan, G. Sullivan, Norcross, Northam, Trundle, Lloyd, and Alexander.

Clerk: John Fullbrook

Members of the Public: **7 (including District Cllr Bob Platt and WSCC Cllr David Barling)**

Meeting commenced **7.30 pm**

DRAFT MINUTES

		ACTIONS
FULL/19/172	**CHAIRMAN'S ANNOUNCEMENTS**	
172.1	The Chairman reported on the huge changes that had occurred since the last Full Council meeting in February with the Steyning Centre closed, and Parish Council forced to change its habits. He praised fellow councillors Campbell and Cree for their assistance in ensuring Zoom remote meetings could be undertaken. He updated on the SPC Neighbourhood plan consultation process, Freedom of information responses and the range of Covid-19 information available on the SPC web site. **{The full transcript is appended to these minutes}.**	**CLERK**
FULL/19/173	**APOLOGIES**	
173.1	Apologies received from Cllrs Young and Taylor. Cllr Northam had sent apologies by email saying his attendance would be delayed but this was only picked up after the meeting by the clerk.	
FULL/19/174	**DECLARATIONS OF INTEREST AND DISPENSATIONS**	
174.1	None received.	
FULL/19/175	**QUESTIONS FROM THE FLOOR**	
	Answers given by Councillors noted in this section are not necessarily the considered and agreed position of the Council	
175.1.1	**Q –** ***Russell Barnes – Following information From Horsham District council regarding the postponement of Reg 16 concerning the Steyning Parish Councils Neighbourhood Plan. (in summary): - Were the Parish Council prepared to discuss and agree withdrawal of our Neighbourhood Plan and to take this opportunity to add additional policies and enhance/review those that exist already? It would mean that the council would need to go back to Reg 14 however it is a good opportunity to provide a better plan for the community and future generations.***	

175.1.2 A – *Councillor Campbell responded (in summary) that Mr Barnes' question refers to Horsham District Council postponing scheduled referendums for neighbourhood plans due to Covid -19. However, during this postponement all the other stages (Mr Campbell listed all the stages / checks within the process) would still need to be completed. He noted If the parish council were to withdraw the plan from HDC it would effectively mean starting again and losing tens of thousands of pounds that has already been spent from reserves and from external grants. Councillor Campbell's view was that this is an attempt to impose a large amount of housing within the National Park and Glebe Farm and to overthrow the Local Green Spaces Policy. The Neighbourhood Plan, up until May 2019 was aiming to include a minimum of 195 to 245 homes at Glebe Farm as well as significant additional housing within the National Park. In contrast the neighbourhood plan that was submitted to HDC has designated the National Park sites as Local Green Space and the housing policy was left for HDC to create under the Local Plan which would likely be a maximum of 50 homes at Glebe Farm.*
Councillor Campbell stated his opinion that he did not believe there is any public appetite for more than fifty homes at Glebe Farm; there was no funding available to re-visit the Plan; it was not realistically possible to do any fresh work on the Plan during the extension of time given by HMG due to the lock-down and that withdrawing the Plan would lose us the enhanced rate of CIL which was the reason for us working so hard against the clock to comply with the November 2019 time limit. He also stated that the N Plan is due for review every five years. Grants will be available for that. The community will have had the chance to see the impact on the schools, medical centre and infrastructure of any development which has taken place in the meantime and can decide then if it wishes to have extra housing delivered under its review of the Neighbourhood Plan and what other policies it wishes to change or introduce.

175.1.3 Q – ***Mr Barnes was granted a right of reply and stated that he did not mention housing policies and rather had wanted the Local Green Spaces policy to be reviewed and enhanced. He also stated that Councillor Campbells response was inaccurate.***

175.1.4 A – In response to the complaint of lack of accuracy, Cllr Campbell stated that the deadline of 30th November 2019 to submit the Neighbourhood Plan was imposed by HDC, was not movable, and was adhered to by SPC. Councillor Campbell made several statements putting significant responsibility on Mr Barnes for the there being no housing policy and for the non-completion of many documents. He stated that this is backed up by a letter from the Neighbourhood Plan Consultant on 10th July 2019 which he quoted as showing that the Plan was behind schedule in almost every element prior to the May 2019 election .

175.2.1 **Q – *Mr Phil Bowell - What is Steyning Parish Council doing for the isolated and lonely in the community - I haven't heard anything at all***

175.2.2 **A –** *Cllr Goldsmith replied – (In summary) - We are leaving it to the experts at the upper Beeding Hub, backed by WSCC and HDC.*

175.2.3 ***Q – Cllr Norcross –Are we are giving our unequivocal support for the work being undertaken by the Hub***

175.2.4 ***A*** *– Cllr Goldsmith - Yes, we are*

175.2.5 ***Q – Cllr Alexander- Where did the signpost go publicising the Hub's work and why was it removed from the web site***

175.2.6 ***A –*** *Cllr Goldsmith – you have seen the emails, so you should know*

FULL/19/176 MINUTES OF PREVIOUS MINUTES

176.1 Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan that the Amended version of the draft minutes of 27th November '19 (as per supporting papers) be approved as an accurate record. **Agreed. 6 For {S.Sull, G.Sull, TC, PC, RG, TR}, 6 Against (JN, TL, G.Saun, LT, DN, SA). The Chairman used his casting vote to carry the proposal.** **CLERK**

176.2 Cllr Goldsmith **proposed , seconded** by Cllr Campbell to defer the minutes from the 20th January '20 so that greater detail be added to the discussion regarding the Precept. **Agreed. 6 For {S.Sull, G.Sull, TC, PC, RG, TR}, 3 Against (SA, TL, G.Saun), 2 Abstained (JN, DH). Cllr Trundle had dropped offline during the vote and did not vote.**

178.3 Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan that the draft minutes for 17th February be approved as an accurate record. **Agreed 11 For. Cllr Trundle still offline**

FULL/19/177 EMAIL DECISIONS

177.1 Whilst the government had determined social distancing had to be observed during the Covid-19 crisis, the SPC had determined to make decisions via email votes. The votes that took place are reported below for confirmation.

To confirm the decision of 3 April 2020 that:-

1. For an experimental period (and so not bound by the "six-month rule"), all further meetings by SPC and its committees be virtual ones using, so far as practicable, Zoom conferencing and abiding by the existing meetings schedule.
2. Such meetings to be scheduled and notified not less than three clear days in advance and in all respects, so far as practicable, abiding by existing Standing Orders and terms of delegation -to include agenda documents being drawn up by the Clerk in consultation with the relevant chairs and being responsible for circulating and uploading both agendas and supporting documents in the usual way.
3. Any councillor not able to use Zoom shall not be excluded from the process and all reasonable steps must be taken via the Clerk and relevant Chair to enable them to participate by phone and/or email, and in particular to vote -though having due regard to the need not to be predetermined and therefore the need to have regard to all relevant matters before voting.

177.2 **And to resolve that the decisions now be varied and supplemented to provide as follows:-**

177.2.1 1. - Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan that- For the period authorised by The Local Authorities and Police and Crime Panels (Coronavirus) Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and not bound by the "six-month rule", all further meetings by SPC and its committees be remote ones using, so far as practicable, Zoom conferencing and abiding by the existing meetings schedule and the said Regulations. **Agreed 7 For (S.Sull, G.Sull, TC, PC, RG, TR, JN), 3 Abstained (DH, SA, TL), Cllr Saunders and Trundle had fallen offline during the vote and did not vote.**

177.2.2 **2. -** Cllr Goldsmith **proposed, seconded** by Cllr Cree that - Such meetings to be scheduled and notified not less than three clear days in advance and in all respects, so far as practicable, abiding by existing Standing Orders and terms of delegation -to include agenda documents being drawn up by the Clerk in consultation with the relevant chairs and being responsible for circulating and uploading both agendas and supporting documents in the usual way. **Agreed 10 For (S.Sull, G.Sull, TC, PC, RG, TR, DH, SA, TL, G. Saun), 1 Abstained (JN). Cllr Trundle offline and did not vote.**

177.2.3 **3. –** Cllr Goldsmith **proposed, seconded** by Cllr Campbell that - For the period of the remote meetings all agendas must carry a summons and a GDPR notice in substantially the same terms as the wording used at the head of this agenda. **Agreed - Unanimous**

Cllr Northam joins the meeting at this point

177.2.4 **4.** – Cllr Goldsmith **proposed, seconded b**y Cllr Cree that - It is resolved that for GDPR purposes the lawful basis for processing the data in the Parish Council's recording of the meeting are:-

a. Consent
b. Legal obligation; and
c. Public task

(Supporting Papers re GDPR and re Regulations). **Agreed, 11 for, 1 Abstained (SN) and Cllr Trundle still offline.**

177.3 Cllr Goldsmith **proposed, seconded** by Cllr Cree that - To confirm the decision of 23 March 2020 that the public toilets on the High Street and at Fletchers Croft are closed forthwith to avoid transmission of the Covid-19 disease.
Also, To confirm the decision of 23 March 2020 that the Clerk is instructed forthwith:-
1. To affix a notice on all SPC Playground gates / access points and in the vicinity of the adult gym equipment confirming the relevant facility is closed until further notice as a precaution against Covid – 19 virus spread.
2. If practicable the gates and gym equipment should be taped off until further notice
3. The caretakers be tasked to make a daily inspection and if it is necessary to reaffix any notices and/or tape. **Agreed 11 For, 1 Abstained (SN). Cllr Trundle offline.**

FULL/19/178 NEIGHBOURHOOD WARDENS REPORT

178.1 The report as per supporting papers was discussed by Councillors. It was suggested that the Wardens report distinguishes between the drugs and alcoholism joint total. The Clerk to ensure this is discussed at the next wardens steering group. **CLERK**
{The full report summary is available on the web site}

FULL/19/179 REPORT FROM COUNCILLOR BARLING {County Councillor representative}

179.1 i, Sand quarry consultation latest news – Cllr Barling to report back **Cllr Barling**
Ii, WSCC has set up its own Hub to help the more vulnerable members of the community - which continues to be busy
Iii, 820 confirmed hospital cases of Covid-19 in West Sussex
Iv, 20% of Care homes have cases of Covid-19 in the County
V, The Cases are due to peak in mid-May
Vi, Children's scrutiny committee meetings via Zoom have gone very well
Vii, Chris Stark, the Highways Manager has moved on and the new incumbent is Mike Thomas
Ix, Drainage problems in Tanyards lane and Kings Barn lane have now been resolved
X, Cyclists on Footpaths complaint from a resident being dealt with at present

FULL/19/180 REPORT FROM HDC COUNCILLORS PLATT AND LLOYD

180.1 Cllr Lloyd reported that HDC are to start their remote meetings soon.
Cllr Platt reported that the Budget which was sorted and in good shape before the crisis, now has like most other Councils, serious financial issues. Works to establish Community hubs has gone particularly well, and Recycling is also going particularly well at present.

FULL/19/181 COMMUNITY MATTERS

181.1 The clerk's office are ensuring up to date information on Covid-19 is posted on the web site. Cllr Alexander requested again that the Hub signpost be put back onto the web site so that SPC can ensure it is informing the community about the help that's available. The Chair will speak with the clerk regarding this issue. **CLERK / Cllr Goldsmith**

FULL/19/182 **COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**

182.1 **Planning Committee** – Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan to receive the minutes of the meeting held on the 24th February 2020 .**Agreed**

182.2 **Amenities Committee** – Cllr Goldsmith **proposed, seconded** by Cllr campbell, to receive the draft minutes of the meeting held on the 25th February 2019. **Agreed**

182.3.1 **Premises Committee –** Cllr Goldsmith **proposed, seconded** by Cllr Campbell to receive the minutes of the meeting held on the 3rd March 2020. **Agreed**

182.3.2 **Premises Committee –** Cllr Cree **proposed, seconded** by Cllr Alexander to receive the draft minutes of the meeting held on the 7th April 2020. **Agreed**

182.4.1 **Finance and General Purposes committee** – To receive the minutes of the meeting held on the 10th December 2019. Cllr Goldsmith **proposed, seconded** by Cllr Cree. **Agreed**

182.4.2 **Finance and General Purposes committee** – To receive the minutes of the meeting held on the 11th February 2020. Cllr Goldsmith **proposed, seconded** by Cllr Lloyd. **Agreed**

182.4.3 **Finance and General Purposes committee –** To receive the minutes of the meeting held on the 10th March 2020, and to defer discussion on the recommendations until the next Full Council meeting. Cllr Campbell **proposed, seconded** by Cllr Goldsmith. **Agreed** **CLERK**

FULL/19/183 **CORRESPONDANCE AND INFORMATION ITEMS**

183.1 Nothing to report

FULL/19/184 **CONFIDENTIAL SESSION**

184.1 Cllr Goldsmith **proposed, seconded** by Cllr Cree to resolve, under the public Bodies (Admissions to meetings) Act 1960 and in accordance with standing order 3d to exclude the press and public on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted because it concerns employment and contractual matters. **Agreed**

FULL/19/185 **STAFFING MATTERS**

185.1 Cllr Northam **proposed, seconded** by Cllr Lloyd to as per working party recommendation pay staff a monthly average amount based on their salary for the last financial year, this would be for the month of April only. That is, Caretaking staff should continue to be paid their average monthly income, but with the proviso that Steve, Matthew and Rob could be set tasks which would accumulate a minimum of 10 hours per week working but only if strict guidelines via Risk assessments were put into place and followed. **Agreed Unanimous** **CLERK**

185.2 Cllr Lloyd **proposed, seconded** by Cllr Cree that the working party reconvene as soon as possible having taken advice from NALC**. Agreed 10 For, 2 Against, 1 Abstention.** Cllr Campbell had suggested the advice be sort from HR services and wanted this fact noted. **CLERK**

185.3 Cllr Goldsmith **proposed, seconded** by Cllr Lloyd for HR services to provide the Council with professional advice on the contracts of the staff as the existing agreements are now somewhat out of date, for up to a sum of £2,000 for this service**. Agreed 12 For, 1 Abstained** **CLERK**

FULL/19/186 DATE OF NEXT MEETING: 18th May 2020 at 7.30pm

Meeting closed at 9.51pm

Signed …………………………………………………………… Date 18th May 2020

Chairman

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

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MEETING OF FULL PARISH COUNCIL (via Zoom video conferencing platform)

HELD ON MONDAY 18th MAY 2020 AT 7.30PM
Hosted by Hazel Roxby – Deputy Clerk

Present via video link : Cllrs Goldsmith (Chairman at commencement of meeting), Campbell, Cree, Lloyd, Young Hanson, Rudkin, Saunders, S. Sullivan, G. Sullivan, Norcross, Northam, Trundle, and Alexander.

Clerk: John Fullbrook

Members of the Public: **5** **(including District Cllr Bob Platt)**

Meeting commenced **7.30 pm**

DRAFT MINUTES

FULL/20/1	**APOLOGIES**	**ACTIONS**
1.1	No Apologies received. Cllr Taylor absent.	
FULL/20/2	**ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2020/2021** **(Voting by show of hands)**	
2.1.1	Cllr Alexander **proposed, seconded** Cllr Northam that Cllr Hanson serve as Chairman **– 7 Votes {SA, GSa, SN, JN, LT, TL, DH}.**	
2.1.2	Cllr Rudkin **proposed, seconded** Cllr Young that Cllr Cree serve as Chairman **– 7 Votes {TC, SSu, GSu, TR, RG, PC, CY}**	
2.1.3	Cllr Goldsmith as sitting Chair used his casting vote in support of Cllr Cree's nomination and therefore Cllr Cree elected as Chairman. **Agreed**	
FULL/19/3	**ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2020/2021**	
3.1	**(Voting by show of hands)** Cllr Norcross was nominated by Cllr Alexander; Cllr Norcross declined the nomination. Cllr Cree **proposed, seconded** Cllr Goldsmith that Cllr Young serve as Vice Chairman **– 13 Votes, 1 Abstained {CY},** therefore Cllr Young elected as Vice Chair. **Agreed**	
FULL/20/4	**DECLARATIONS OF INTEREST AND DISPENSATIONS**	
4.1	None received.	
	The Chairman under S.O. 1a deferred items 5.0 and 6.0 and moved to Agenda item 7	

FULL/20/5	**REVIEW & CONFIRM COMMITTEE MEMBERSHIP, APPOINT CHAIRS AND VICE –CHAIRS**	**CLERK**
5.1	The Clerk had collected committee membership preferences previous to the meeting and the Chair then agreed the following by first voting in en block the committee membership, then voting in Chair and Vice chair positions for each committee.	
5.2.1	To confirm the Amenities committee membership (7), as being Cllrs Lloyd, Campbell, Norcross, Young, S. Sullivan, Alexander and Goldsmith were **proposed** by Cllr Cree, **seconded** by Cllr Alexander**. Unanimously Agreed**	
5.2.2	Cllr Cree **proposed,** the Chairman for Amenities Committee for the municipal year 2020/21 should be Cllr Campbell, **seconded** by Cllr S. Sullivan**. For 11, 3 Abstained {DH, LT, SN}. Agreed**	
5.2.3	Cllr Cree **proposed** the Vice Chairman for Amenities Committee for the 2020/21 municipal year be Cllr S. Sullivan, **seconded** by Cllr Rudkin**. For 10, 4 Abstained {DH, SN, TL, LT}. Agreed**	
5.3.1	To confirm the Premises committee membership (7), as being Cllrs Cree, Hanson, G. Sullivan, Taylor, Trundle and Alexander (Cllr Northam was nominated for the seventh position but declined to serve on Committee's for this municipal year) were **proposed** by Cllr Cree, **seconded** by Cllr Alexander**. 13 For, 1 Abstained. Agreed**	
5.3.2	Cllr Cree proposed Cllr Hanson for Chairman of Premises committee Cllr Hanson declined. Cllr Alexander **proposed,** the Chairman for Premises Committee for the municipal year 2020/21 should be Cllr Alexander, **seconded** by Cllr Northam**. 6 For {SA, GSa, DH, TL, LT, SN}.** Cllr Cree **proposed,** the Chairman for Premises Committee for the municipal year 2020/21 should be Cllr Cree, **seconded** by Cllr Goldsmith**. 7 For {TR, TC, SSu, GSu, CY, PC, RG} , 1 Abstained {JN}. Agreed** that Cllr Cree be Chairman.	
5.3.3	Cllr G. Sullivan **proposed** the Vice Chairman for Premises Committee for the 2020/21 municipal year be Cllr Hanson, **seconded** by Cllr Cree**. 13 For, 1 Abstained {JN}. Agreed**	
5.4.1	To confirm the Planning committee membership (7), as being Cllrs S. Sullivan, Young, Rudkin, Taylor, Saunders and Trundle (Cllr Northam was nominated for the seventh position but declined to serve on Committee's for this municipal year) were **proposed** by Cllr Cree, **seconded** by Cllr Goldsmith**. Unanimously Agreed**	
5.4.2	Cllr Trundle was nominated for Chairman, Cllr Trundle declined the position. Cllr Cree **proposed,** the Chairman for Planning Committee for the municipal year 2020/21 should be Cllr S. Sullivan, **seconded** by Cllr Goldsmith**. For 11, 3 Abstained {JN, TL, DH}. Agreed**	
5.4.3	Cllr Young **proposed** the Vice Chairman for Planning Committee for the 2020/21 municipal year be Cllr Trundle, **seconded** by Cllr Hanson**. For 13, 1 Abstained {JN}. Agreed**	
5.5.1	F&GP Committee membership (9). – The Chair explained there were three councillors who were automatically members of this committee– Cllrs Cree, Young and Campbell (ex officio). The remaining 6 vacancies were voted for in turn by show of hands.	
5.5.2	For the first vacant position. Cllr Campbell nominated Cllr Lloyd for position 4. **Agreed unanimously that Cllr Lloyd takes position 4.**	
5.5.3	For the second vacant position. Cllr Alexander nominated Cllr Norcross for position 5. **5 For {LT, SN, GSa, DH, SA}.**	

5.5.4 For the second vacant position. Cllr Campbell nominated Cllr Goldsmith for position 5. **8 For {GSu, SSu, TC, TR, PC, RG, CY, TL}, 1 Abstained {JN}. Agreed- Cllr Goldsmith takes position 5**

5.5.5 For the third vacant position. Cllr Campbell nominated Cllr G. Sullivan for position 6. **6 For {PC, RG, GSu, SSu, TR, TC}.**

5.5.6 For the third vacant position. Cllr Young nominated Cllr Norcross for position 6. **8 For {LT, SN, GSa, DH, SA, CY, TL, JN}. Agreed Cllr Norcross takes position 6**

5.5.7 For the fourth vacant position. Cllr Goldsmith nominated Cllr G. Sullivan for position 7. **6 For {PC, RG, GSu, SSu, TR, TC}.**

5.5.8 For the fourth vacant position. Cllr Alexander nominated Cllr Hanson for position 7. **8 For {GSu, SSu, TC, TR, PC, RG, CY, TL}. Agreed- Cllr Hanson takes position 7**

5.5.9 For the fifth vacant position. Cllr Campbell nominated Cllr G. Sullivan for position 8. 13 For, 1 Abstained {LT}, **Agreed- Cllr G. Sullivan takes position 8**

5.5.10 For the sixth vacant position. Cllr Lloyd nominated Cllr Rudkin for position 9. **Agreed unanimously that Cllr Rudkin takes position 9**

5.5.11 Cllrs Norcross, Hanson, Lloyd and Young were nominated for Chairman of F&GP but all declined. Cllr Cree **proposed,** the Chairman for Finance and General Purposes Committee for the municipal year 2020/21 should be Cllr Goldsmith, **seconded** by Cllr S. Sullivan**. 12 For, 2 Abstained {LT, SN}. Agreed**

5.5.12 Cllr Lloyd was nominated for Vice Chairman but declined. Cllr Cree **proposed,** the Vice Chairman for Finance and General Purposes Committee for the municipal year 2020/21 should be Cllr Campbell, **seconded** by Cllr Rudkin**.**
12 For, 2 Abstained {LT, SN}. Agreed

FULL/20/6 CONFIRM COMMITTEE TERMS OF REFERENCE

6.1 Cllr Cree **proposed, seconded** by Cllr Goldsmith that (SPC) agree to re-adopt the terms of reference en bloc for all the committees listed {8.1 to 8.4 on the Agenda and as per the circulated supporting papers}, subject to the recommendations from the working practices group. {Cllr Hanson requested minor changes to the Planning Committee Terms of Reference which was agreed to be referred to the working practices group}.
14 For. Agreed

Cllr Cree proposed under S.O.1a to bring forward item 12.

FULL/20/7 REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON SUB COMMITTEES / FOI PANEL AND CONFIRM TERMS OF REFERENCE. **CLERK**

7.1 The FOI Panel. – Cllr Cree **proposed, seconded** by Cllr Hanson that the existing FOI panel members be reappointed {Cllrs Cree, Campbell, Goldsmith, Lloyd, and G. Sullivan} with the existing terms of reference and procedures. The question of (future) membership numbers and terms of reference and procedures be referred to the working practices group for them to report back as soon as possible. **Agreed 12 For, 2 Abstained {JN, SA}**

7.2 Working Practices Group. – Cllr Cree **proposed, seconded** by Cllr Hanson that the existing members { of the working practices group - Cllrs Goldsmith, Cree, Hanson, Norcross, Campbell, Young and Lloyd} are reappointed on the existing terms of reference. **Agreed**

FULL/20/8 ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, CODE OF CONDUCT AND DISPENSATION SCHEME **CLERK**

8.1 Cllr Cree **proposed, seconded** by Cllr G. Sullivan that the Council (SPC) readopts the existing Standing Orders, Financial Regulations, the Code of Conduct and Dispensation scheme and that the working practices group be tasked to work with the Clerk on recommendations for any amendments if required. **Agreed**

FULL/20/9 ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES **CLERK**

9.1.1 Cllr Cree **proposed, seconded** by Cllr Alexander that the Council re-adopts the existing policies listed as Agenda items 10.1 to10.6 **{** Breach Notification Policy, Data protection policy, Data Retention and Disposal Policy, Subject Access Request Policy, CCTV Policy and Code of Practice and the Freedom of Information & Environmental Information Regulations Requests policy} and that the working practices group be tasked to work with the Clerk on recommendations for any amendments on these. **Agreed**

9.1.2 *Cllr Cree proposed that the council adopts policies 10.7 to 10.12 in accordance with the recommendations of the WPG and the F and GP decisions of 10 March and 12 May 2020. Proposal not carried.*

9.2 Dignity at Work/Bullying and Harassment Policy - The Clerk voiced concerns that this policy in its current format (supporting papers) could replace the Code of conduct- Specifically points 35 and 36. Cllr Campbell said the policy would run in parallel and provide an alternative. Cllr Northam **proposed, seconded** by Cllr Lloyd that this policy be deferred. **Agreed** **CLERK**

9.3.1 The Email policy. Cllr Alexander **proposed, seconded** by Cllr Trundle that the policy be taken to the GDPR officer. **Not Agreed 5 For {SA, DH, LT, GSa, JN}, 8 Against {PC, TR, RG, GSu, SSu, TC, CY, TL}, 1 Abstained {SN} Proposal not carried.**

9.3.2 The Email policy. Cllr Lloyd **proposed, seconded** by Cllr Campbell that the Email policy goes back to the working practices group. **Agreed 13 For, 1 Abstained {SSu}** **CLERK**

9.4.1 SPC Complaints policy. Cllr Campbell **proposed, seconded** by Cllr Lloyd that the SPC Complaints policy be adopted. **Agreed 13 For, 1 Against {GSa}**

9.5 Social Media policy. Cllr Goldsmith **proposed, seconded** by Cllr Cree that the policy is accepted for adoption**. Agreed 10 For {JN, LT, PC, RG, TR, CY, TL, TC, GSu, SSu}, 2 Against {GSa, SA}, 2 Abstained {DH, SN}**

9.6 Unacceptable Behaviour policy. Cllr Northam **proposed, seconded** by Cllr Campbell that this policy is directed back to the working practices group. **Agreed** **CLERK**

9.7 Overarching Protocol for Conduct. Cllr Campbell **proposed, seconded** by Cllr Lloyd that this policy goes back to the working practices group. **Agreed** **CLERK**

9.8 It was noted that there are other policies that could not be included in the agenda because of anticipated time constraints. Cllr Campbell proposed that they be adopted 'en bloc'. Cllr Northam stated that this could not be actioned because they were not on the agenda and it was agreed that the decision be deferred until the next full Council meeting.

FULL/20/10 REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES **CLERK**

10.1 South Downs National Park (SDNP). Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that the councillor representative for the SDNP is Cllr Cree. **Agreed**

10.2.1 Joint Parishes Youth Committee (JYPC). There were 3 nominations for 2 vacancies, Cllrs Saunders was nominated by Cllr Alexander, Cllr Alexander was nominated by Cllr Saunders, Cllr Taylor was nominated by Cllr Campbell.
Cllr Saunders was nominated for vacant position 1 as councillor representative for the JYPC **- Agreed. 14 For.**

10.2.2 Cllr Alexander for vacant position 2 as councillor representative for the JYPC. **8 For Agreed**

10.3 HALC / SALC / NALC. Cllr Goldsmith **proposed, seconded** by Cllr Campbell that the councillor representatives for the HALC meetings are Cllrs Goldsmith and Cree. **Agreed**

10.4 Local Action Team (LAT). Cllr Goldsmith **proposed, seconded** by Cllr Cree that the councillor representative for the LAT meetings is Cllr Goldsmith. **Agreed**

10.5 Joint Parishes Cemetery Committee (JPCC). Cllr Goldsmith **proposed, seconded** by Cllr Campbell that the councillor representatives for the JPCC meetings are Cllrs Rudkin and Cree. **Agreed 13 For, 1 Abstained {SN}**

10.6 Isolation & Loneliness representative. Cllr Campbell **proposed, seconded** by Cllr Cree that the councillor representative for Isolation & Loneliness is Cllr Young. **Agreed**

10.7 Tree Warden for Steyning Parish Council. Cllr Campbell **proposed, seconded** by Cllr Northam that Simon Zec continue as the SPC Tree warden. **Agreed**

10.8 Patient Participation Group (PPG). Cllr Hanson **proposed, seconded** by Cllr Northam that the councillor representative for PPG is Cllr Young. **Agreed**

10.9 Neighbourhood Wardens Steering Committee. Cllr Hanson **proposed, seconded** by Cllr Cree that the councillor representatives for the Neighbourhood Wardens Steering Committee meetings are Cllrs Campbell, Goldsmith and Alexander. **Agreed**

10.10 SPC councillor representative on the 'Climate Action group. Cllr Alexander **proposed, seconded** by Cllr Cree that the councillor representatives for the 'Greening Steyning' group are Cllrs Saunders, Trundle, Northam and Alexander. **Agreed**

FULL/20/11 TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES **CLERK**

11.1 Cllr Cree **proposed, seconded** by Cllr Northam **that SPC approves the annual subscriptions {for S**ussex Association of Local Councils (SALC), Horsham Association of Local Councils (HALC), Society of Local Council Clerks (SLCC), Open Spaces Society (OSS)}. **Agreed**

FULL/20/12 JOINT PARISH YOUTH COMMITTEE

12.1 The Clerk updated that the last quarterly invoice had been agreed for payment by F&GP. This agreement was sought because the youth service staff had been furloughed for a short period and the service stopped. Now a system of remote workshops /sessions are being undertaken and the weeks lost are being tagged onto the end of **CLERK**

the service period. The next JPYC meeting was provisionally booked for week beginning June 1st, 2020.

FULL/20/13 **PARISH COUNCIL INSURANCE COVER.**

13.1 The Clerk noted that the Council's insurance policy expires on 31st August '2020 **CLERK**

FULL/20/14 **COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**

14.1 **Planning Committee** – Cllr S. Sullivan **proposed, seconded** by Cllr Cree to receive the planning notice dated 27th April '2020. **Agreed**

FULL/20/15 **DATE OF NEXT ANNUAL MEETING: 15th June 2021 at 7.30pm**

Meeting closed at 10.02pm

Signed ………………………………………… Date 15th June '20 (Next Full Council Meeting)

Chairman

A Video Recording of this meeting is available at https://archive.org/details/2020-05-18-full-council-video

Steyning Parish Council

The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

Telephone: 01903 812042

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

MEETING OF FULL PARISH COUNCIL (via Zoom video conferencing platform)

HELD ON MONDAY 15th JUNE 2020 AT 7.30PM - Hosted by Hazel Roxby – Deputy Clerk

Present via video link : Cllrs Cree (Chairman), Campbell, Lloyd, Young, Goldsmith, Hanson, Rudkin, Saunders, S. Sullivan, G. Sullivan, Norcross, Northam, Trundle, and Alexander.

Clerk: John Fullbrook

Members of the Public: **5** **(including District Cllr Bob Platt and West Sussex Cllr David Barling)**

Meeting commenced **7.30 pm**

DRAFT MINUTES

FULL/20/16	**APOLOGIES**	**ACTIONS**
16.1	No Apologies received.	
FULL/20/17	**DECLARATIONS OF INTEREST AND DISPENSATIONS**	
17.1	Cllr S. Sullivan declared an interest as is a committee member of the Steyning Community Orchard group.	
FULL/20/18	**CHAIRMANS STATEMENT**	
18.1	*{in summary} Cllr Cree thanked the outgoing Chairman and Vice Chairman of the Council for 2019/20, Cllrs Goldsmith and Campbell respectively, for their good work in a particularly testing year for SPC. He also thanked active members of the Council and the Clerk's office and support staff. He announced that unfortunately Cllr Kerry Taylor had resigned from her position on the Council due to work commitments, and this was confirmed earlier this day (15th June). He also, despite the continuing Covid crisis, looked forward with a positive attitude to the challenges faced in the coming year knowing he had an excellent core of Councillors and Cllr Young as his Vice Chair. {Full text appended to these minutes}.*	
FULL/19/19	**QUESTIONS FROM THE FLOOR**	
19.1.1	**Q –** Mr Muggridge – Concerned about the proposed 18 additional trees to be planted on the MPF by the Steyning Community Orchard Group, and the recent decision passed at Amenities on the 26th May 2020 on the final boundary of the Orchard. Any permanent change of land use ought to be considered fully by Council, and residents ought to be consulted and a more complete assessment undertaken before a decision is made. Possibly to include some of the seven constructive suggestions he put forward in the supporting paper?	
19.1.2	**A –** ***Cllr Cree said though not on Amenities Committee himself, he was certain that the creation of the Steyning Community Orchard was a magnificent achievement. He went on to propose that this item be included on the Agenda of the following weeks Amenities committee meeting for more extensive discussion***	**CLERK**

19.1.3 **A –** ***Cllr Hanson agreed the item needed greater consultation. Cllr Rudkin stated in his opinion the more trees planted the better. Cllr S. Sullivan said that Amenities Committee were unanimous in their agreed decision as to the proposed final extent of the Orchard on the MPF. Cllr Goldsmith stated the ground 'from Play area up' was purchased by the Parish Council from a Mr Lewis Wood as an 'informal area for families' and this included the Orchard, so really this is replacing the previous Orchard. Cllr Trundle suggested the dimensions of the proposed final extent of the Orchard ought to be more accurately calculated and sent round once more to all Cllrs. Cllr Northam was in complete support of the Orchard Group but suggested this ought to be considered in more detail with councils' oversight especially as this was a change of land use.***

Chair's note **Under standing order 1a the Chair brought forward Agenda items 14 and 14 until directly after Agenda item 9.**

FULL/20/20 REPORT FROM COUNTY COUNCILLOR

20.1 Cllr David Barling reported WSCC was fully functioning despite the difficult current financial position – the estimated cost of the Covid crisis for the year may be £80-£85 million with many staff being successfully deployed on community aid projects. A government aid package of £36 million has helped but leaves a shortfall of £44 million. There is also liable to be a shortfall in Council Tax of approx. £20 million. This challenging position will lead to changes in Council service provision. There is however an additional fund to deal with potholes.

20.2 All schools in West Sussex are now open if only partially on some sites. There are no County Local Committee's at the moment. Next full council is due on the 17th July 2020.

20.3 Soft Sands issue at Ham Farm – A reply needs to go back from the Steyning Parish. Council to WSCC this Friday 19th June 2020 as to whether the Council continues to make a representation in August 2020. The Working Party will be meeting before this date to consider this.

FULL/20/21 CONFIRM COMMITTEE TERMS OF REFERENCE

21.1 Cllr Cree **proposed, seconded** by Cllr S. Sullivan that (SPC) agree and adopts the terms of reference for the Planning Committee as recommended by F&GP on the 9th June 2020**. Agreed** **CLERK**

FULL/20/22 ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES

22.1 Cllr Cree **proposed, seconded** by Cllr Northam that the Council agree and adopts the Dignity at Work / Bullying and Harassment Policy as per unanimous recommendation from Working practices group and the F&GP committee {as per the circulated supporting papers} . **Agreed** **CLERK**

22.2 Cllr Cree **proposed, seconded** by Cllr Hanson that the Council agree and adopts the Email Policy as per unanimous recommendation from Working Practices Group and the F&GP committee {as per the circulated supporting papers} . **Agreed**

22.3 Cllr Cree **proposed, seconded** by Cllr Young that the Council agree and adopts the Social Media Policy as per unanimous recommendation from Working Practices Group and the F&GP committee {as per the circulated supporting papers} . **Agreed**

22.4 Cllrs Northam questioned what was meant by the term 'untrue statements' and who was the arbiter of what was 'true' when dealing with unacceptable behaviour. After further discussion Cllr Cree **proposed, seconded** by Cllr S. Sullivan that the Council adopts the Unacceptable Behaviour Policy as per unanimous recommendation from Working Practices Group and the F&GP committee {as per the circulated supporting papers} . **Agreed 10 For (CY, PC, TC, SSu, GS, GSu, TR, TL, RG, JN),**

3 Abstained (SN, LT, SA). {Cllr Hanson briefly offline and not therefore able to vote}

22.5 Cllr Cree **proposed, seconded** by Cllr Campbell that the Council adopts the Over-arching Protocol for Conduct Policy as per unanimous recommendation from Working Practices Group and the F&GP committee {as per the circulated supporting papers} . **Agreed. {Cllr Hanson re-joined the meeting after this item having experienced IT issues}**

FULL/20/23 FINANCIAL MATTERS

23.1 Cllr Cree **proposed, seconded** by Cllr Norcross to agree following recommendation from F&GP Committee, that Section 1 and 2 of the Annual Governance and Accountability Statements with associated notes for 2019/2020 be sent to the External Auditor having been signed by the Steyning Parish Council Chair and that the 'Notice of Public Rights' be published on the 16th June 2020 {as per the circulated supporting papers}. **Agreed** **CLERK**

FULL/20/24 ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES **CLERK**

24.1 Cllr Cree **proposed, seconded** by Cllr Campbell that all the policies listed within the Agenda 14.1 to 14.10 {Privacy Notice, SPC Health and Safety Policy, SPC Memorial Seat Policy, Equality Policy, SPC Community Engagement Policy, Grant awarding Policy, SPC Training statement of intent, SPC Communications Policy, and SPC Staff Discipline Policy} are to be adopted en bloc excepting 14.9 {SPC Staff Grievance Policy**}. Agreed**

FULL/20/25 COMMUNITY MATTERS

25.1 Proposed widening of the High Street pedestrian area. A working party met including Cllrs Campbell, Goldsmith, Hanson, and Cree, to discuss the proposals from the Steyning and District Partnership that had been sent to HDC as they sought grant support for various schemes. The working party supported all the proposals other than the suggestion to make the pavements into a one-way pedestrian system to aid social distancing during the Covid crisis. There was discussion about pedestrianisation of the High Street and a possible 20 mile an hour speed limit through Steyning, but it was understood that this would need a lot of work and include public consultation.

FULL/20/26 REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS

26.1 Cllr Lloyd (HDC) – Finance issues similar to WSCC being experienced at HDC. So far as Steyning is concerned, it is now unlikely that the car park refurbishment at Newman's Gardens will go ahead this year. Parking discs validity will be extended to 30th June 2020. The Local Plan consultation process is heavily affected and slowed.

26.2 Cllr Bob Platt – (HDC) nothing to add.

26.3 Cllr Rodney Goldsmith **–** (HALC/SALC/NALC/LAT) update – No meetings.

26.4 Cllr Chris Young – Isolation and loneliness / PPG – Nothing to update.

26.5 Cllrs Cree and Rudkin – Joint Parishes Cemetery Committee – No meetings.

26.6 Cllr S. Sullivan – SCO Update – including improved grass cutting, all looking very good

26.7 Cllrs Saunders – Joint Parishes Youth Committee. Next meeting planned for week beginning 29th June 2020.

26.8 Cllr Campbell, Goldsmith, Alexander – Wardens Steering Group – No meetings

26.9 Cllrs Cree and Young – South Downs National Park – No meetings

26.10	Cllr Saunders – 'Steyning Greening' group - No meetings	
FULL/20/27	**COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**	
27.1	Cllr Campbell **proposed, seconded** by Cllr Northam that the receiving of these committee minutes {as per Agenda item 13} be adjourned to the next meeting**.** **Agreed.**	**CLERK**
FULL/20/28	**NEIGHBOURHOOD WARDENS' REPORT**	
28.1	The report as per supporting papers was received and discussed. Additional categories were suggested to cover their location during lock down, record when duties are doubled up, and drugs and alcohol offences are split up. Also, were the police reports from residents or from Wardens to the Police. These points to be raised at the next Liaison Group. Clerk to invite Wardens to next meeting	**CLERK** **Cllr Campbell/ Goldsmith**
FULL/20/29	**LAND REGISTER**	
29.1	Cllr Cree commented that on the written list the Abbey Road Village Green number could be added. Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that the Clerk's Office needs to update/re-draft the Land Register to include for each separate land package, whether they are registered and if so number stated, details of the deeds, whether subject to tenancy agreements, had public rights of way, etc. in liaison with the line managers as to timing. **Agreed**	**CLERK**
FULL/20/30	**CORRESPONDENCE AND INFORMATION ITEMS**	
30.1	SPC public toilets were opened on the 10th June.	
30.2	Correspondence had been received regarding the MPF Orchard, but this had been discussed under 19.1 (above)	
FULL/20/31	**MINUTES OF PREVIOUS MEETINGS**	
31.1	Cllr Cree **proposed, seconded** by Cllr S. Sullivan that the minutes for the 18th May 2020 be deferred until the next meeting. **Agreed**	**CLERK**
31.2	Cllr Cree **proposed, seconded** by Cllr G. Sullivan that the minutes for the 20th April 2020 be deferred until the next meeting. **Agreed**	**CLERK**
31.3.1	Cllr Cree had put forward and the Clerk had circulated a Version 4 of the 20th January 2020 draft Full Council minutes that Cllr Cree hoped would be an acceptable compromise after so many months without agreement. Cllr Campbell **proposed, seconded** by Cllr R. Goldsmith that the minutes for the 20th January 2020 be deferred until the next meeting, in order to allow time for a proper consensus to be reached by Chairman and previous Chairman and the Clerk at a zoom meeting. **Not Agreed** **- 5 For {PC, RG, SSu, GSu, TR}, 9 Against {TC, JN, SA, SN, GSa, LT, CY, DH, TL}**	
31.3.2	Cllr Alexander **proposed, seconded** by Cllr Northam that Version 4 of the 20th January 2020 draft Full Council minutes be accepted as a true and fair record. **Agreed** **- 9 For {TL, JN, SN, LT, DH, CY, SA, GS, TC}, 5 Against {TR, PC, SSu, GSu, RG}.** Cllr Goldsmith then required that the following statement be added to these minutes. - *Under SO12 d the Chair of the meeting does not believe these minutes to be a true and fair record because they omit important information concerning the matters councillors took into account before making their decision over the precept. The Chair's version which included those matters was not upheld at the meeting despite no one suggesting they were inaccurate or giving any other adequate reason other than that the minutes would be too lengthy. The Chair observed that his version comprised 688 words for thirty-three minutes of debate, compared with 650 words for five*	**CLERK**

minutes of question time. These minutes are confirmed by majority vote as true and fair despite the Chair's objection

31.3.3 Following a difficult debate and heated statements Cllr Goldsmith then left the meeting @ 9.39pm.

FULL/20/32 MATTERS ARISING FROM PREVIOUS MEETINGS

32.1 Draft minutes agreement for 20th January 2020 deferred to next meeting with Cllr Goldsmith asking Clerk to include additional narrative- **Actioned**

32.2 Cllr Barling to report back on Sand Quarry latest **– See item 20.3**

32.3 The Hub signpost to go back on the SPC web site **- Actioned**

32.4 Receiving of 10th March 2020 F&GP Minutes deferred to next meeting **– Ongoing** **CLERK**

32.5 Staff payment recommendation for May to be actioned by Clerk **– Actioned**

32.6 Staff payments working party to be convened as soon as possible **– Actioned**

32.7 HR services to provide the Council with professional advice on staff contracts – **Ongoing / Actioned** **CLERK**

32.8 Clerk's Office to change committee membership details **– Actioned**

32.9 Clerk to take FOI panel membership to working practices group for discussion **– Ongoing** **CLERK**

32.10 Clerk to ensure those policies that required further scrutiny were discussed at a working practices group meeting **– Actioned**

32.11 Clerk's Office to amend Councillor representation on 'outside bodies' details **– Actioned**

32.12 Clerk to provisionally book the next JPYC meeting **– See item 26.7**

32.13 Clerk to look into Insurance policy options leading up to present cover expiring on August 31st 2020t **–** The Clerk reported the current Policy does expire on the 31st August 2020, but added that SPC are in a three year long term agreement with our current provider, and therefore all the office awaits is the renewal notification and then the Clerk will check details are up to date. **CLERK**

FULL/20/33 DATE OF NEXT FULL COUNCIL MEETING: 20th July 2020 at 7.30pm

Meeting closed at 9:48pm

Signed ………………………………………… Date 20th July 2020

Chairman

A Video and Audio recordings of this meeting are available at
Video: https://archive.org/details/steyning-parish-council-full-council-15-june-2020-video
Audio: https://archive.org/details/steyning-parish-council-full-council-15-june-2020-audio_202006

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

Steyning Parish Council

Telephone: 01903 812042

The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

MEETING OF FULL PARISH COUNCIL (via Zoom video conferencing platform)

HELD ON MONDAY 20th JULY 2020 AT 7.30PM - Hosted by Hazel Roxby – Deputy Clerk

Present via video link : Cllrs Cree (Chairman), Lloyd, Young, Goldsmith, Hanson, Rudkin, Saunders, S. Sullivan, G. Sullivan, Norcross, Northam, Trundle, and Alexander.

Clerk: John Fullbrook

Members of the Public: **8** **(including District Cllr Bob Platt and West Sussex Cllr David Barling and Neighbourhood wardens – Paul Conroy and Mike Pearce)**

Meeting commenced **7.32 pm**

DRAFT MINUTES

ACTIONS

FULL/20/34 APOLOGIES

34.1 No Apologies received. Cllr Campbell absent. Cllr Goldsmith after the meeting had begun but before Matters arising discussed under item 38.1

FULL/20/35 DECLARATIONS OF INTEREST AND DISPENSATIONS

35.1 Cllr S. Sullivan declared a personal interest as she owns a building plot adjacent the Memorial playing field and that she is a committee member of the Steyning Community Orchard group.

FULL/20/36 CHAIRMANS STATEMENT

36.1 *The Chairman announced that due to the summer recess there will be no F&GP, Premises, Council or Amenities meetings in August. The Planning meeting will be held on 24th August 2020. As there is a full agenda the Chairman proposed under Standing Order 1a to defer Agenda item 5;' Minutes of the previous meeting', until after item 13; 'Committee meetings, reports and recommendations'. Members of the public were reminded that the Amenities Meeting is on Thursday 23rd July 2020 instead of the usual last Tuesday evening of the month.*

FULL/19/37 QUESTIONS FROM THE FLOOR

37.1.1 None.

FULL/20/38 MATTERS ARISING

38.1 Community Orchard boundary issue taken back to Amenities committee for further discussion **– Actioned**

38.2 Newly agreed Planning Terms of reference published on web site **- Actioned**

38.3 Newly agreed range of policies adopted at 15th June meeting to be published on web site **- Actioned**

38.4 SPC Chairman to sign 2019/20 AGAR and to then be sent to external auditors - A**ctioned**

38.5 Receiving Committee minutes be deferred until next Full Council meeting**– Ongoing.** **CLERK**

38.6 Additional categories within Wardens report to be discussed at next steering group meeting **– Ongoing.** There has been no meeting since the last council meeting. **CLERK**

38.7 HR services to provide the Council with professional advice on staff contracts **– Ongoing** New Contract templates received, but still being looked at by the staff working party. **CLERK**

38.8 Clerk's office to update Land Register to include land registry information **– Ongoing** Planned to be progressed during the August recess. **CLERK**

38.9 Clerk to take FOI panel membership to working practices group for discussion **– Ongoing** Committee were informed that there are 2 FOI requests currently outstanding. one is concerning the bowling club lease and the other concerning copies of different versions of Draft Minutes. It is proposed to deal with both in the run up to the September F&GP Meeting. **CLERK**

38.10 Adoption of draft minutes from Full Council meetings 20th April 2020 and 18th May 2020 deferred until next meeting **– See Agenda item 6.10**

38.11 Clerk to update insurance policy renewal details when documents available **– Ongoing** Papers have now been received and it is hoped that this will be dealt with before the renewal date of 31st August 2020 **CLERK**

FULL/20/39 NEIGHBOURHOOD WARDENS' REPORT

39.1 To receive the Neighbourhood Wardens report – The Wardens were in attendance and read through the report and received questions. Cllr Goldsmith took notes to bring to the attention of the members of the Steering committee. That meeting taking place the following week. Full report available on the SPC web site

FULL/20/40 REPORT FROM COUNTY COUNCILLOR

40.1 Cllr David Barling reported that the WSCC was to re-boot their service provision because of the lack of available funds. Their focus remains on the green Agenda.

40.2 Cllr Barling updated regards the passageway between 12 Coombe Drove & the Bostal Road and suggested there ought to be a joint Definitive map modification order from both Bramber and Steyning parish councils.

40.3 Cllr Barling stated as far as he could see the submissions to WSCC, and work being undertaken from the Soft sands working party had been excellent.

40.4 Clays Hill proposed road works. Information to be forthcoming to SPC via Cllr Barling as soon as possible **Cllr Barling**

FULL/20/41 PROPOSED SOFT SANDS EXCAVATION AT HAM FARM

41.1 The Chair outlined what the Soft Sands working party had been doing and that reports that had been completed were available and distributed and that he believed the group had been continuing to make a very good case. Cllr Cree **proposed, seconded** by Cllr Hanson that Council agrees to the content of the two 'Submission Statements' to be submitted to West Sussex CC , and for the working party to continue to represent the Parish residents at the forthcoming 'Hearings' on the 25th to 27th August 2020. **Agreed** **CLERK**

FULL/20/42 RESPONSES TO CORRESPONDENCE REVIEWS FROM HORSHAM DISTRICT COUNCIL

42.1 HDC Local Plan. A response to HDC's latest correspondence was discussed. It was necessary to complete a lot of investigation into any potential infrastructure developmental improvements to the Steyning Parish and respond to HDC in a very short timeframe. Cllr Cree **proposed, seconded** by Cllr Alexander that Council delegate authority to a working party open to all Councillors to collect proposed infrastructure developments and that before submissions on the 7th August to email all councillors for them to examine and agree by majority having made comments and contributions before that submission. **Agreed, 9 For, 4 Abstained.** Cllr Cree will make contact with local organisations and organise working party to convene **CLERK / Cllr Cree**

42.2 Open space, sports, and recreation study review. Council discussed a likely response. Cllr Cree **proposed, seconded** by Cllr Hanson that Council will respond to the survey and to the consultant working on behalf of the Horsham District Council**. Agreed** **CLERK**

FULL/20/43 REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS

43.1 Cllr Lloyd (HDC) – HDC losing substantial sums of money – approx. £800,000 per month. Likely deficit at end of year to be £6 million, with government possibly going to granting £1.5 million additional funds but this will clearly not cover the losses. Fortunately, HDC has good financial reserves in place.

43.2 Cllr Bob Platt – (HDC) There are 'green' seminars taking place with, for example, the president of the Sussex Wildlife Trust speaking on climate change issues.

43.3 Cllr Rodney Goldsmith **–** (LAT) update – No meetings.

44.4 Cllr Rodney Goldsmith and Trevor Cree – (HALC) update – A meeting in the previous week neither Cllr could attend.

44.5 Cllr Chris Young – Isolation and loneliness / PPG – reported on the 'Because we all care' campaign from the Care Quality Commission and Health Watch England which attempts to identify and improve care services to patients in response to Covid 19. NHS are going to launch an on-line Covid 19 rehabilitation service for ex-patients. Links and further information are available on the SPC web site **CLERK**

44.6 Cllrs Cree and Rudkin – Joint Parishes Cemetery Committee – No meetings.

44.7 Cllr S. Sullivan – SCO Update – General maintenance days have successfully taken place. There had been a visit from other Council representatives who were keen to set up community orchards and were interested in following the Steyning example. Sadly, the Apple day is to be cancelled this year.

44.8 Cllrs Saunders – Joint Parishes Youth Committee. Meeting took place on the 8th July 2020. Service providers had done a great job on changing the nature of the service since Covid 19, with on-line sessions 'outside with social distancing' sessions and on-line counselling sessions taking place rather than traditional youth club. Proposed Youth survey has been put back to until schools are reopened so responses are more accurate. Committee looking into issue with Steyning youth club venue at present. Service provider reports and committee minutes available on the SPC web site.

44.9 Cllrs Campbell, Goldsmith, Alexander: - Wardens Steering group meeting due on the 29th July '20

44.10 Cllrs Cree and Young – South Downs National Park – No meetings

44.11 Cllr Saunders – 'Steyning Greening' group – Report under item 46

FULL/20/45 NEIGHBOURHOOD PLAN

45.1 Cllr Cree reported legal compliance being checked by HDC and there will be a consultation process followed by the appointment of an independent examiner

Chair suggested moving via Standing order 1a to go straight to Agenda item 14.

FULL/20/46 MOVING TOWARDS A PAPERLESS COUNCIL

46.1 Cllr Saunders reported on the Climate Change Emergency working party's recommendation for Council to adopt the motions that were put onto the Agenda for this meeting and the reasoning and calculations associated with why they should be adopted – noted in supporting papers. Cllr Saunders **proposed, seconded** by Cllr Alexander that with effect from 1st August 2020: **CLERK**

o Councillors are encouraged to use their own laptops or tablets for council meetings. Hard copies of meeting agendas will be provided by default, but hard copies of supporting papers will only be provided to councillors requesting this in advance.

o Hard copies of agendas and supporting papers will not be distributed in the public seating area, instead these shall be projected on a screen during the meeting.

Agreed, 12 For, 1 Against

46.2.1 Cllr Lloyd **proposed an amendment, seconded** by Cllr S. Sullivan that Council move towards 100% councillor participation in the paperless meeting initiative by December 2021 or sooner if practicable, by: **CLERK**

o Providing training for councillors to ensure confident use of tablets/laptops during meetings.

o To introduce a scheme to allocate tablets/laptops to councillors for the duration of their terms where they do not wish to provide their own device.

o Ensure adequate Wi-Fi is available to councillors during meetings.

Agreed 5 For, 7 Against, 1 Abstained

46.2.2 Cllr Saunders **proposed, seconded** by Cllr Alexander that Council move towards 100% councillor participation in the paperless meeting initiative by January 2021, by:

o Providing training for councillors to ensure confident use of tablets/laptops during meetings.

o To introduce a scheme to allocate tablets/laptops to councillors for the duration of their terms where they do not wish to provide their own device.

o Ensure adequate Wi-Fi is available to councillors during meetings.

Agreed 7 For, 4 Against, 2 Abstained

FULL/20/47 CORRESPONDENCE AND INFORMATION ITEMS

47.1 Local Resident letter concerning High street and Covid response – Council discussed SPC and local businesses initiatives. The Clerk to respond to the resident relaying comments from this discussion and share this response with all councillors. **CLERK**

47.2 Letter to Towers Convent – The Chairman had drafted a letter stating that the Council thought the donation of the Towers property/land to the Steyning Grammar School to be an incredibly generous gesture. Cllr Cree **proposed, seconded** by Cllr Hanson that this letter was well written and ought to be sent by the Clerk. **Agreed, 8 For, 2 Against, 3 Abstained** **CLERK**

All other Agenda items not discussed to be moved to next Council meeting

FULL/20/48 DATE OF NEXT FULL COUNCIL MEETING: 21st September 2020 at 7.30pm

Meeting closed at 10:02pm

Signed ………………………………………… Date 21st September 2020

Chairman

Video and Audio recordings of this meeting are available at

Video: https://archive.org/details/2020-07-20-steyning-parish-council-full-meeting_202007

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# Steyning Parish Council

Telephone: 01903 812042

The Steyning Centre, Fletcher's Croft, Steyning, West Sussex, BN44 3XZ

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk


## MEETING OF PARISH COUNCIL EOM (via Zoom video conferencing platform)
**HELD ON THURSDAY 20TH AUGUST 2020 AT 7.30PM - Hosted by Hazel Roxby – Deputy Clerk**

**Present via video link :** Cllrs Cree (Chairman), Lloyd, Young, Hanson, Saunders, Norcross, Northam, Trundle, and Alexander.

**Clerk:** John Fullbrook

**Also present:** James Corrigan (Council adviser)

**Members of the Public**: **12 (including West Sussex Cllr David Barling)**

**Meeting commenced 7.30 pm**

# DRAFT MINUTES

The Chairman of the Council, Cllr Cree, welcomed everyone to the meeting **Actions**

**FULL/20/49 APOLOGIES FOR ABSENCE**
**49.1** None received. Cllrs Campbell, Goldsmith, S Sullivan, G Sullivan and Rudkin were absent.

**FULL/20/50 DECLARATIONS OF INTEREST**
**50.1** There were no declarations of interest from Cllrs

**FULL/20/51 STATEMENT FROM THE COUNCILLORS WHO CALLED THIS MEETING UNDER STANDING ORDER 6(b)**
**51.1** *The Purpose of the EOM is to put before council several motions to debate with the intention of improving ways of working together to ensure the delivery of more efficient and effective service to the Steyning Community. The advice of an independent expert Clerk has been sought and received and it was thought to be expedient to act without delay. A number of key issues will be addressed including the number of committees, frequency of meetings, the introduction of a new agenda and minutes policy and a scheme of delegation all of which are primarily designed to ensure the council's valued officers are given the necessary support that they need. Therefore, the proposed motions are intended to result in the changes needed within the council that will reduce the workload for the council's officers and enable more opportunities for collaborative working between councillors.*

**FULL/20/52 QUESTIONS FROM THE FLOOR**
**52.1** Cllr Barling informed Council that WSCC Highways department stated he was able to put forward one road within his designated area to enable works to be undertaken to clean signage, clear vegetation from obscuring signage and cutting of grass on verges. He was going to suggest the Steyning bypass would benefit the most people. Clerk to respond formally to Cllr Barling with a positive response.
**Clerk to action**
```

FULL/20/53 SPECIAL RESOLUTIONS

53.1 **Motion 1 :** In recognising the difficulties that may arise out of changes to the committee structures and other changes that are proposed in the motions before Council, the Council resolves to agree that James Corrigan should be present at the meeting to provide guidance to all councillors. **It was resolved to agree motion 1. Agreed**

53.2 **Motion 2**: In accordance with Standing Order No. 7(a) and 4(d)(xii) the Council resolves that all committees, sub-committees, working parties, working groups, and representatives to outside bodies agreed at the Annual Meeting of the Parish Council held on the 18th May 2020 are dissolved with immediate effect. **It was resolved to agree Motion 2. Agreed** **CLERK**

53.3 **Motion 3:** In accordance with Standing Order Nos. 4(d) and 4(d)(vi) the Council resolves to appoint the following committees and elect the members as well as the Chairs and Vice Chairs of those committees: F&GP, Amenities, Planning, and the membership numbers in accordance with Standing Order No. 4(d), and the Personnel Committee. These committees will be subject to their respective Terms of Reference as detailed in motion 5 below. Cllr Lloyd proposed an **Amended Motion 3:** In accordance with Standing Order Nos. 4(d) and 4(d)(vi) the Council resolves to appoint the following committees and elect the members as well as the Chairs and Vice Chairs of those committees: F&GP, Planning, and the membership numbers in accordance with Standing Order No. 4(d), and the Personnel Committee. These committees will be subject to their respective Terms of Reference as detailed in motion 5 below. **It was resolved to agree the Amended motion 3. Agreed**

The Chairman, under standing orders 10a vi, brought forward Agenda item 4.4 before completing Agenda item 4.3

53.4.1 **Motion 4:** In accordance with Standing Order Nos. 7(a), 4(d) and 4(d)(xii) the Council resolves that to reduce the number of meetings each month and the pressure on the clerks' office, the Premises committee will be discontinued and that the duties and responsibilities of that committee shall be transferred to the Amenities committee, with membership numbers to remain as 7 in accordance with the numbers agreed for the Amenities committee by Council at the Annual Meeting of the Parish Council held on the 18th May 2020, and that in accordance with Standing order No. 4(vi), the Council shall elect the members as well as the Chair and Vice Chair of the committee. This committee will be subject to its Terms of Reference as detailed in motion 5 below.

53.4.2 Councillors discussed a change to the name of the Amenities committee. Cllr Northam **proposed,** an amendment to the above motion to insert the wording ***which shall be renamed as the Community Committee*** after 'transferred to the Amenities Committee'.
Therefore, **the amended motion 4** will read : In accordance with Standing Order Nos. 7(a), 4(d) and 4(d)(xii) the Council resolves that to reduce the number of meetings each month and the pressure on the clerks' office, the Premises committee will be discontinued and that the duties and responsibilities of that committee shall be transferred to the Amenities committee, which shall be renamed as the Community Committee. Membership numbers to remain as 7 in accordance with the numbers agreed for the Amenities committee by Council at the Annual Meeting of the Parish Council held on the 18th May 2020, and that in accordance with Standing order No. 4(vi), the Council shall elect the members as well as the Chair and Vice Chair of the committee. This committee will be subject to its Terms of Reference as detailed in motion 5 below**. It was resolved to agree the Amended Motion 4. Agreed. 8 For, 1 Abstention**.

Motion 3 was returned to at this point.

53.5.1 **Community committee**
Cllr Lloyd **proposed ,** to vote in the seven members as indicated by the Clerk and vote those members in en-bloc {the proposed membership which had been circulated to all Councillors **CLERK**

previously were listed as being Cllrs Goldsmith, Campbell, Alexander, S Sullivan, Hanson, Lloyd and Norcross} onto the Community committee. **Agreed.**

53.5.2 Cllr Alexander **proposed** that Cllr Hanson be appointed Chairman for the Community Committee. Cllr Cree **proposed** Cllr Goldsmith, but this proposal was not seconded, therefore the first proposal was **Agreed 8 for, 1 abstention**. Cllr Hanson is to Chair the Community committee.

53.5.3 Cllr Norcross **proposed** that Cllr Alexander be Vice Chairman of the Community Committee. **Agreed. 8 for, 1 abstention**.

55.6.1 **Planning Committee**
The Planning committee membership as per the list circulated was discussed as Cllrs Northam, S Sullivan, Trundle, Saunders, Rudkin, Young and Alexander. Councillor Alexander stated that he would like to be on F&GP as per his preferences submitted to the Clerk. This left planning with 6 councillors. Cllr Northam **proposed** that Cllrs Northam, S Sullivan, Trundle, Saunders, Rudkin and Young be appointed to planning committee and the Clerk be delegated to appoint 2 further members to the committee if they announced a preference. **Agreed.** **CLERK**

55.6.2 Cllr Young **proposed** Cllr S. Sullivan as chairman for Planning, this was advised against as Cllr Sullivan's preference for chairmanship was unknown as it had not been received. Cllr Alexander **proposed** that Cllr Trundle be Chairman of the Planning Committee **Agreed 8 for, 1 abstention.**

55.6.3 Cllr Trundle **proposed** that Cllr Young be Vice-Chairman of the Planning Committee. **Agreed.**

55.7.1 **F&GP Committee**
The F&GP committee preferences were read out as Cllrs Hanson, Cree, Young, Northam, Lloyd, Norcross, Goldsmith, Campbell and G Sullivan. Cllr Alexander stated that he had requested F&FP membership in his preferences to the Clerk. Cllr Norcross **proposed an amended motion** to appoint the seven members as read out by the Clerk {Cllrs Cree, Young, Hanson, Northam, Lloyd, Alexander and Norcross} to the F&GP committee whom had expressed an interest and the Clerk be delegated to appoint two further members once preferences from Councillors had been established. **Agreed 8 for, 1 abstention**. **CLERK**

55.7.2 Cllr Alexander **proposed** that Cllr Lloyd be the Chairman of F&GP. **Agreed.**

55.7.3 Cllr Alexander **proposed** that Cllr Northern be Vice-Chairman of F&GP. **Agreed 7 for, 1 against, 1 abstention**.

55.8 **Personnel Committee**
Cllr Lloyd **proposed** that the appointment of Councillors to the Personal Committee be deferred until the Working Practices group have set the terms of reference first. **Agreed**

55.9 **Motion 5:** In accordance with Standing Order No: 7(a) the Council resolves that the Terms of Reference of all committees, sub-committees, working parties, and working groups agreed at the Annual Meeting of the Parish Council held on the 18th May 2020 shall remain in place for the time being but subject to revision by the Working Practices Group with any changes recommended to Council for approval. Cllr. Northam **proposed the following amendment to Motion 5:** In accordance with Standing Order No: 7(a) the Council resolves that the Terms of Reference of all committees, sub-committees, working parties, and working groups shall remain in place for the time being but subject to revision by the Working Practices Group with any changes recommended to Council for approval. **Agreed 8 for, 1 abstention.**

55.10.1 **Motion 6:** In accordance with Standing Order No. 4(d) the Council resolves to appoint members to the following working parties and representatives of outside bodies: FOI Panel, Working Practices Group, South Downs National Park Representative, Joint Parishes Youth Committee **CLERK**

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel@steyningpc.gov.uk

Representative, HALC/SALC/NALC Representative, Local Action Team Representative, Joint Parishes Cemetery Committee Representative, Isolation and Loneliness Representative, Neighbourhood Wardens Steering Committee Representative, Climate Action Working Party, Patient Participation Group Representative.

55.10.2 Councillors discussed the need for the FOI Panel. James Corrigan stated it was normal for the Clerk to deal with requests in the first instance. The Clerk stated he was more than happy to revert back to the process in place before September 2019, whereby a panel was in place but he was charged with the responsibility to reply in the first instance. Cllr Hanson **proposed** that the FOI panel was not required at present and the Clerk be appointed to deal with FOI requests instead. **Agreed. 8 for, 1 Abstention.**

55.10.2 **Working Practices Group.** Cllr Alexander **proposed** the Working Practices group be Cllr Young, Norcross, Lloyd, Hanson and Alexander. **Agreed. 8 for, 1 Abstained**

55.10.3 **South Downs National Park.** Cllr Cree and Young withdrew their membership. Cllr Lloyd **proposed** that Cllrs Alexander and Norcross be the representatives. **Agreed 8 for, 1 abstention**.

55.10.4 **Joint Parishes Youth Committee.** Cllr Lloyd **proposed** that the representatives be Cllrs Saunders and Alexander. **Agreed, 8 for, 1 abstention**.

55.10.5 **HALC.** Cllr Hanson **proposed** that Cllr Lloyd be the representative. **Agreed 8 for, 1 abstention.**

55.10.6 **Local Action Team (LAT).** Cllr Lloyd **proposed** that Cllr Alexander be the representative. **Agreed 7 for, 1 against, 1 abstention.**

55.10.7 **Joint Parishes Cemetery Committee.** Cllr Lloyd **proposed** that Cllr Norcross be the representative. **Agreed, 8 for, 1 abstained**

55.10.8 **Isolation and loneliness.** Cllr Lloyd **proposed** that Cllr Young be the representative**. Agreed**

55.10.9 **Neighbourhood Wardens.** Cllr Hanson **proposed** that Cllrs Lloyd and Alexander be the representatives. **Agreed, 8 for, 1 abstention.**

55.10.10 **Climate Action Working Party.** Cllr Lloyd **proposed** that Cllrs Saunders, Alexander, Trundle and Northam be the representatives. **Agreed 8 for, 1 abstention.**

55.10.11 **Patient Participation Group (PPG).** Cllr Lloyd **proposed** that Cllrs Young and Hanson be the representatives. **Agreed**

55.11 **Motion 7:** In accordance with Standing Order Nos. 7(a) and 5(j)(v) the Council resolves to implement a Scheme of Delegation that defines the delegation arrangements to committees, sub-committees, staff and other local authorities (supporting paper), such a scheme shall be subject to any amendments recommended to Council by the Working Practices Group. **CLERK**
It was resolved to agree Motion 7. Agreed, 8 for, 1 abstention.

55.12 **Motion 8:** In accordance with Standing Order No. 7(a) and to reduce the Clerks' time in the production of agendas and minutes for council, committees and working parties the Council resolves to implement a new Agenda and Minutes policy (supporting paper). **It was resolved to agree Motion 8. Agreed**

55.13 **Motion 9:** In accordance with Standing order No. 7(a) the Council resolves that the Working Practices Group will review the number of Council and Committee meetings held each month, and the timings of such meetings, with a view to reducing the frequency of meetings and to make recommendations to Council. **It was resolved to agree Motion 9. Agreed** **CLERK**

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel@steyningpc.gov.uk

55.14 **Motion 10:** To ensure that the valued officers of the Council are given the necessary support and do not have unrealistic expectations placed upon them, and in accordance with Standing Order No. 7(a) the Council resolves that the Line Management Team is dissolved and a Clerks' Office Support Team created which will comprise of the following Cllrs: Cree, Norcross, Young and Lloyd who will formulate the Terms of Reference for approval by Council. Cllr Cree stood down from this representation. Cllr Northam **proposed** to amend the members of the Office support team so that Cllrs Norcross, Young, Lloyd and Hanson be appointed as the Office Support Team. **It was resolved to agree the Amended motion 10. Agreed, 8 for, 1 abstention**. **CLERK**

55.15 **Motion 11:** The Council resolves to appoint James Corrigan to offer additional support to the Clerk and Council, which shall be limited to 30 hours or, until such time as the Clerks' Office Support Team recommends to Council that it should cease. **It was resolved to agree Motion 11. Agreed**

The Chairman, Cllr Cree, announced that with regret he would be resigning as the Steyning Parish Council Chairman following this meeting.

FULL/20/56 DATE OF NEXT FULL COUNCIL MEETING : 21st September 2020 at 7.30pm

Meeting closed at 9:26pm

Signed …………………………………………… Date 21st September 2020

Chairman

Video and Audio recordings of this meeting are available at

Video: https://archive.org/details/2020.08.20-steyning-parish-council-eom-meeting-

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel@steyningpc.gov.uk

Warden Monthly Report

JUNE 2020

Patrol hours (foot and vehicle) TOTAL:	**97**	**ASB incidents TOTAL:**	**7**
Foot patrol TOTAL:	**45**	Noise	2
Foot (high visibility) – Steyning	23	Neighbours	0
Foot (high visibility) – Bramber	7	Driving/vehicles	1
Foot (high visibility) – Upper Beeding	15	Bikes	0
Vehicle patrol TOTAL:	**52**	Alcohol/drugs	3
Vehicle patrol - Steyning	29	Public order	1
Vehicle patrol - Bramber	8	**Clear up/disposal reports TOTAL:**	**7**
Vehicle patrol - Upper Beeding	15	Fly tipping / flyposting	3
Notices/warnings TOTAL:	1	Graffiti	0
Fixed Penalty Notice	0	Dog fouling	0
Yellow card warning	0	Litter	3
Community Protection Warning/Notice	0	Drug litter	1
Parking alert	4	Hazards	-
Police reports TOTAL:	**21**	**Community events attended**	0
Phone (including 101 and 999)	6	**School contact/engagement**	2
Email	6	**Reports to DVLA**	2
Intelligence report	0	**Reports to Operation Crackdown**	3
E-CINS (multi-agency reporting)	0	**Admin**	34
Verbal	9	**Visits to vulnerable people (all ages)**	13
		Signposting	5
		Safeguarding referral	1

ASB/crime/criminal damage

Steyning –

Call from Matthew Thomas, Steyning Downland Scheme alerting us to a group of young people using the area who have started setting fires in the 'Target Area' of the rifle range. There has also been litter left including empty bottles of alcohol. We increased our patrols here and discussed the issue with several groups of young people. We didn't witness any fires or ASB and the seemed to have died down towards the end of the month.

We were alerted by a resident to a substantial amount of drug litter left in one of the laybys in mouse lane. This could've been brought back from the 'Flint Barn' area, or we suspect ditched from parked vehicles parking in drug use (Nitrous Oxide) We have increased our patrols and had several sus vehicles drive away from the area on our arrival.

Numerous complaints regarding footballs being kicked into back gardens of properties in Charlton Street. Witnessed this on patrol ad challenged a group of young people who moved to a different area to play football. Hopefully we will have no further complaints.

Call received from Director of Boarding re youth smoking cannabis on a bench in Fletchers Croft, we attended within 2 minutes and challenged the group who were only smoking cigarettes. This group are known to us and we have previously given Intel to the Police re drug use.

Call from resident re cold caller door to door selling in coombe road. Attended and checked credentials, no cause for further concern.

Bramber –

Group of 3 young people challenged over use of Barbeque causing damage to the grass in the castle grounds. These individuals were from out of the area and were also smoking cannabis. Names and addresses not given but the group did leave the area when challenged.

Bramber Castle grounds and Car Park still exceptionally busy and this has started to affect castle lane and surrounding areas. We have agreed with Bramber to increase our patrols and try to have an impact re inconsiderate or dangerous parking.

Report of bikes going through The Street at high speed. This seems to flare up from time to time, we will increase static monitoring in The Street to see if we can identify the culprits and get the Police Involved. We would like to remind residents to report vehicle details into Operation Crackdown if possible.

Upper Beeding –

Report of more suspicious vehicles gathering in St Peters Church Car Park. Increased patrols and have identified one individual known to us and submitted Intel to the police re potential drug use.

Parking/vehicles

Steyning –

None reported.

Bramber –

None reported

Upper Beeding –

Reports of off road motor bikes on S.S.S.I land. Inconsiderate parking on Truleigh Hill. (Ongoing)

Vehicle left (pound lane) by young female who residents suspect had potentially forgotten where she parked it. Made Police aware as concern relating to where the owner went as reports state she may have been under the influence. Also the vehicle is causing an obstruction for tractors.

Fly tipping/littering/graffiti

Steyning –

Fly Tipping in Layby on Bostall. Also Layby on Wiston Estate entrance Bostall. Littering on M.P.F. and Fletchers Croft Car Park.

Steyning Leisure Centre Car Park. Accumulated litter in all areas as a result of Lock Down.

Bramber –

Littering Bramber Castle Grounds and Car Park.

Upper Beeding –

Littering Small Dole Skate Park.

Community engagement/events/meetings

Steyning-

Steyning PC Meeting via zoom.

Bramber –

None

Upper Beeding –
Weekly visits to HUB.

Patrols (foot/visible and car)

Increased Patrols at Steyning Downland Scheme and Mouse Lane (see above ASB)

Increased patrols as Small Dole Skate Park.

Patrols increased of newly reopened MUGA.

Elderly and Youth

Steyning –
Socially distanced club session at Dingemans. We are hoping to resume some form of normality in the next few months but social distancing is paramount for protection of the residents there. Awaiting further guidance from HDC.

Regular socially distanced welfare checks.

Bramber –
Visits to HUB.

Upper Beeding –
Visits to HUB.

Licensing

Steyning –
Intel submitted to Police in joint agency meeting held relating to Ice Cream vans moving into the area from Crawley.

Bramber –
None

Upper Beeding –
None

Dog related issues

Steyning –
Report from resident when on patrol relating to a dog on dog attack. The owner refused to put the dog on a lead. We have been given a description of the owner & dog and will are keeping an eye out whilst patrolling the MPF and surrounding areas.

Bramber –
None

Upper Beeding –
None

Cycling

Steyning –

None

Bramber –

None

Upper Beeding –

None

Parish specific/other

Steyning –

None

Bramber –

None

Upper Beeding –

On mobile patrol Upper Beeding/Small Dole, noticed a woman walking down Edburton lane looking very confused and somewhat dazed. We spoke to her and she said she was waiting for Ahmed to pick her up, she has come from London and he is going to show her the Palace. Police were concerned as the situation was extremely strange and didn't add up, also she was walking down the middle of a national speed limit road! Police attended and advised there was no Trace of this individual, no I.D, no records of any kind. The Police interviewed her but unfortunately we haven't been given any further information other than she was safeguarded.

Warden Monthly Report

AUG 2020

Patrol hours (foot and vehicle) TOTAL:	**106**	**ASB incidents TOTAL:**	**9**
Foot patrol TOTAL:	**53**	Noise	3
Foot (high visibility) – Steyning	25	Neighbours	0
Foot (high visibility) – Bramber	9	Driving/vehicles	4
Foot (high visibility) – Upper Beeding	19	Bikes	1
Vehicle patrol TOTAL:	**53**	Alcohol/drugs	1
Vehicle patrol - Steyning	30	Public order	0
Vehicle patrol - Bramber	6	**Clear up/disposal reports TOTAL:**	**5**
Vehicle patrol - Upper Beeding	17	Fly tipping / flyposting	1
Notices/warnings TOTAL:	1	Graffiti	1
Fixed Penalty Notice	0	Dog fouling	0
Yellow card warning	0	Litter	1
Community Protection Warning/Notice	0	Drug litter	1
Parking alert	1	Hazards	1
Police reports TOTAL:	**13**	**Community events attended**	0
Phone (including 101 and 999)	1	**School contact/engagement**	1
Email	5	**Reports to DVLA**	1
Intelligence report	2	**Reports to Operation Crackdown**	1
E-CINS (multi-agency reporting)	1	**Admin**	48 (2)
Verbal	4	**Visits to vulnerable people (all ages)**	8
		Signposting	0
		Safeguarding referral	0

ASB/crime/criminal damage

Steyning –

We have had reports from Steyning Grammar Boarding regarding the smell of cannabis from a group of teenagers known to us. Also similar reports from the Clerk concerning the same group. We have fed Intel into Police and have increased patrols and extended periods of observation of the area. Fletchers Croft Car Park area has also become a popular meeting place for groups of young people during the official School Holiday and we have received several reports from residents that some among them are smoking cannabis. We have stepped up our static monitoring of this area.

We received a report from a shop owner in Cobblestone Walk regarding drunken males in Bus Shelter Steyning High St.

Bramber –

Report of motorcyclist speeding in high street

Upper Beeding –

We have had reports of Noise nuisance and possible Drug Activity at Small Dole Skate Park. Police have included the area in their patrols. On two occasions we had to ask Skaters to leave Small Dole Skate Park after 9pm Closing time.

Parking/vehicles

Steyning –

Report of Anti-Social Parking in Newham Lane. Advice issued.

Bramber-
None

Upper Beeding-
Advised and moved on vehicle in prohibited area Truleigh Hill

Suspicious Vehicle, possibly abandoned at the end of Pound Lane. Local Intel suggests that it was left there by an Inebriated Female. Reported to the Police and check revealed owner. Car window was slightly lowered. Contents in vehicle included a mobile phone, a ladies handbag and tobacco pouch. Inside of vehicle smelt of Cannabis. Further Intel from Police recorded a male and female picked up by Police on the same evening. Male was taken to Hospital. Vehicle still in situe, now considered to be abandoned.

Fly tipping/littering/graffiti

Steyning –
Removed Fly post From Horsham Rd.3 Bags of builder's rubble Steyning Bostall.

Graffiti in outdoor Gym.

Upper Beeding
None

Bramber
Cleared large amount of Litter from Bramber Castle Car Park.

Community engagement/events/meetings

Steyning-
None

Bramber –
None

Upper Beeding –
None

Patrols (foot/visible and car)
Increased Patrols Small Dole Skate Park and High Trees Car Park, the latter to monitor caravans recently arrived. Increased Patrols of Fletchers Croft, Mouse Lane, Bramber Castle and Car Park area at Gladys Bevan Hall Upper Beeding.

Elderly and Youth

Steyning –
None

Bramber –
None

Upper Beeding –
None

Licensing

Steyning –

None

Bramber –

None

Upper Beeding –

None

Dog related issues

Steyning –

None

Bramber –

None

Upper Beeding –

None

Cycling

Steyning –

None

Bramber –

None

Upper Beeding –

None

Parish specific/other

Steyning –

None

Bramber –

None

Upper Beeding –

Assisted P.C.S.O, s clearing falling tree debris from layby and rd. Upper Beeding

Response to Proposed Changes to Current Planning System 06/09/2020

<table>
<tr><th></th><th>Question</th><th>Answer</th></tr>
<tr><td>Q1</td><td>Do you agree that planning practice guidance should be amended to specify that the appropriate baseline for the standard method is whichever is the higher of the level of 0.5% of housing stock in each local authority area OR the latest household projections averaged over a 10-year period?</td><td>No, don't agree that the baseline should be uncapped.
There is concern that the proposed method of assessment of housing needs will ensure that more housing will be required in the least affordable areas ie London and the South East, where there is already the largest housing stock and overcrowding. Also, any overcrowding might be exacerbated by the proposal to remove the current ‘cap’ on development which is said to ‘supress levels of housing’.</td></tr>
<tr><td>Q2</td><td>In the stock element of the baseline, do you agree that 0.5% of existing stock for the standard method is appropriate? If not, please explain why.</td><td>No, don't agree. The 0.5% figure may not reflect local needs or conditions.</td></tr>
<tr><td>Q3</td><td>Do you agree that using the workplace-based median house price to median earnings ratio from the most recent year for which data is available to adjust the standard method’s baseline is appropriate? If not, please explain why.</td><td rowspan="3">This whole proposed approach of adjusting the housing need to reflect affordability data misses the point. The way to deal with lack of affordability is to control the TYPE of housing offered, NOT the quantity of supply. The proposed approach also seems incapable of reflecting local conditions.
Unable to determine whether setting affordability according the median house price and median earnings per household would procure more affordable homes. Clearly though there will be those who fall below this affordability level and their needs do also need to be reflected through ‘help-to-buy’ or a similar scheme when this comes to an end.
If the affordability adjustment proposed fairly reflects whether affordability has improved, if so there is no objection to a 10-year period of readjustment. The new standard method does reflect changes in affordability over time which is support.
Not convinced that the affordability calculation is appropriate.</td></tr>
<tr><td>Q4</td><td>Do you agree that incorporating an adjustment for the change of affordability over 10 years is a positive way to look at whether affordability has improved? If not, please explain why.</td></tr>
<tr><td>Q5</td><td>Do you agree that affordability is given an appropriate weighting within the standard method? If not, please explain why.</td></tr>
</table>

Q6	Authorities which are already at the second stage of the strategic plan consultation process (Regulation 19), which should be given 6 months to submit their plan to the Planning Inspectorate for examination?	No objection to authorities close to Regulation 19 as specified submitting their Plans to the Planning Inspectorate
Q7	Authorities close to publishing their second stage consultation (Regulation 19), which should be given 3 months from the publication date of the revised guidance to publish their Regulation 19 plan, and a further 6 months to submit their plan to the Planning Inspectorate?	No objection to authorities close to Regulation 19 as specified submitting their Plans to the Planning Inspectorate
Q8	The Government is proposing policy compliant planning applications will deliver a minimum of 25% of onsite affordable housing as First Homes, and a minimum of 25% of offsite contributions towards First Homes where appropriate. Which do you think is the most appropriate option for the remaining 75% of affordable housing secured through developer contributions? Please provide reasons and / or evidence for your views (if possible): i) Prioritising the replacement of affordable home ownership tenures, and delivering rental tenures in the ratio set out in the local plan policy. ii) Negotiation between a local authority and developer. iii) Other (please specify)	Option (1) is preferred over option (2) as it is thought that this will be limiting the flexibility of developers to regulate the amount of affordable housing.
Q9	Should the existing exemptions from the requirement for affordable home ownership products (e.g. for build to rent) also apply to apply to this First Homes requirement?	There should be no exemption
Q10	Are any existing exemptions not required? If not, please set out which exemptions and why.	No, exemptions are not required
Q11	Are any other exemptions needed? If so, please provide reasons and /or evidence for your views.	No

Q12	Do you agree with the proposed approach to transitional arrangements set out above?	Agreed
Q13	Do you agree with the proposed approach to different levels of discount?	Agreed
Q14	Do you agree with the approach of allowing a small proportion of market housing on First Homes exception sites, in order to ensure site viability?	Disagree with this statement as its too open ended and should be more clearly defined.
Q15	Do you agree with the removal of the site size threshold set out in the National Planning Policy Framework?	Not agreed – the current size threshold should be maintained.
Q16	Do you agree that the First Homes exception sites policy should not apply in designated rural areas?	Agreed
Q17	Do you agree with the proposed approach to raise the small sites threshold for a time-limited period?	No, this would mean the loss of vital infrastructure funding and affordable contributions. To support SMEs it may be better to allow contributions to be deferred.
Q18	What is the appropriate level of small sites threshold? i) Up to 40 homes ii) Up to 50 homes iii) Other (please specify)	10 sites as per NPPF
Q19	Do you agree with the proposed approach to the site size threshold?	No – see above
Q20	Do you agree with linking the time-limited period to economic recovery and raising the threshold for an initial period of 18 months?	No – see above
Q21	Do you agree with the proposed approach to minimising threshold effects?	No – see above
Q22	Do you agree with the Government's proposed approach to setting thresholds in rural areas?	Yes
Q23	Are there any other ways in which the Government can support SME builders to deliver new homes during the economic recovery period?	-

Q24	Do you agree that the new Permission in Principle should remove the restriction on major development?	No – However, an increase to the 10 unit threshold to say 50 might be a sensible compromise
Q25	Should the new Permission in Principle for major development set any limit on the amount of commercial development (providing housing still occupies the majority of the floorspace of the overall scheme)? Please provide any comments in support of your views.	Yes, the current limits should apply
Q26	Do you agree with our proposal that information requirements for Permission in Principle by application for major development should broadly remain unchanged? If you disagree, what changes would you suggest and why?	No, it should broadly remain unchanged but should add a commitment (in principle) to a % affordable homes.
Q27	Should there be an additional height parameter for Permission in Principle? Please provide comments in support of your views.	Yes, but at the option of the local authority to reflect local conditions.
Q28	Do you agree that publicity arrangements for Permission in Principle by application should be extended for large developments? If so, should local planning authorities be: i) required to publish a notice in a local newspaper? ii) subject to a general requirement to publicise the application or iii) both? iv) disagree	Yes – arrangements should be extended - (iii) both
Q29	Do you agree with our proposal for a banded fee structure based on a flat fee per hectarage, with a maximum fee cap?	
Q30	What level of flat fee do you consider appropriate, and why?	
Q31	Do you agree that any brownfield site that is granted Permission in Principle through the application process should be included in Part 2 of the Brownfield Land Register? If you disagree, please state why.	Cllrs were unsure on the question here and would like cllrs feedback if possible. One comment received was *'that this looks as though it means that the usual criteria in Regulation 4 of the Town and Country Planning (Brownfield Land Register) Regulations 2017 are thus by passed. Whether that is*

		the case, and if so the implications I am not qualified t judge and I am doutful that the respondent/SPC is either' ,
Q32	What guidance would help support applicants and local planning authorities to make decisions about Permission in Principle? Where possible, please set out any areas of guidance you consider are currently lacking and would assist stakeholders.	-Cllrs felt unqualified to comment on this and the next 3 questions if cllrs have any feedback they would appreciate it
Q33	What costs and benefits do you envisage the proposed scheme would cause? Where you have identified drawbacks, how might these be overcome?.	
Q34	To what extent do you consider landowners and developers are likely to use the proposed measure? Please provide evidence where possible	
Q36	In light of the proposals set out in this consultation, are there any direct or indirect impacts in terms of eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations on people who share characteristics protected under the Public Sector Equality Duty?	

Isolation and Loneliness Report Sept 2020

- The Hub has started worship on Sunday and Thursday evenings. This is bookable on Eventbrite for a maximum of 30 people.

- The Hub café is also opening on Tuesday, Wednesday & Thursday for drop in for a maximum of 30 people.

- All details on their website

PPG Update

- Sussex Health & Care Partnership website has helpful information about Covid 19 and also asks people to share their experiences with them.
- https://yoursaysussexhealthandcare.uk.engagementhq.com/sussex-covid-19-bame-disparity-response-programme

- The Local Health Network News states that public input to planning NHS Services is key to ensure the population needs are met. Copy & paste the link below.

  https://yoursaysussexhealthandcare.uk.engagementhq.com/the-big-health-and-care-socially-distancing-conversation?utm_source=Coastal+West+Sussex+CCG+internal+staff+newsletter&utm_campaign=ba81f23337-EMAIL_CAMPAIGN_2017_05_30_COPY_01&utm_medium=email&utm_term=0_03022a3596-ba81f23337-

If you would like to receive this newsletter directly and are currently not a member please join the West Sussex Local Health Network.

- The Steyning Health Centre is now starting 'flu vaccinations and encouraging those eligible to book an appointment at the appropriate clinic. See Powerpoint Attachment on SPC website.

- The Care Quality Commission is doing a month long focus encouraging people with **long term** or **invisible conditions** to speak up.

For more information to help more people to feedback on care use the online campaign toolkit .It's more vital than ever that we understand people's experiences of care. Feedback helps us monitor services to know when, where and what to inspect.

Cllr Chris Young
19.09.2020

Steyning Parish Council

The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

www.steyningpc.gov.uk

Telephone: 01903 812042

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY 19TH MAY 2020 AT 7.30PM VIA ZOOM VIRTUAL MEETING

Present:, Cllrs S Sullivan, Trundle, Young, Rudkin and Saunders

Members of the public: 5 including Cllrs Cree and Goldsmith

**Clerk – ** Hazel Roxby

MINUTES

P20/01 **APOLOGIES**

1.1 There were no apologies received from Cllrs
Cllr Taylor was Absent

P20/02 **DECLARATIONS OF INTEREST** –

2.1 There were no declarations of interest

P20/03 **MINUTES** – to agree and sign the minutes of the 24th February 2020

3.1 Cllr Sullivan pr**oposed, seconded by** Cllr Trundle that the minutes of 24th February be accepted as a true record. **Agreed.**
Cllr Young **proposed, seconded** by Cllr Sullivan that the planning lists of applications commented on by email communications for 23rd March and 27th April be accepted. **Agreed.**

P20/04 **MATTERS ARISING AND ACTIONS.**

4.1 Letter to HSE and PROW to be sent regarding The Chalk Pit, Newham Lane –Letters were sent. Deputy Clerk reported that there have been no replies. Due to the time that has passed since the letters were sent it was suggested that more photos are taken of the areas for Deputy Clerk to resend to the Health and Safety Executive and the Public Rights of Way.

Item 5.2 was brough forward to be discussed first as there were members of the public wishing to make representations on this application.
The agenda is left in the original order to prevent confusion.

P20/05 PLANNING APPLICATIONS

5.1 **DC/20/0823 – 12 Saxon Road** – Erection of an outbuilding to provide part time accommodation. Cladding of existing dwelling and garage
Cllr Sullivan **proposed, seconded** by Cllr Young **No Objection. Agreed**

5.2 **DC/20/0789 – Former B and W Building, Elm Grove Lane –** Demolition of existing buildings and erection of a residential building comprising 9 houses and apartments and a B1 commercial office building with associated vehicle parking, cycle parking, bin storage and landscaping.
3 letters of objections to this application were sent into the office and forwarded to members of the planning committee.
3 members of the public and Cllr Cree were each given time to make their own objections public at this meeting.
Cllr Sullivan **proposed, seconded** by Cllr Trundle **STRONG OBJECTION to this application on the concerns stated below**

- **Over development of the site. The scale and massing of the proposed plan is too high and out of keeping with the other buildings in the area and it has a detrimental effect within the heart of the Conservation Area.**
- **The parking is a concern there are not enough spaces for the number of houses and commercial offices proposed.**
- **The proposal does not provide for 20% affordable housing within the application.**
- **The application does not comply with the Horsham District Councils Local Plan**
- **There is concern that the narrow Elm Grove Lane is not suitable for the increased traffic that the construction of the buildings and the thereafter extra traffic the proposed plan will bring.**
- **The proposed plan will cause a loss of privacy and light to neighbours**
- **Councillors agree that more housing is required but this plan is excessive**
- **objection to the loss of commercial space in the heart of the Town**

The above comments were unanimously Agreed.
Due to this application having received over 8 objections from residents the Deputy Clerk was requested to contact the District Councillors to ensure that this application will be called into HDC planning committee for discussion.
Cllr Trundle left the meeting after the discussion of this application

5.3 **DC/20/0796 – 2 The Plough, Charlton Street –** Demolition of an existing flint wall on the boundary of the property and replacement with a new flint wall.
Cllr Young **proposed, seconded by** Cllr Rudkin **No Objection. Agreed** 3 for and 1 abstention.

5.4 **DC/20/0849- Gatewick Farm Steyning Bypass –** Retrospective applications for the change of use of land for caravan storage and associated hard standing**.**
Cllr Sullivan **proposed, seconded by** Cllr Rudkin **No Objection. Agreed.**

5.5 **DC/20/0884 – 140 High Street –** Fell 2 x Copper Birch and 2 x Silver Birch (Works to Trees in a conservation Area)
Cllr Rudkin **proposed, seconded by** Cllr Sullivan **No Objection subject to the advice of HDC's Arboricultural Officer.** Cllrs also request that the possibility of suitable replacement of one or two trees, e.g Apple trees or similar small variety of tree, to be planted in the place of the felled trees. **Agreed.**

P20/06 LATE PLANS

6.1 None for this meeting

P20/07 ENFORCEMENT NOTIFICATIONS

7.1 The Chalk Pit, Newham Lane, Untidy Land Notice (s215). HDC have informed that the case has been passed on to Reg Hawks, Principal Planning Compliance Officer at HDC. There has been no further information on this site. Deputy Clerk to email the Planning Officer if anything is moving forward with this site and request assistance from District Cllrs Lloyd and Platt with getting something done with regards to this site.

P20/08 PLANNING DECISIONS FROM HDC and SDNP

Agreed

8.1 DC/20/0022 - The Cottage 9A High Street - Gas meter box and associated pipe work. New gas supply required. Electrical surface meter box and associated pipe work supply required (Householder)

8.2 DC/20/0023 - The Cottage 9A High Street - Gas meter box and associated pipe work. New gas supply required. Electrical surface meter box and associated pipe work supply required (Listed Building Consent)

P20/09 CORRESPONDENCE/INFORMATION.

9.1 Deputy Clerk reported that during the year from May 19 to April 20 there were 86 planning applications commented on by the planning committee.
There were 10 recommendations/comments that were different in opinion to HDC, who are the planning authority. There were 4 applications with comments of No Objection made by the committee which were in turn Refused by HDC and 6 applications that planning committee objected to and HDC permitted them

P20/10 DATE OF NEXT MEETING Monday 22nd June 2020 at 7.30pm

Chairman closed the meeting at 8.50pm

Member of the public Mr Nick Muggridge complimented the committee on an excellent

meeting.
Mr Nick Muggeridge was thanked for his comments and input on a couple of the applications discussed at the meeting.

Parish Clerk: John Fullbrook **Email:clerk@steyningpc.gov.uk**
Deputy Clerk: Hazel Roxby **Email: hazel.roxby@steyningpc.gov.uk**

Steyning Parish Council

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www.steyningpc.gov.uk

Telephone: 01903 812042

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MONDAY 22ND JUNE 2020 AT 7.30PM VIA ZOOM VIRTUAL MEETING

Present:, Cllrs Sullivan, Young, Rudkin and Trundle (arrived 7.44pm)

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P20/11 APOLOGIES

11.1 Apologies received from Cllr Saunders

P20/12 DECLARATIONS OF INTEREST –

12.1 There were no declarations of interest

P20/13 MINUTES – to agree and sign the minutes of the 19th May 2020

13.1 Cllr Sullivan **proposed, seconded by** Cllr Rudkin that the minutes of 19th May 2020 be accepted as a true and fair record of the meeting. **Agreed.**

P20/14 MATTERS ARISING AND ACTIONS.

14.1 Letter to Health and Safety Executive and Public Rights Of Way were sent in 2019 regarding The Chalk Pit, Newham Lane -. no replies received. Following a short discussion Cllrs agreed that photos are to be taken once the lockdown is over and Deputy Clerk to forward the photos to HSE and PROW if there has been no improvement to the untidy and unsafe issues at the site.

P20/15 PLANNING APPLICATIONS

15.1 **DC/20/0916 – 47 Penlands Vale** – Rendering of existing property, replacement Cladding windows and rebuilding the existing porch.
Cllrs Sullivan, Young, Trundle and Rudkin **Agreed** by email correspondence **No Objection** Cllr Saunders declared an interest as she is a near neighbour to the application.

Parish Clerk: John Fullbrook **Email: clerk@steyningpc.gov.uk**
Deputy Clerk: Hazel Roxby **Email: hazel.roxby@steyningpc.gov.uk**

15.2 **DC/20/0977 – 1 Jarvis Cottages, Jarvis Lane** – Surgery to 2 x Silver Birches (works to Trees in a Conservation Area)
Cllr Young **Proposed, seconded** by Cllr Rudkin **No Objection** subject to the advice of Horsham District Council's Arboricultural Officer. **Agreed**

15.3 **DC/20/1045 – 5 Penfold Way** – Demolition of existing detached garage, construction of a new attached garage. Conversion of loft into habitable living space.
Cllr Sullivan **proposed, seconded** by Cllr Young **No Objection. Agreed**

15.4 **DC/20/1027 – Steyning Town Community Football Club, Shooting Field** – Retention of the 6 existing 16m floodlight masts and replacement of the associated floodlighting system with more modern lamp and more directional floodlighting reducing light pollution and reducing carbon emissions.
Cllr Sullivan **proposed, seconded** by Cllr Rudkin No Objection. **Agreed**

P20/16 LATE PLANS

16.1 DC/20/1135 - **Penfold Cottage 30 High Street** – Fell 1 x Tree of Heaven (Works to Trees in a Conservation Area).
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection** subject to the advice of Horsham District Council's Arboricultural Officer. Cllrs requested that a suitable replacement tree be planted in place of the felled tree. **Agreed**

P20/17 ENFORCEMENT NOTIFICATIONS

17.1 The Chalk Pit, Newham Lane, Untidy Land Notice (s215). HDC have informed that the case has been passed on to Reg Hawks, Principal Planning Compliance Officer at HDC who has informed that no meeting on site has been able to take place due to Covid 19.

P20/18 PLANNING DECISIONS FROM HDC and SDNP
Agreed

18.1 **DC/20/0584 - 39 Penlands Vale** - Removal of front door, installation of a window on north elevation and conversion of existing garage into an entrance porch.

18.2 **DC/20/0597 - 49 Shooting Field** - Erection of a single storey rear extension.

18.3 **DC/20/0534 - Fantasy House, Elm Grove Lane** - Change of use of existing offices to dwelling (Full Application)

18.4 **DC/20/0535 - Fantasy House Elm Grove Lane** - Change of use of existing offices to dwelling (Listed Building Consent)

P20/19 CORRESPONDENCE/INFORMATION.

19.1 Appeal lodged against the refusal for
DC/20/0150 - 14 Coxham Lane - Retrospective application for the removal of existing shed in front garden and erection of a replacement shed

P20/20 DATE OF NEXT MEETING

20.1 Monday 27th July 2020

Chairman closed the meeting at 7.55pm

Parish Clerk: John Fullbrook **Email: clerk@steyningpc.gov.uk**
Deputy Clerk: Hazel Roxby **Email: hazel.roxby@steyningpc.gov.uk**

Steyning Parish Council

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Telephone: 01903 812042

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MONDAY 27TH JULY 2020 AT 7.30PM VIA ZOOM VIRTUAL MEETING

Present:, Cllrs Sullivan, Young, Trundle and Saunders

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P20/21 **APOLOGIES**

21.1 There were no apologies received from Councillors.
Cllr Rudkin was absent.

P20/22 **DECLARATIONS OF INTEREST –**

22.1 Cllr Sullivan declared an interest to item 29.1 as she is living in the area temporarily and took no part in the voting for this item .

P20/23 **MINUTES** – to agree and sign the minutes of the 22nd June 2020

23.1 Cllr Trundle proposed, seconded by Cllr Young that the minutes of 22nd June 2020 be accepted as a true and fair record of the meeting. **Agreed.**

P20/24 **MATTERS ARISING AND ACTIONS**.

24.1 Letter to Health and Safety Executive and Public Rights Of Way concerning The Chalk Pit Newham Lane perimeter fencing issue were sent before the Covid 19 lock down – HSE have responded that they are not responsible for the Health and Safety issue of the fence around the Chalk Pit. They inform that it is the responsibly of Environmental Health Officers at Horsham District Council. Cllrs requested that the Deputy Clerk ask The Horsham District Councillors if they are able to help with the situation as it has been going on for a very time.

P20/25 **PLANNING APPLICATIONS**

25.1 **DC/20/1149 – 24 High Street** - Change of use to B1 offices with repairs and refurbishment of the existing building (Full Application)
Cllr Sullivan **proposed, seconded** by Cllr Trundle **No Objection. Agreed**.

25.2 **DC/20/1150 – 24 High Street** - Change of use to B1 offices with repairs and refurbishment of the existing building (Listed Building Consent)
Cllr Sullivan **proposed, seconded** by Cllr Trundle **No Objection. Agreed**.

25.3 **DC/20/1151 - 24 High Street** – Erection of 1 x non illuminated facia sign
Cllr Sullivan **proposed, seconded** by Cllr Trundle **No Objection. Agreed**.

25.4 **DC/20/1214 – Horsebrook Cottage, Steyning Road** – Erection of a double storey side extension to existing double garage (Listed Building Consent)
Cllr Trundle **proposed, seconded** by Cllr Saunders **No Objection. Agreed**.

25.5 **DC/20/1213 – Horsebrook Cottage, Steyning Road** – Erection of a double storey side extension to existing double garage (Householder Application)
Cllr Sullivan **proposed, seconded** by Cllr Trundle **No Objection. Agreed**.

25.6 **SDNP/20/00976/FUL – Red Roofs, Broadbourne, Horsham Road** – Change of use of part of the land to residential use incidental to Red Roofs erection of a detached domestic workshop/carport and single storey side and rear extension.
Cllrs have not commented on this application as the paperwork was related to a different address and location.

25.7 **SDNP/20/02739/NMA- Maudlin Mill, Bostal Road** – Non Material amendment to previously approved application SDNP/18/05218/FUL (conversion and extension of existing ROC underground monitoring station to overnight accommodation for walkers and cyclists) Amendments to the accessibility to the building and extension of the foot print.
Cllr Sullivan **proposed, seconded** by Cllr Young **OBJECTION Cllrs do not class the amendment to be minor, but don't feel it is within the parish council remit to judge if it is minor or not. Cllrs are concerned for the effect this proposed amendment would have on the countryside if the application is permitted. Cllrs do not consider the proposed amendment is suitable for accommodation during a pandemic and do not believe that it justifies the need for steps. Agreed**

25.8 **SDNP/20/02543/HOUS – The Coach House, Horsham Road** – Erection of a single storey side orangery.
Cllr Young **proposed, seconded** by Cllr Sullivan **No Objection. Agreed**

25.9 **DC/20/1292 – 5 Castle Way** – Erection of a single storey rear extension to replace existing conservatory
Cllr Sullivan proposed, seconded by Cllr Trundle No Objection. Agreed

25.10 **DC/20/1228 – Mayero, Penlands Close** – Erection of a double storey side extension and a single storey rear extension together with internal alterations and all associated drainage works.
Cllr Saunders **proposed, seconded** by Cllr Young No Objection **Agreed 3 for 1 abstention.**

P20/26 **LATE PLANS**

26.1 **DC/20/1158 - Three Tuns House – High Street** – Retrospective application for the erection of 1 x non illuminated free standing sign.
Cllr Trundle **proposed, seconded** by Cllr Young **OBJECTION to the sign on the grounds that it is too large within the Conservation Area and also in an Area of Special Control of Advertisements. Cllrs would prefer the sign to be reduced to half its size if this application is permitted. Cllrs note that there is a boundary dispute on placement of this sign. Agreed**

26.2 **DC/20/1360 – 8 Saxon Road** – Erection of a single storey rear extension
Cllr Sullivan **proposed, seconded** by Cllr Trundle **No Objection . Agreed**.

P20/27 **ENFORCEMENT NOTIFICATIONS**

27.1 The Chalk Pit, Newham Lane, Untidy Land Notice (s215). No further information has been received from the Principle Planning Officer, Reg Hawks.

P20/28 **PLANNING DECISIONS FROM HDC and SDNP**

Agreed

28.1 **DC/20/0622 - Lloyds Bank TSB Limited 37 High Street** - Conversion of building to 4no 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 cycle storage (Full Application)

28.2 **DC/20/0623 - Lloyds Bank TSB Limited 37 High Street** - Conversion of building to 4no flats and ground floor commercial space, conversion of barn to form a 2bed detached dwelling, with all associated external works, refuse storage and cycle storage (Listed Building Consent

28.3 **DC/20/0652 - The Stables Charlton Street** - Variation of Condition 1 to previously approved application DC/19/1114 (Change of use of storage barn to a two storey 2-bedroom dwelling with minor interior and exterior alterations) Relating to reinstatement of outbuilding with attached single storey.

28.4 **DC/20/0977 - 1 Jarvis Cottages Jarvis Lane** - Surgery to 2 x Silver Birches (Works to Trees in a Conservation Area)

28.5 **DC/19/2137 - 116 High Street** - Retrospective change of use of existing building from A1 retail unit to A3 coffee shop

28.6 **DC/20/0639 - 1 Rosemary Avenue** - Roof extension comprising hip to gable, triple front dormer, two rear dormers and a rooflight.

28.7 **DC/20/0796 - 2 The Plough Charlton Street** - Demolition of an existing flint wall on the boundary of the property, and replacement with a new flint wall.

28.8 **DC/20/0916 - Penlands Vale** - Rendering of existing property, replacement cladding, windows and rebuilding the existing porch.

Withdrawn

28.9 **DC/20/0405 - Northover Farm Wiston** - Prior approval for proposed change of use of agricultural building to a dwellinghouse (Use Class C3), and for associated operational development

Parish Clerk: John Fullbrook **Email: clerk@steyningpc.gov.uk**
Deputy Clerk: Hazel Roxby **Email: hazel.roxby@steyningpc.gov.uk**

P20/29 **CORRESPONDENCE/INFORMATION.**

29.1 A New Premises Licence Application LI/20/0102/PREM for Southlands Vally Wines in Partnership with Greyhound Brewery at 44 Penfold Way has been received. Committee is able to comment either for or against if they wish.
Cllrs are concerned for the increased traffic that up to 3 deliveries a week would bring to a small Cul-de -Sac. There is a lack of information concerning the expected volume of sales which will also increase the traffic and could cause parking issues in the area. Cllrs are concerned that the licenced hours from 8am to 8pm, 7 days a week are unsociable and too long in a residential area. Agreed

Cllr Trundle left the meeting at 9.20pm

P20/30 **DATE OF NEXT MEETING**

30.1 Monday 24th August 2020

Chairman closed the meeting at 9.23pm

Steyning
Parish Council

The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

www.steyningpc.gov.uk

Telephone: 01903 812042

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MONDAY 24th AUGUST 2020 AT 7.30PM VIA ZOOM VIRTUAL MEETING

Present: Cllrs Young, Trundle, Northam and Saunders

Members of the public: 7 including Cllrs Hanson and Alexander

Clerk – Hazel Roxby

MINUTES

P20/31 **APOLOGIES**
31.1 There were apologies received from Councillors Sullivan and Rudkin.

P20/32 **DECLARATIONS OF INTEREST –**
32.1 There were no declarations of interest from Cllrs.

P20/33 **MINUTES** – to agree and sign the minutes of the 27th July 2020
33.1 It was **Resolved** that the minutes of 27th July 2020 be accepted as a true and fair record of the meeting. **Agreed.**

P20/34 **MATTERS ARISING AND ACTIONS**.
34.1 Letter to Health and Safety Executive and Public Rights of Way concerning The Chalk Pit Newham Lane perimeter fencing issue were sent before the Covid 19 lock down. – HSE have responded that they are not responsible for the Health and Safety issue of the fence around the Chalk Pit. District Cllr Bob Platt has taken up the issues with Horsham District Council. Report is at item 37

P20/35 **PLANNING APPLICATIONS**
35.1 **DC/20/1405 – The Dairy, 5 Coxham Lane** – Erection of a two Storey side and rear extension
Cllrs **Agreed** by email correspondence **No Objection** to this application

35.2 **DC/20/1437 – Beeches, College Hill** - Erection of a single storey side and rear extension.
Cllrs **Agreed** by email correspondence **No Objection** to this application

35.3 **DC/20/1355 – Haven St Mary, Little Drove** – Surgery to 1 x Group of Ash and Sycamore and 1 x Copper Beech.
The Committee **Resolved No Objection** subject to the advice of Horsham District Councils Arboricultural Officer. **Agreed**

35.4 **DC/20/1374 – Ashenhurst House, Bostal Road –** Fell 1 x Ash, 1 x Beech, 1 X Sycamore and surgery to 1 x Horse Chestnut.
The Committee **Resolved No Objection** subject to the advice of Horsham District Councils Arboricultural Officer. **Agreed**

35.5 **DC/20/1460 – 25 High Street** – Change of use from office and retail (B1 and A1 use) to a dwelling (C3 use)
The Committee **Resolved OBJECTION** to the change of use as it is a loss of a retail business in Steyning High Street. **Agreed -** 1 Cllr abstained

35.6 **DC/20/1470 – Robins Wood Horsham Road** – Removal of existing buildings and construction of 1 no 4 x bedroom dwelling.
Following a long discussion and many comments from members of the public both for and against the application
The Committee **Resolved No Objection** to the proposed plan but the committee realise that many residents have concerns for this application due to the contentious history and will be requesting District Cllrs to call in the application to be heard by HDC Planning Committee. **Agreed**

35.7 **DC/20/1474 – 2 Mill Road** – Erection of a single storey rear extension.
The Committee **Resolved No Objection** to the application subject to a condition that the hours of building are during the working hours of 8am to 6pm. **Agreed**

P20/36 LATE PLANS
36.1 None

P20/37 ENFORCEMENT NOTIFICATIONS
37.1 The Chalk Pit, Newham Lane, Untidy Land Notice (s215). No further information has been received from the Principle Planning Officer, Reg Hawks.
Following the request that Deputy Clerk contact the District Councillors for assistance on this ongoing Untidy Land Notice. Cllr Platt has spoken to Reg Hawks and he has reported that a meeting with the site owner has still not been arranged but is hopeful it will be held soon. Cllr Platt has contacted the Licencing Dept concern the disrepair of the perimeter fence however as the footpath is some distance from the edge of the site it is felt that there is no danger, so unfortunately there is no help to enforce a repair of this fence. Cllr Platt will contact us when he has any further information.

P20/38 PLANNING DECISIONS FROM HDC and SDNP
38.1 **Agreed**
38.2 **DC/20/1027 - Steyning Town Community Football Club Shooting Field** - Retention of the 6 existing 16m floodlight masts and replacement of the associated floodlighting system with modern lamp and directional floodlighting

Parish Clerk: John Fullbrook **Email: clerk@steyningpc.gov.uk**
Deputy Clerk: Hazel Roxby **Email: hazel.roxby@steyningpc.gov.uk**

38.3 **SDNP/20/00976/FUL- Red Roofs Broadbourne, Horsham Road** – Change of use of the land to residential use incidental to Red Roofs, erection of a detached domestic workshop/carport and single storey side and rear extension.

38.4.1 **DC/20/1149 - 24 High Street** -Change of use to B1 offices with repairs and refurbishment of the existing building (Full Application)

38.4.2 **DC/20/1150 - 24 High Street** - Change of use to B1 offices with repairs and refurbishment of the existing building (Listed Building Consent)

38.4.3 **DC/20/1151 - 24 High Street** -Erection of 1x non-illuminated fascia sign.

P20/39 **PLANNING CONSULTATIONS**

39.1 **NALC have advised of 3 new planning consultations. Suggest working party and first one to be emailed to all Councillors for comment before sending**

Changes to the current planning system (NALC deadline for responses 17 September)

Planning for the future - the planning white paper (NALC deadline for responses 15 October)

Transparency and competition: a call for evidence on data on land control (NALC deadline for responses 16 October)

Cllr Trundle suggested that Cllrs read the Changes to the Current Planning System consultation and send in their comments to the Deputy Clerk by 7th September. Deputy Clerk to send the consultation to all councillors requesting comments by 7th September. Deputy Clerk to collage the responses and send out to the committee and organise a meeting for 10th September for the committee to discuss and agree the response so that it can be completed and send by the deadline date of 17th September.

Cllrs to read consultations ***Planning for the Future*** and ***Transparency and competition: a call for evidence on data on land control*** *and have comments ready for the next meeting on 28th September.*

P20/40 **CORRESPONDENCE/INFORMATION.**

40.1 HDC have inform of a change of Street numbering in the High Street. The is a new dwelling above 44 High Street which will be known as 44A High Street.

P20/41 **DATE OF NEXT MEETING -** Monday 28th September 2020

Chairman closed the meeting at 9.04pm

Steyning Parish Council

The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

Telephone: 01903 812042

www.steyningpc.gov.uk

MEETING OF AMENITIES COMMITTEE (via Zoom video conferencing platform)

HELD ON 28th April 2020 AT 7.30PM
Hosted by the Deputy Clerk

Present: Cllrs Campbell (Chair), Goldsmith, S. Sullivan, Alexander, Young and Lloyd.

Clerk: John Fullbrook

Members of the Public: **1** **{Deputy Clerk also in attendance and hosting the meeting}**

Meeting started at: **7.30 pm**

Video recording of this meeting can be found using this link: -
https://archive.org/details/2020-04-28-steyning-parish-council-amenities-committee

MINUTES

ACTION

A/19/112 **APOLOGIES FOR ABSENCE**
112.1 No apologies received. Cllr Taylor absent

A/19/113 **DECLARATIONS OF INTEREST**
113.1 Cllr S. Sullivan lives adjacent the MPF and is a committee member of the Steyning Community Orchard Group - agenda item 7.2. Cllr Young declared she lives on the same road as the proposed grit bin installation (in Mouse Lane) – Agenda item 8.1

A/19/114 **QUESTIONS FROM THE FLOOR**
114.1 *None*

A/19/115 **MINUTES OF PREVIOUS MEETING**
115.1 Cllr Campbell **proposed, seconded** by Cllr Alexander that the minutes of the meeting held on 25th February be approved and signed as a true and fair record. **Agreed.**

A/19/116 **CHAIRS ANNOUNCEMENTS**
116.1 None

A/19/117 **MEMORIAL PLAYING FIELD and OTHER OPEN SPACE**
117.1 Abbey Road planting proposals – The Chair reported that the proposed tree and hedgerow planting events have been postponed to an unspecified date given the Covid – 19 crisis. Regarding the winter pond: Cllr Campbell summerised the supporting paper – 6.1.1. A meeting took place on the 13th March 2020 involving two members from the

ACTION

'Steyning for Trees' Group, a member of the 'Steyning Community Orchard' Group, a representative from the SDNPA – Craig Daters (Lead Ranger), and Cllrs Campbell and S. Sullivan. Mr Daters advised on the pond's management. He made recommendations which are encapsulated in the following decisions. All to help the pond from drying out. Cllr Campbell **proposed, seconded** by Cllr Alexander for the Clerk to be given delegated responsibility, with the Chair if necessary because of the sum involved, to instruct a contractor after obtaining up to 3 quotes (all to be liaised with Roger Brown) to : **CLERK**

1. Cut half of the self-rooted trees within the winter pond area, and to treat the stumps with glyphosate and then stash the resulting brush at the rear of the site (by-pass slope). **Agreed**

And 2. To fell the largest of the willows and similarly treat the felled timber and brash. **Agreed** **CLERK**

117.1.2 Based on anticipated enthusiasm from the caretakers, the Clerk and Deputy Clerk also agreed that one or more of the caretakers would be charged with removing the non-native plants from the water margins in liaison with Roger Brown **CLERK**

117.2.1 The Chair also summarised the Steyning for Trees Group newsletter (supporting paper 6.1.1) concerning the grant they had obtained and the potential CPRE award they had entered for. He also publicised their email address for potential subscribers SteyningForTrees@gmail.com

117.2.2 Clerk reported on sponsored tree situation with particular regard to correspondence with resident who had wanted a memorial tree on the MPF. The resident in question had been informed that the Amenities Committee had decided future memorial tree donations were to be directed towards Abbey Road. Although she was not interested in that option, she is pursuing the purchase of a memorial bench with SPC for an MPF installation instead. **CLERK**

117.3 Hedgerow works at the MPF - The Clerk spoke with the chosen contractor to renegotiate the quote. Whilst the price was agreed unfortunately due to other issues at SPC connected with the Covid-19 crisis the contractor was given insufficient time to complete woks before nesting season started, so works to be delayed until autumn. **CLERK**

117.4 In terms of the plum trees on the MPF the contractor was to meet the Clerk the next day – 29th April, to ensure work specification agreed. Work to then be completed within the next two weeks. Cllr Campbell **proposed, seconded** by S. Sullivan that the Clerk to have delegated authority to ensure the work is completed in liaison with Roger Brown. **Agreed** **CLERK**

117.5 Bin rationalisation – The work did not start on this as the MPF was too wet for contractor vehicles in early March. Then, due to Covid-19 compliance factors the contractor has not been available to complete works. Cllr Campbell **proposed, seconded** by Cllr Lloyd to delegate the Clerk to get the chosen contractor on site in the next three weeks and to simultaneously negotiate with the second contractor to make sure there is a workable alternative if possible. **Agreed. 4 for, 2 Abstained.** **CLERK**

117.6 Concrete removals on the MPF - Clerk has been unable to meet contractors to obtain a third quote due to Covid – 19 lockdown. Cllr Campbell **proposed, seconded** by Cllr Lloyd to delegate to the Clerk to do everything necessary to implement the scope of works and to proceed (with cost limit of £5,000) and to if possible, use a local tradesperson and **CLERK**

		ACTION
	recognising that the cheapest quote would not necessarily be the most satisfactory quote. **Agreed**	
117.7	Steyning Community Orchard – Report by the Clerk . Newsletter coming out soon. No Group work taking place at the moment with just basic maintenance being undertaken. The Group is very happy with the current grass cutting and will aim to get orchard plan finalised for the next Amenities meeting.	
117.8	Normans Way Play Area – Cllrs Young and Goldsmith are continuing to chase HDC for a response and Cllr Lloyd said he would assist.	***Cllrs Young & Goldsmith & Lloyd***
117.9	Planned Preventative Maintenance Schedule for Playgrounds and adult gym equipment. – Clerk to continue to enquire of HDC what maintenance team could be provided and will prepare the schedule for next meeting.	**CLERK**
117.10	No monthly inspections have been completed by HDC since the last meetings due to Covid-19 lockdown. Clerk to distribute reports when available. Committee members were concerned that a number of 'medium risk' work remained uncompleted. Cllr Campbell **proposed, seconded** by Cllr S. Sullivan to work with the Clerk to, as expeditiously as possible, put in hand all repairs that are needed to be completed above the level of low risk items. **Agreed**	**CLERK**
117.11	Basketball court plaque to acknowledge Wilson memorial Trust grants - Clerk reported no progress.	**CLERK**
117.12	Fletcher's Croft WP re HDC proposals – Cllr Campbell reported on the problem that the new play equipment and the adult play equipment were installed by the previous council despite SPC's right to use any of Fletcher's Croft having expired in 2005 (supporting paper 6.8). This needs to be resolved. Negotiations are continuing with HDC having just indicated that they will not wish to dispose of the freehold but in principle are willing to grant a lease. Clarification is needed over whether they still wish to have a five-yearly break-clause for redevelopment and if so, how much notice they would give as that has serious implications for future capital expenditure by SPC. The extent of the demised area also needs to be clarified.	**Cllrs Goldsmith & Campbell**
117.13	Tree management strategy and working party meeting with tree surgeon – A meeting was arranged but due to the lockdown it was cancelled. The Clerk has tried to book a meeting via Zoom but the tree surgeons' business is currently closed. – This item on hold	**CLERK**
117.14	Monthly report giving running total of grass cuts completed by contractor was reported. Clarification was needed over the number of cuts due on the 'Wild side' of Abbey Rd VG.	
117.15	Memorial Gardens signage – Working party – no progress due to lock down with the Clerk exploring convening the meeting via zoom platform.	**CLERK**
117.16	Chandlers Way environmental enhancement proposals – Cllr Saunders through the Clerk had nothing to report due to Covid -19 lockdown	
117.17	Temporary silhouette to honour the NHS at the plinth by the new Welcome sign – Cllr Campbell to telephone the member of the public who had put forward the proposal to see if this item could be progressed.	**Cllr Campbell**

		ACTION
A/19/118	**FINANCE**	
118.1.1	The Income & Expenditure reports were discussed for the February 2020 period. Cllr Campbell **proposed, seconded** by Cllr Lloyd that that the income and expenditure reports for February 2020 be accepted as a true record. **Agreed.** Requested Clerk to move the MPF changing room electric costs to the Premises Committee budget	**CLERK**
118.1.2	The Income & Expenditure reports were discussed for the March 2020 period. Cllr Campbell **proposed, seconded** by Cllr Lloyd that that the income and expenditure reports for March 2020 be accepted as a true record. **Agreed.**	
118.2	To discuss and agree a grant request to cover Steyning Community Orchard (SCO) insurance cover. Cllr Goldsmith **proposed, seconded** by Cllr Young to agree to grant funds to cover the insurance costs for the SCO at £168.00. **Agreed**	**CLERK**
A/19/119	**HIGHWAYS & LIGHTING**	
119.1	Mouse Lane grit bin proposed installation. Cllr Alexander **proposed, seconded** by Cllr Goldsmith to supply the basic black Grit bin specified within Cllr Alexander's supporting paper 8.1 – costed at £45.89 Ex VAT. **Agreed**	**CLERK**
119.2	Public Rights of Way Working Party to compile dossier – Cllr Young reported progress and had supplied supporting papers specifying the paths in question. There was discussion about whether the path off Mouse Lane by "The Stone" has signage indicating that it is permissive. Cllr Young to check. Cllr Campbell indicated that because of the extensive and complex history, the dossier needed to be provided for the Committee, or an enlarged working party as requested by Cllr Young, and he would discuss after the meeting with Cllr Young what might be brought to the next meeting with a view to taking professional advice	**Cllr Young / Cllr Campbell**
119.3	SSE Light renewal proposal for High Street clock tower – Clerk had spoken with the engineers and asked for them to supply more details of the proposed electric box and conduit to be fixed to the building to allow for the new fitting. The Clerk will then send onto the Steyning Society for their views as it is within the Conservation Area.	**CLERK**
119.4	Electric charging points – Cllr Alexander reported he is continuing to investigate	**Cllr Alexander**
119.5	Potholes draft letter – Cllr Goldsmith reported his letter was drafted and would be ready to send soon.	**Cllr Goldsmith**
A/19/120	**ALLOTMENTS**	
120.1	Clerk Reported on the allotments via supporting paper 9.3. This included the fact that the Clerk had arranged for the first two skips to be put in place, and these having been filled within hours by plot holders, he has arranged for the service to be replenished via new skip deliveries at both sites	**CLERK**
120.2	Water supply discussion – The Clerk and Cllr Alexander updated regarding possible borehole and other options. Cllr Campbell **proposed, seconded** by Cllr Alexander that a working party comprising the Clerk and Cllrs Cree (if willing), Lloyd and Alexander be set up to explore all aspects of water supplies to both Allotments. **Agreed**	**CLERK**

		ACTION
120.3	Allotment tenancy agreement- the Clerk reported on the 'notice to quit' letter and that advice had been received back from SPC's Solicitors : Committee expressed concern that the September and April deadlines had both been missed and agreed that the letter should go out to Allotment holders as soon as possible as per previous decision made.	**CLERK**
A/19/121	**INFORMATION / CORRESPONDENCE ITEMS**	
121.1	Email from local resident: complaint regarding the alleged poor standard of service provided by the Steyning Leisure Centre. AS SPC contributes to the running costs. Cllr Lloyd **proposed, seconded** by Cllr Campbell that the Clerk write a letter to the Leisure Centre expressing concerns about the alleged issues raised in the letter and asking that they be investigated and addressed. **Agreed**	**CLERK**
121.2	Notice of 'Steyning Horseshoe' Path temporary closure, to complete tree management – as per supporting paper 10.2.	
121.3	Email had come in from a resident praising the new street cleaner's work. Clerk to pass onto the contractor and to ensure it is uploaded as a supporting paper to the website.	**CLERK**
A/19/122	**DATE OF NEXT MEETING – 26th May 2020 at 7.30pm**	

Meeting closed at 10.01pm

Signed: . . . . Date: 26th May 2020

Chairman

Chairs statement – ***These minutes were agreed as a true and fair record at the 23rd June meeting, but under SO 12d the Chair of the 28 April 2020 meeting stated that he does not believe these minutes to be a true and fair record. (He said) There are significant errors and omissions, including to the wording of resolutions. The majority of councillors did not wish to have the alternative wording before them for discussion before they voted, and in the Chair's opinion some were predetermined on this issue as they have previously made plain that they will always support the Clerk's version of draft minutes***

Steyning Parish Council

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MEETING OF AMENITIES COMMITTEE (via Zoom video conferencing platform)

HELD ON 26th May 2020 AT 7.30PM
Hosted by the Deputy Clerk

Present: Cllrs Campbell (Chair), Goldsmith, S. Sullivan, Alexander, Norcross, Young and Lloyd.

Clerk: John Fullbrook

Members of the Public: **Four plus Cllr Cree {Deputy Clerk also in attendance and hosting the meeting}**

Meeting started at: **7.32 pm**

Recordings of this meeting can be found using the following links: -
Video https://archive.org/details/2020-05-26-spc-amenities-committee-video
Audio https://archive.org/details/2020-05-26-spc-amenities-committee-audio

MINUTES

ACTION

A/20/1 **APOLOGIES FOR ABSENCE**

1.1 No apologies received. Though Cllr Young and Norcross were absent at the beginning of the meeting, joining before the conclusion of the third item discussed – Declaration of interests.

A/20/2 **CHAIRS ANNOUNCEMENTS**

2.1 The Chair announced that due to the length of the agenda he would be changing the running order throughout the meeting as per his thoughts on the relative priority of the items and to ensure residents in attendance were not kept waiting unnecessarily for their item to be discussed. Also, having sent out to members and clerk (for SPC web site upload) a series of running briefing papers by way of an experiment, he hoped this would aid the transparency, openness and could drive decisions towards an earlier conclusion.

A/20/3 **DECLARATIONS OF INTEREST**

3.1 Cllr S. Sullivan lives adjacent the MPF and is a committee member of the Steyning Community Orchard Group. Cllr Campbell declared an interest in items 7.5, 8.4, 8.5 and 8.6 as the new street cleaning contractor also mows his lawn.

A/20/4 **QUESTIONS FROM THE FLOOR**

4.1.1 ***Q*** *– Jo Gordon – Regarding the establishment of a 'grove' at Abbey Road. Jo voiced disappointment from herself and the proposer that Cllr Campbell's initial interest in this element of the scheme had waned.*

ACTION

'Steyning for Trees' believes it has a duty to spend the well over £1600 worth of funds gathered on tree planting to help combat climate change.

4.1.2 ***A** – Cllr Campbell replied there were now several strands to the Abbey Road project, and went on to explain the several different elements and that some of these strands such as the 'hedgerow', the 'grove', and the 'Avenue of trees' do not currently complement one another and therefore proposed that the working party needs to meet again in order to study all of the strands once more so that the goals of the entire project {A masterplan} could be established before elements of it are developed.*

4.1.3 *Jo Gordon – Disappointed that Cllr campbell had sent out mixed messages and talks about managing expectations and slowing the process. Jo wanting to meet expectations.*

4.1.4 ***A** – Cllr Lloyd agreed that a more cohesive plan needed to be agreed. Cllr S. Sullivan said it was much preferred to work with the external groups in the same way as the SPC's relationship with the 'Steyning Community Orchard'. Cllr Alexander agreed that a plan was required and suggested that the working party could be extended to encompass further groups and individuals and suggested his own inclusion. Cllr Young wondered if the hedgerow planting ought still to go ahead.*

4.1.5 *Roger Brown – agreed that there were many different parts to the Abbey road plan that will enhance the area but believed there may be little further development required as there is so much already there.*

A/20/5 **MEMORIAL PLAYING FIELD AND OTHER OPEN SPACE**

5.1.1 Abbey Road. Cllr Campbell, **proposed, seconded** by Cllr Lloyd that the working party should continue to work towards preparing the location and species plan which was directed on the 26th November 2019, and that it should also simultaneously work towards recommendations over any wild flower meadow with each aspect having regard to the other and with a view to preparing an overall masterplan for Abbey road village green which all project strands can work towards in an integrated way. **Agreed. 6 For, 1 Abstained**

5.1.2 Abbey road stream banks. This strand to be looked at by the working party at the same time

5.1.3 Abbey road winter pond. The clerk reported progress , having met with Roger Brown and the Tree Warden and having gained an estimate from the Tree Warden and had also seen a contractor and is awaiting the contractor's quote for the agreed works. Clerk to further liaise with Roger Brown and via him Craig Daters (Lead Ranger SDNP) to ensure the correct scope of works undertaken. **CLERK**

5.2.1 Steyning Community Orchard – Roger Brown reported that after a suggestion from Cllr Campbell, he had submitted a plan (received for this meeting as a Supporting Paper) as to what he imagined the final plan for the Community Orchard at the MPF would look like and this included final suggested boundary limits. This included sixteen existing trees from the old Orchard (from the 1930's) and since 2014, thirty-one additional fruit trees have been planted (four or five per year paid for by Steyning residents and mostly as memorial trees). If approved the additional eighteen trees would take three or four more years to plant. Cllr Lloyd voiced concern as to the fact that limits had been set and agreed before and who was to be responsible for the long-term maintenance of these trees. The suggestion was that the Steyning Community Orchard group would look after the tree's maintenance in the long term.

		ACTION
5.2.2	Cllr Campbell **proposed, seconded** by Cllr Alexander that the committee approves the final extent of the community orchard on the MPF in accordance with the sketch plan from the community orchard group which has been submitted as a supporting paper and which the Clerk is requested to attach to the minutes. **Agreed**	CLERK
5.2.3	Hedgerow works –Cllr Campbell **proposed, seconded** by Cllr Goldsmith that {item 1} Cllr Alexander is henceforth included in the working party, and {Item 2} that the Clerk to proceed with exchange of emails with contractor (copying in Councillors) to ensure the agreed works to the Rublees Hedge is to proceed on a date soon after 1st November 2020, with the scope of works being agreed by Roger Brown beforehand. **Agreed**	CLERK
5.3	Playground Planned Preventative Maintenance (PPM) – The Clerk reported the required reactive playground works were well under way with most of the medium risk items having been done. Adult exercise equipment to be included in the same document.	CLERK
5.4	Bin emptying on the MPF - It was agreed with HDC that bin emptying would occur on Monday and Friday of each week starting the beginning of November – This happened with little or no issues up to very recently when there started to be reports of overflowing bins. HDC also complete dog bin emptying service on a Thursday. The Clerk's office reported HDC had experienced difficulties covering the service due to the Covid Crisis with new operatives not being familiar with the details of the service required.	
5.5	Committee were aware of the street cleaning contractors willingness to complete this additional service , him having already stepped in to complete a one-off bin lift to help out given the missed HDC service noted above, and also Cllr Goldsmith had been in contact with the SPC contractor and gained a price for a daily service (to empty 13 bins), that being £32 per visit - £2.46 per bin empty. The Chair suggested SPC could take over the MPF bin emptying service. The Clerk pointed out that it was a contract and should be discussed as a separate tender. Cllr Lloyd suggested it could be an extension of an existing contract. Cllr Campbell **proposed, seconded** by Cllr S. Sullivan the Clerk is authorised and directed in conjunction with the Chairman, Cllr Trevor Cree, and the Chair of this Committee to expeditiously seek to enter into an extended contract between SPC and Jack Lee on broadly the same terms as the previous MPF bin emptying contract, save that SPC will provide the consumables, the emptying will be undertaken by handcart and at a price of £32 per visit (for 13 bins), and with its expiry is to be coterminous with the street cleaning contract. Emptying to take place on Monday mornings, and Saturday mornings with additional ad hoc emptying as requested by SPC. **Agreed**	CLERK
5.6	Grass cuts – The deputy clerk reported all is going well and as per contract	
5.7	Allotment tenancy agreement – There are two dates for termination, the new preferred date to be 29th September 2021. Cllr Campbell **proposed, seconded** by Cllr Alexander that the Clerk is directed expeditiously to take legal advice on the final version of the notice to quit and covering letter with particular regard to termination dates and method of service and then to act on that advice without delay. **Agreed**	CLERK
A/20/6	**HIGHWAYS AND LIGHTING**	
6.1	Public Rights of Way - The Charlton Court application is currently being considered by WSCC. More evidence forms have now been submitted for this application. The Rifle Range submission is still being considered. Cllr Campbell **proposed, seconded** by Cllr	Cllr Young

ACTION

Lloyd that the committee authorises Cllr young in conjunction with Mrs Gill Muncey to continue with processing the applications in conjunction with the Clerk. **Agreed**

6.2.1 Street Cleaning – Cllr Goldsmith had sought quotes from the street cleaning contractor for additional street cleaning services. Cllr Goldsmith **proposed, seconded** by Cllr Lloyd that {the street cleaning contractor} be contracted at a capital cost of £140 for an initial clean and clearance and thereafter contracted to sweep the area {From George Corner up to the School's coach park} monthly for £15 per month and by way of an extension to the existing contract. **Agreed** — **CLERK**

6.2.2 Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that {the cleaning contractor} be contracted at a capital cost of £70 for an initial clean and clearance and thereafter contracted to sweep the area {From Jarvis Lane up to the entrance of Penlands and "Welcome" sign} monthly for £15 per month and by way of an extension to the existing contract. **Agreed** — **CLERK**

6.3 Litter picking – Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan that Cllr Goldsmith is delegated to liaise with the 'Litter crew' and come back to committee with a proposal (for a dustcart) for the next meeting. **Agreed** — **CLERK**

6.4 Street Lighting – The Clerk reported that he awaited confirmation from WSCC regarding the responsibility of insurance cover. Cllr Campbell suggested that when amending the Asset register that greater detail is added and the Clerk suggested that reference could be made to appendices on the register itself which would explain asset details in greater depth, but that this would be taken forward at F&GP — **CLERK**

6.5 SSE Ltd light renewal proposal for High Street clock tower – The Clerk reported that the Steyning Society were unanimous in their approval of the proposed renewal following the pictorial evidence being sent from SSE Ltd via Clerk and which was also presented as a supporting paper. Cllr Campbell **proposed, seconded** by Cllr Lloyd that SPC writes to SSE giving the Councils support subject to any necessary planning or building owner consents etc. **Agreed** — **CLERK**

A/20/7 PROGRESS STATEMENT MATTTERS ARISING AND ACTIONS

7.1 A/19/117.1 Clerk to obtain up to three quotes for works to pond in Abbey Road V.G. **– See item 5.1**

7.2 A/19/117.1 Clerk to obtain quotes to fell willow tree in Abbey Road Village Green **See item 5.1**

7.3 A/19/117.1.2 Clerks office to prepare Caretakers for works at Abbey Road V.G. **– Actioned -** Not required

7.4 A/19/117.2 Clerks office to ensure memorial bench request processed **– Ongoing** — **CLERK**

7.5 A/19/117.4 Clerk to ensure works to Plum trees and brush completed on MPF **– Actioned**

7.6 A/19/117.5 Bin rationalisation on the MPF; Clerk with delegated authority to negotiate with contractors to move the process forward. **–** Cllr Campbell had sourced an alternative verbal quote from the SPC Tree Warden which he tabled for committee.

		ACTION
	Cllr Campbell **proposed, seconded** by Cllr Alexander that the Clerk works with Simon Zec to implement what has previously been agreed over bin removal and re-siting for a maximum cost of £1080.**Agreed 6 For, 1 Abstained (SSu)**	**CLERK**
7.7	A/19/117.6 Concrete removals to the MPF; Clerk to implement on basis of exiting Quotes. **–** Clerk updated he was to meet the preferred contractor to confirm scope of works by the 28th May.	**CLERK**
7.8	A/19/117.8 Normans way play area – Cllrs Young, Goldsmith and now Cllr Lloyd chasing HDC for response – Cllr Lloyd reported he had yet to move the process forward	**Cllrs Goldsmith Young & Lloyd**
7.9	A/19/117.9 Playground PPM – Clerk to provide schedule for 26 May meeting and to chase HDC for what maintenance they can provide **– See item 5.3**	
7.10	A/19/117.10 Clerk to put in hand in liaison with Cllr Young, all Playground repairs above low risk level **– See item 5.3**	
7.11	A/19/117.11 Basketball courts plaques to be ordered and fixed in position – Clerk Updated that plaque on order but due to supply issues because of the Covid pandemic, he was still awaiting delivery	**CLERK**
7.12	A/19/117.12 Fletchers Croft W. Party; negotiations continuing with HDC–Cllr Campbell reported that there is a meeting set up via zoom with HDC officers on the 28th May.	**Cllr Campbell / Goldsmith**
7.13	A/19/117.13 Tree management strategy – working party to meet with tree surgeon via zoom **– Ongoing**	**CLERK**
7.14	A/19/117.15 Memorial gardens signage – working party to meet via zoom **– Ongoing**	**CLERK**
7.15	A/19/117.17 Temporary silhouette for NHS, Cllr Campbell to contact resident. – Cllr Campbell updated that having contacted the resident he established there is no way the blacksmith will reconsider the position, therefore there will be no temporary silhouette commemorating the NHS.	
7.16	A/19/118.1 Clerk to move electric costs of Changing rooms to Premises Committee budget **– Actioned**	**CLERK**
7.17	A/19/118.2 Clerk to arrange grant payment for the Steyning Community Orchard **- Actioned**	
7.18	A/19/119.1 Clerks office to purchase Grit Bin for Mouse lane **– Actioned.** Clerk's office to now put into position	**CLERK**
7.19	A/19/119.2 Public rights of way working party – Cllr Young to provide dossier for committee and to discuss with Cllr Campbell **– See item 6.1**	
7.20	A/19/119.3 SSE– High street Clock Tower Light renewal, Clerk to obtain more detailed information and then send on to Steyning Society for their views**– See item 6.5**	
7.21	A/19/119.4 Electric charging points, Cllr Alexander to investigate – Nothing to report to committee as yet.	**Cllr Alexander**

		ACTION
7.22	A/19/119.5 Potholes draft letter – Cllr Goldsmith draft letter to be finished, ready to send – Cllr Goldsmith updated that he wanted to wait until the new Highways Manager was available for a meeting on site.	**Cllr Goldsmith**
7.23	A/19/120.1 Clerk to complete series of skip deliveries to the allotments – **Actioned**	
7.24	A/19/120.2 W. party to be set up to progress poss. water supply installation at the Allotments – Cllr Alexander had supplied Terms of reference for the working party and Cllr Campbell had sent around an amended version. Cllr Campbell **proposed, seconded** by Cllr Alexander that the terms of reference for the Allotment water supply installation working party are adopted as varied by Cllr Campbell in the travelling draft. **Agreed**	**Cllr Alexander**
7.25	A/19/120.3 Allotment tenancy agreement, Clerk to distribute 'Notice to quit' letter **– See item 5.7**	
7.26	A/19/121.1 Clerk to write to leisure centre supporting residents claim of 'poor' service **–** Clerk to check copy letter is sent out to Cllrs.	**CLERK**
7.27	A/19/121.3 Clerk to pass on residents' positive feedback to Street cleaning contractor **– Actioned.** Clerk to also upload onto Web site as supporting paper to last meeting	**CLERK**
7.28	A/19/117 Hedgerow works on MPF postponed to the Autumn **– See item 5.2.3**	
7.29	A/19/117.16 Chandlers Way environmental enhancement proposals – No update	**CLERK**
A/20/8	**FINANCE**	
8.1	The Income & Expenditure reports were discussed for the April 2020 period. Cllr Goldsmith **proposed, seconded** by Cllr Lloyd that that the income and expenditure reports for April 2020 be accepted as a true record. **Agreed.**	
A/20/9	**MINUTES OF PREVIOUS MEETING**	
9.1	Cllr Campbell **proposed, seconded** by Cllr Alexander that these minutes are deferred to the 23rd June meeting. **Agreed.**	**CLERK**
A/20/10	**INFORMATION / CORRESPONDENCE ITEMS**	
10.1	WSCC questionnaire (as per supporting paper) to be posted on Notice boards	**CLERK**
A/20/11	**DATE OF NEXT MEETING – 23rd June 2020 at 7.30pm**	

Meeting closed at 10.01pm

Signed: . . . . Date: 23rd June 2020

Chair

Chairs Statement – *Under S.O. 12d the Chair believes that these minutes are not a true and fair record because they contain significant misquotes and errors and omissions. Despite a month's adjournment, the details of those errors and omissions given to the Clerk before the 23 June 2020 meeting were circulated to councillors just one day prior to the 23 July meeting. The majority on this Committee having previously indicated that they are predetermined that they are not willing to consider amendments proposed by the Chair under S.O. 10, and that they will always prefer the Clerk's version, only the Clerk's version was put to Committee and was agreed by majority vote with the Chair and others voting against –* ***This Statement added by the then Chairman, Cllr Campbell, when these minutes were agreed at the June 23rd Meeting***

Steyning Parish Council

The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

Telephone: 01903 812042

www.steyningpc.gov.uk

MEETING OF AMENITIES COMMITTEE (via Zoom video conferencing platform)

HELD ON 23rd June 2020 AT 7.30PM
Hosted by the Deputy Clerk

Present: Cllrs Campbell (Chair), Goldsmith, S. Sullivan, Alexander, Norcross, Young and Lloyd.

Clerk: John Fullbrook

Members of the Public: **Five plus Cllr Cree {Deputy Clerk also in attendance and hosting the meeting}**

Meeting started at: **7.30 pm**

MINUTES

ACTION

A/20/12 APOLOGIES FOR ABSENCE

12.1 No apologies received. Though Cllr Lloyd experienced technical issues and joined the meeting late - at the beginning of declarations of interests (Next item)

A/20/13 DECLARATIONS OF INTEREST

13.1 Cllr S. Sullivan lives adjacent the MPF and is a committee member of the Steyning Community Orchard Group with declared interest in item 7.2.

A/20/14 CHAIRS ANNOUNCEMENTS

14.1 Cllr Campbell said he had two statements to make – One at this point in the meeting, and one later and before Agenda item 7.2. The Chair reminded councillors as to decision-making and the scope of the powers of the Clerks, Councillors, Working Parties, Committees, and Full Council {Full text appended to these minutes}. **CLERK**

A/20/15 QUESTIONS FROM THE FLOOR (Full Q and A's appended to these minutes)

15.1.1 ***Q*** – *Mike Kelly and Jane Oxley – Cllr Campbell summarised the question that had been written and submitted in advance of the meeting. In summary and concerning the boundary of the Orchard on the MPF.- While great supporters of the work of the Community Orchard, they were concerned to see the proposed expansion of an Orchard might compromise the main point of the MPF, that of a community asset providing general sport and recreation opportunities.*

15.1.2 ***A - Cllr Campbell replied, he felt the opportunities for recreation within an orchard are compatible with a village green status. He contested their understanding of where the new proposed boundary would be as he felt it would not compromise its ability to be used as a playing field and also said that the purpose of the memorial tree planting would not be lost.***

15.2.1 ***Q -*** *Russell Barnes – Concerning Public Rights of Way: - Strong working relationships with local landowners are very important, are currently it seems in good order, and these good relations should not be jeopardised.*

ACTION

Could the Parish Council please confirm; 1. What the benefits would be for local residents and regular visitors alike by having these permissive footpaths changed to public rights of way, and 2. What the potential risks might be for local residents and regular visitors alike if the landowners are disadvantaged / aggrieved by a successful or unsuccessful application by the Parish Council?

15.2.2 ***A – Cllr Campbell replied, if registered as public right of way, then everyone enjoys those rights in perpetuity, whereas permissive rights can be withdrawn at any time and the Goring family has formally confirmed that it wishes always to retain the right to withdraw the permission as it has a principle that one generation should not make decisions binding on the next. Concerning risks of failure, in his opinion there are many not least because the latest edition of the OSS magazine makes it clear that they think the West Sussex rights of way team is in a muddle, and that is a great concern to all of us as it means the outcome of the application is difficult to predict.***

15.2.3 ***A - Cllr Young, in reply to the question raised – the benefits of our local footpaths are even more noticeable during lock down, and these permissive paths over the rifle range do link with other paths creating circular courses and the rifle range targets are of historical interest, yet if not designated as rights of way could be lost. The landowner is sympathetic to the community's well-being and enjoyment enabled by the use of the current permissive paths and Cllr Young hopes to foster good relations working with the local landowner towards a satisfactory outcome.***

A/20/16 MEMORIAL PLAYING FIELD AND OTHER OPEN SPACE

16.1.1 Abbey Road Village Green. Roger Brown had communicated with Mr Daters and they agreed that the glyphosate was indeed the preferred option to kill the willows within the pond which is to be cleared, and informed the Clerk who had obtained one estimate and two other quotes and consequently appointed the contractor as per delegated authority from the April Amenities meeting. The Clerk had presented via supporting papers the range of costs. Cllr Campbell felt it important to further establish and agree the scope of works before work should begin. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Clerk should circulate the quote to committee members before placing the order giving 48hrs to comment. **Agreed. 5 For {PC, RG, JN, SA, SSu}, 2 Abstained {CY, TL}** — **CLERK**

16.1.2 Roger Brown continued to present proposals for further works at Abbey road including goat willow planting and creating some 'scrapes' {slightly deeper trenches within the pond}. The Clerk reminded committee at the previous meeting it was suggested that the full plan was to be agreed before each strand was to be actioned. Cllr Campbell and Roger said the goat willow planting would be undertaken in any event. Roger urged Cllr Campbell to convene the working party to discuss the plan for this project. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that this committee authorises Roger Brown and any other volunteers working under his supervision, subject to a risk assessment agreed by the clerk, to plant the bank of the abbey road village green stream with pussy willow cuttings making due regard for the likely wish to plant specimen weeping willow trees and or alder trees at a later date. **Agreed. 6 For {PC, SA, JN, SSu, RG}, 2 Abstained {TL, CY}** — **Roger Brown & CLERK**

16.1.3 Abbey road grass cutting. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that this committee charges the clerk's office to renegotiate the grass cutting contract to provide that for every cut in the meadow area the arisings are collected and deposited at the location of the arisings from the spring 2020 mowing's. **Agreed** — **CLERK**

16.2 Steyning Community Orchard – Cllr Campbell stated that the decision the Amenities committee made on the 26th May 2020 concerning the new boundary was binding on full council and the discussion at this meeting was as a courtesy to those members of the public who had asked full council to rethink this decision. Roger Brown and Alec Harden spoke to this item in support of the project of the Steyning Community Orchard and

ACTION

further to the supporting paper to build upon the knowledge on the purpose for this project which has been ostensibly to promote a pleasant wildlife and soon to be fruit laden resource for the community, which as an area was previously wild and unkempt and used merely as a walk through, and is now not least an opportunity for residents to have memorial trees planted in memory of their loved ones. It was also pointed out that historically this part of the MPF had been an Orchard certainly into the 1960's but had since fell into unmanaged disrepair.

A/20/17 MINUTES OF PREVIOUS MEETING

17.1 Cllr Campbell outlined that there had been a number of versions of the draft minutes for the 28th April 2020 and he proposed changes to the version 6 draft minutes as they had been circulated as per supporting papers. Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that the {28th April 2020 draft Amenities} minutes show the correct spelling of the word 'summerised'. **Agreed. 4 For {PC, RG, SSu, TL}, 3 Abstained {JN, SA, CY}.** **CLERK**

17.2 Cllr Lloyd on a point of order said that there was a big agenda and this process of voting on individual phrasing of the draft minutes was not the best use of everyone's time. Cllr Campbell agreed and said he would be drawing the meeting to a conclusion shortly, following his proposed amendments.

17.3 Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that instead of the words on the fourth line down on page two, '*he made recommendations which are encapsulated in the following decisions'* , to instead insert the following phrase into the draft minutes {for the 28th April 2020} ' *he recommended the removal of self-sown trees within the pond and treatment of the stumps with glyphosate to be done over two to three years, also some of the large water edged willows starting with the largest this year all to help the pond from drying out too early in the year, non-native plants needing removal from the water's edge, excavating to increase the depth would not be appropriate'.* **Not Agreed.**
3 For {RG, PC, SSu}, 4 Against {JN, CY, TL, SA}

17.4 Cllr Lloyd stating that he was not prepared to spend ½ hour on going through the minutes line by line and **proposed, seconded** by Cllr Norcross that the Clerk's version of the draft minutes {28th April 2020} that is before us {the committee}, be accepted as a true and fair record of the meeting**. Agreed. 4 For {JN, CY, TL, SA}, 3 Against {RG, PC, SSu} .** Cllr Campbell added that Under SO 12d the Chair of the 28 April 2020 meeting states that he does not believe these minutes to be a true and fair record. There are significant errors and omissions, including to the wording of resolutions. The majority of councillors did not wish to have the alternative wording before them for discussion before they voted, and in the Chair's opinion some were predetermined on this issue as they have previously made plain that they will always support the Clerk's version of draft minutes**.** **CLERK**

17.5 Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that the draft minutes for the 26th May 2020 be put back to the next meeting of Amenities to allow for a consensus of the minutes to be reached. **Agreed. 6 For {PC, RG, SSu, TL, SA, CY}, 1 Against {JN}** **CLERK**

17.6 Cllr Campbell **proposed, seconded** by Cllr Goldsmith that if consensus is not reached, then the Clerk's version and the Chair's version are both circulated and uploaded to the website at least three clear days before the next meeting and that the Clerk's contested version be taken down in the meantime. **Not Agreed. 3 For {PC, RG, SSu}, 4 Against {JN, CY, TL, SA}**

ACTION

A/20/18	**CHAIRS ANNOUNCEMENTS**	
18.1	Cllr Campbell made another announcement by way of an explanation as to why he will be leaving this meeting and stepping back from most Council business – Full statement appended to these minutes. He left the meeting at 8.54pm	**CLERK**
18.2	Cllr S. Sullivan as Vice-chair to the Amenities committee then took over the meeting and made her own statement regarding Allotment issues. Cllr Norcross on a point or order suggested the agenda should be followed. Cllr S. Sullivan stated she would also leave the meeting, though was not resigning from the Council. She left the meeting at 9.01pm	
18.3	The Clerk pointed out the meeting was still quorate, and a chairman needed to be voted in. Cllr Young **proposed, seconded** by Cllr Norcross that Cllr Lloyd be nominated to chair the remaining part of the meeting. **Agreed. 4 For {CY, TL, JN, SA}, 1 Abstained {RG}** Cllr Goldsmith said he was not going to waste his time either and left the meeting at 9.03pm. The meeting carried on with four members present.	
A/20/19	**FINANCE**	
19.1	The Income & Expenditure reports were discussed for the May 2020 period. Cllr Lloyd **proposed, seconded** by Cllr Alexander that that the income and expenditure reports for May 2020 be accepted as a true record. **Agreed.**	
19.2	Cllr Lloyd **proposed, seconded** by Cllr Alexander that the second 1100 Litre waste bin service at the MPF at £67 per month is agreed as a necessity as the Council needs a second bin. **Agreed**	**CLERK**
A/20/20	**MEMORIAL PLAYING FIELD AND OTHER OPEN SPACE**	
20.1	Playground planned preventative maintenance (PPM) schedules – The Clerk reported in support of the papers already distributed and in support of the concept of preventative maintenance as opposed to a mainly reactive maintenance regime. In terms of the preventative weekly or bi-weekly checks by an operative Cllr Young suggested that perhaps a councillor could adopt one of the five playgrounds. Cllr Alexander pointed out the guidance from the government posted earlier this same day, that playgrounds were due to be opened on the 4th July 2020. Cllr Lloyd **proposed, seconded** by Cllr Alexander that committee delegates the Clerk to organise a first walk around with TC Maintenance {the nominated preventative maintenance operative} to a cost of £300. **Agreed.** The Clerk to put a message out to all members to be involved in the first Walk around	**CLERK**
20.2	Bin relocations on the MPF – in view of residents' complaints re the siting of two of the relocated bins. Cllr Alexander said he had attended site and suggested alternative sites with photos already sent to other councillors. Cllr Alexander **proposed, seconded** by Cllr Norcross that committee agrees that these two bins are to be repositioned and that Cllr Alexander has delegated responsibility to look at alternatives with the Clerk so that the location plans are presented to the next meeting. **Agreed.** The clerk to send the invite to all members of the Amenities committee, and update residents	**CLERK**
20.3	Crass cutting – Monthly report received by the committee	

Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby
Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

		ACTION
20.4	Allotments water supply – Cllrs Cree and Alexander reported a meeting with contractors on site to discuss options. Papers were sent out to councillors from Cllr Cree and he suggested they be sent on to allotment holders for information and be posted on the web site – Clerk to action	**CLERK**
20.5	Godstalls Lane remedial tree works – The Clerk reported on an initial enquiry from a resident for the office to deal with some overhanging branches and the fact that this lower priority works had now turned into a larger issue with diseased non-mature Elm trees and walkway cut backs required. – Clerk to bring back further details to next committee.	**CLERK**
20.6	Allotments general admin report – Clerk elaborated on the details. The Chair noted on the significant improvements to the Allotments in the last two / three years	
A/20/21	**HIGHWAYS AND LIGHTING**	
21.1	Public Rights of Way designation – Cllr Young reported including via her supporting papers the recent progress made and that committee consider for their approval an amended plan/ map. Cllr Alexander **proposed, seconded** by Cllr Young that the public rights of way working party be extended to include if possible, a member of the Goring family and members of this committee and any members of the public that would like to get involved. **Agreed**	**Cllr Young & Others**
21.2	Litter picking – In Cllr Goldsmiths absence this item deferred until next meeting	**Cllr Goldsmith**
21.3	Community car parking – The Clerk reported on a meeting with Cllr Barling (WSCCllr) and Cllr Cree and where Traffic Orders had been discussed. Cllr Lloyd **proposed, seconded** by Cllr Norcross that Cllr Alexander be the Council's representative on the community parking working group and liaise with West Sussex County Councillor David Barling. **Agreed**	**CLERK / Cllr Alexander**
A/20/22	**PROGRESS STATEMENT MATTTERS ARISING AND ACTIONS**	
22.1	A/20/5.1.3 Abbey Road winter pond: Clerk to liaise with Roger Brown on scope of works **– See item 16.1.1**	
22.2	A/20/5.2.2 Steyning Community Orchard: Sketch map to be attached to Minutes - **Actioned**	
22.3	A/20/5.2.3 Hedgerow works on MPF: postponed to the Autumn – Clerk update that the earliest these works could be done would be the end of September.	**CLERK**
22.4	A/20/5.3 Playground PPM: Adult exercise equipment to be added to process **- Actioned**	
22.5	A/20/5.5 Clerk to extend the terms of the street cleaning contract – **Ongoing,** amended contract to go out to all councillors	**DEPUTY CLERK**
22.6	A/20/5.7 Clerk to take advice on final draft of 'Notice to quit ' letter and then act on that advice – **Ongoing**	**CLERK**
22.7	A/20/6.1 Cllr Young to continue to process applications on public rights of way designation **– See item 21.1**	
22.8	A/20/6.2.1 Street cleaning contractor to clean George Corner to Coach park **– Actioned ,** Deputy clerk to ensure ivy encroachment is also dealt with or explanation sought.	**DEPUTY CLERK**

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

		ACTION
22.9	A/20/6.2.2 Street cleaning contractor to clean Jarvis Lane to Welcome sign **- Actioned**	
22.10	A/20/6.3 Litter Picking item to come back to next meeting – **See item 21.2**	
22.11	A/20/6.4 Street Lighting information added to Asset register and taken to F&GP **– Actioned**	
22.12	Cllr Lloyd **proposed, seconded** by Cllr Alexander that all following actioned items taken as read. **Agreed**	
22.13	A/20/6.5 SSE – High street Clock Tower Light renewal: SPC writes to SSE giving Councils support to project – Clerk updated that SSE contractors were now contacting local residents to gain access and permissions for works to be completed **- Actioned**	
22.14	A/20/7.4 Clerks office to ensure memorial bench request processed – **Ongoing**	**CLERK**
22.15	A/20/7.6 Bin rationalisation – Simon Zec to complete works **– See item 20.2**	
22.16	A/20/7.7 Concrete removals to the MPF – Clerk to implement on basis of exiting quotes - Clerk updated as per briefing paper, and outlined the concerns raised by the now absent Cllrs Goldsmith and Campbell. Cllr Lloyd, **proposed, seconded** by Cllr Alexander that {SPC} move ahead with this project subject to the scope of works being approved by the Clerk**. Agreed**	**CLERK**
22.17	A/20/7.8 Normans way play area; Cllrs Young, Goldsmith & Lloyd chasing HDC for response **-** Cllr Lloyd updated that HDC do not seem to have an issue with SPC moving forward to see if development is possible and desired. Cllr Lloyd **proposed, seconded** by Cllr Alexander that a working party consisting Cllrs Young, Lloyd and Goldsmith be convened {to progress this item}. **Agreed**	**Cllr Goldsmith / Young & Lloyd**
22.18	A/20/7.11 Basketball courts plaques to be ordered and fixed in position **– Actioned**	
22.19	A/20/7.12 Fletchers Croft WP – negotiations continuing with HDC **– Ongoing**	**Cllr Goldsmith / Campbell**
22.20	A/20/7.13 Tree management strategy; working party to meet with tree surgeon **– Ongoing**	**CLERK**
22.21	A/20/7.14 Memorial gardens signage – working party to meet via zoom **– Ongoing**	**CLERK**
22.22	A/20/7.18 Clerks office to place Grit bin in Water lane and fill in preparation for winter plan **- Actioned**	
22.23	A/20/7.21 Electric charging points – Cllr Alexander to investigate **– Nothing to update**	**Cllr Alexander**
22.24	A/20/7.22 Potholes draft letter – Cllr Goldsmith waiting until new Highways Manager available to discuss on site **– Ongoing**	**Cllr Goldsmith**
22.25	A/20/7.24 Allotment water supply terms of reference adopted **– Actioned**	
22.26	A/20/7.26 Clerk to check letter of support regards complaint to leisure centre sent to Cllrs **– Actioned**	

ACTION

22.27 A/20/7.27 Clerk to check positive feedback regards street cleaning contractor on web site **- Actioned**

22.28 A/20/7.29 Chandlers Way environmental enhancement proposals – Clerk updated a meeting with Cllr Saunders was planned with a view to presenting an amended plan for next meeting **CLERK / Cllr Saunders**

22.29 A/20/9.1 April Minutes approval deferred to next meeting **- Actioned**

22.30 A/20/10.1 WSCC questionnaire to be posted on Notice boards and web site **- Actioned**

A/20/23 DATE OF NEXT MEETING – 23rd July 2020 at 7.30pm

Meeting closed at 10.01pm

Signed:. . . . . Date: 23rd July 2020

Chair

Recordings of this meeting can be found using the following links: -
Video - https://archive.org/details/2020-06-23-amenities-committee-steyning-parish-council-video

Chairs Statement – *'Under S.O. 12d the Chair believes that these minutes are not a true and fair record because they contain significant misquotes, errors and omissions. A majority on this committee voted to remove the Chair's statement from the Clerk's draft minutes, not because it was inaccurate, but because they disagreed with what they acknowledged the Chair had said on 26 May 2020. This airbrushing of history is a serious abuse by a dominant voting faction. Furthermore, that dominant faction having previously indicated that they are predetermined that they are not willing to consider amendments proposed by the Chair under S.O.10, and that they will always prefer the Clerk's version, only the Clerk's version had been put to Committee notwithstanding the Chairs' view that it was not a true and fair record'*
This statement from the then Chair of Amenities, Cllr Campbell, was added to these minutes subsequent to them being agreed at the 23rd July 2020 meeting

Steyning Parish Council

The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

Telephone: 01903 812042

www.steyningpc.gov.uk

MEETING OF AMENITIES COMMITTEE (via Zoom video conferencing platform)

HELD ON 23rd July 2020 AT 7.30PM
Hosted by the Deputy Clerk

Present: Cllrs Campbell (Chair), Goldsmith, S. Sullivan, Alexander, Norcross, Young and Lloyd.

Clerk: John Fullbrook

Members of the Public: **Five, {Deputy Clerk also in attendance and hosting the meeting}**

Meeting started at: **7.30 pm**

DRAFT MINUTES

ACTION

A/20/24 **APOLOGIES FOR ABSENCE**

24.1 No apologies.

A/20/25 **DECLARATIONS OF INTEREST**

25.1 Cllr S. Sullivan lives adjacent the MPF and is a committee member of the Steyning Community Orchard Group and has a building plot adjacent to the memorial playing field.

A/20/26 **QUESTIONS FROM THE FLOOR**

26.1 None

A/20/27 **MINUTES OF PREVIOUS MEETING**

27.1.1 Cllr Norcross **proposed, seconded** by Cllr Alexander that the 26th May draft Amenities minutes are a true and fair record. **Agreed. 4 For {CY,SA, JN, TL}, 3 Against {PC, SSu, RG}.**

27.1.2 *Chairs Statement – 'Under S.O. 12d the Chair believes that these minutes are not a true and fair record because they contain significant misquotes and errors and omissions. Despite a month's adjournment, the details of those errors and omissions given to the Clerk before the 23 June 2020 meeting were circulated to councillors just one day prior to the 23 July meeting. The majority on this Committee having previously indicated that they are predetermined that they are not willing to consider amendments proposed by the Chair under S.O. 10, and that they will always prefer the Clerk's version, only the Clerk's version was put to Committee and was agreed by majority vote with the Chair and others voting against'*
Clerk to add to agreed minutes **CLERK**

27.1.3 Cllr S. Sullivan – wanted it minuted – *When she was chair of Amenities the reason she resigned was because of issues over the minutes.*

27.2.1 Cllr Lloyd **proposed, seconded** by Cllr Norcross that the 23rd June draft minutes are accepted as a true and fair record and the chairman's statement which was read out at

ACTION

said meeting should not be attached to the minutes nor uploaded to the website at this time. **Agreed**. **4 For {CY,SA, JN, TL}, 3 Against {PC, SSu, RG}.**

27.2.2 Cllr Alexander pointed out the draft minutes were in fact distributed on the 17th July

27.2.3 Chairs Statement – *'Under S.O. 12d the Chair believes that these minutes are not a true and fair record because they contain significant misquotes, errors and omissions. A majority on this committee voted to remove the Chair's statement from the Clerk's draft minutes, not because it was inaccurate, but because they disagreed with what they acknowledged the Chair had said on 26 May 2020. This airbrushing of history is a serious abuse by a dominant voting faction. Furthermore, that dominant faction having previously indicated that they are predetermined that they are not willing to consider amendments proposed by the Chair under S.O.10, and that they will always prefer the Clerk's version, only the Clerk's version had been put to Committee notwithstanding the Chairs' view that it was not a true and fair record'.* Clerk to add to agreed minutes. **CLERK**

A/20/28 CHAIRS STATEMENT

28.1.1 *'After three councillors left the 23rd June meeting there was an ultra vires decision relating to Agenda item 8.3. A substantive decision not on the Agenda to appoint a representative to a working party, and therefore will have to be revisited at the next meeting.* **CLERK**

28.1.2 *Car Park next to Library –*
Minutes of Dec 2006, the minutes say there are proposals to develop a new car park next to the library with 28 spaces which would be used by the teachers and staff during school times and by the community evenings and weekends. And then there is another entry on the 19th June 2007 which says the Horsham District Council planning obligations meeting where the bid by the grammar school for section 106 money for the car park was being decided, it was agreed for £25000 funds to be awarded to the school to construct the car park, some conditions were attached to the funding and these were that there would be a proper agreement on community use after school hours, at weekends and during holidays'
To be discussed at next Meeting **CLERK**

28.2 Chair Reported he had had a meeting with the Chairman of the Steyning Cricket club and discussed five issues
1. Car Park – a report of suggestions for better control of its use to be received by SPC from the Cricket club
2. Noise nuisance – Cricket club has produced notices reminding patrons to leave quietly, but satisfied its patrons not responsible for recent complaints
3. Re-siting of Rubbish bins – Club opposed to bins being placed within Car Park
4. Possible renewal of the Cricket clubhouse: early stage proposals being worked on.
5. Dealing with a complaint from resident re footballs kicked into their garden – hoping to store goals in a different place
6. Squaring off the Concrete – to be dealt with by Council at a later date

A/20/29 FINANCE

29.1 The Income & Expenditure reports were discussed for the June 2020 period.
Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that that the income and expenditure reports for June 2020 be accepted as a true record. **Agreed.**

29.2 Steyning and District Partnership requested a grant to go towards their upcoming Food and Drink Festival. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that the Amenities committee being mindful of the fact that the request is outside of their remit, however because of the urgency, recommends to F&GP that they give the £250 that they gave in

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

		ACTION
	the previous year, and that if the Clerk is satisfied that it does fall within our (Amenities Committee) remit then it is authorised. **Agreed** Clerk to advise requester and committee members	**CLERK**
A/20/30	**MEMORIAL PLAYING FIELD AND OTHER OPEN SPACE**	
30.1	Abbey Road Village Green – Cllr Campbell yet to arrange meeting for working party	**Cllr Campbell**
30.2	Steyning Community Orchard – request for possible water supply to be T'd off Allotment supply. Cllr Campbell **proposed, seconded** by Cllr Lloyd that the issue of the Water supply for the Orchard group be referred to the working party for them to include within their remit. **Agreed**	**Cllr Alexander**
30.3.1	Playground planned preventative maintenance (PPM) scheme – possible preventative maintenance contract. Clerk to send most recent HDC inspection reports. Clerk reported on site meeting with proposed contractor and Cllrs Alexander and Norcross. Cllr Alexander agreed that the contractor gave a very thorough summary of the works he would undertake for the proposed £50 per month to check all 5 playgrounds.	**CLERK** **CLERK**
30.3.2	Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that the Clerk delegated to provide identification Lanyards for all councillor's usage. **Agreed 6 For, 1 Abstained {JN}**	**CLERK**
20.3.3	Cllr Campbell **proposed, seconded** by Cllr Goldsmith that in principle the committee wishes to adopt the recommendation {to agree £50 per month for preventative maintenance contract} but that the Clerk is required to come back to the next meeting with a schedule of the maintenance that the Council will be getting in return. **Agreed**	**CLERK**
30.3.4	Cllr Campbell **proposed, seconded** by Cllr Alexander that the committee request that the Clerk arrange an inspection between now and the next meeting for £50 **. Agreed**	**CLERK**
30.4	MPF Bin Relocation. Cllrs Alexander and Young with supporting papers including pictures and diagrammatic representation reported on possible relocation of two MPF bins. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that the decision on this item is deferred until a discussion has been had with the Cricket club. **Agreed 5 For, 2 Against {SA, JN}**	**CLERK**
30.5	Recycling our Rubbish on the MPF – A meeting had taken place with Street cleaning contractor, Clerk, D. Clerk, and Cllrs Goldsmith and Campbell, details of which within the supporting paper. Recycling to be put on Agenda for next meeting to agree labels on bins to say 'For Landfill - please take your recyclables home. Steyning Parish Council, Thank you' The Chair hoped that other contractors could be contacted regards bin emptying cost, with quotes to be discussed at next meeting. Hi Vis jackets have been received. Clerk to write to resident regards recycling enquiry to include ccing in Councillors	**CLERK** **CLERK** **CLERK**
30.6	Grass cutting report received – nothing to report	
30.7.1	Allotments water supply upgrade – Cllr Alexander reported on progress as per supporting papers from the working party. Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that the working party needs to consult further before coming up with refined proposals. **Agreed**	**Cllr Alexander & w. party**
30.7.2	Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that the working party is charged with obtaining quotes from independent authorised contractors to provide an upgraded supply	**Cllr Alexander & w. party**

		ACTION
	to the allotments probably to include a new meter, and of a capacity of 32mm. **Agreed 6 For, 1 Abstained**	
30.7.3	Clerk reported via supporting paper that allotments had only one current plot vacancy which is the best participation level recorded for many years.	
A/20/31	**HIGHWAYS & LIGHTING**	
31.1.1	Public Rights of Way designation. Cllr Young reported on a Rights of Way Definitive Map Modification Order (DMMO) being proposed for the twitten between Coombe drove and the Bostal road and being undertaken by Bramber Parish Council. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Clerk is instructed to write to Bramber PC stating to the effect that Steyning parish council is fully supportive of the application and is prepared to offer such assistance that the Clerk may think appropriate subject to it coming back to this committee if it involves any expenditure. **Agreed 4 For, 3 Abstained {CY, JN, SA}**	**CLERK**
31.1.2	Rifle range D.M.M.O – Cllr Young presented a supporting paper showing a balanced perspective as to the advantages and disadvantages in terms of proceeding with the application. The matter was discussed.	**CLERK**
31.2	Litter Picking – Cllr Goldsmith reported the volunteer litter picking groups' desire to obtain a similar dust cart to that which had been purchased for the contracted street cleaner. No decision made.	
A/20/32	**PROGRESS STATEMENT MATTTERS ARISING AND ACTIONS**	
32.1	A/20/14.1 Clerk to append Chairs statement to Draft Minutes **– Actioned**	
32.2	A/20/16.1.1 Clerk to circulate contractors quote to members for approval and comment before placing order- **Actioned**	
32.3	A/20/16.1.2 Roger Brown authorised to complete Abbey road planting. Clerk to approve Risk Assessments **- Ongoing**	**CLERK / Roger Brown**
32.4	A/20/16.1.3 Clerk to renegotiate the grass cutting contract to include depositing of arisings at Abbey Road **– Actioned.** D. Clerk to annex to Contract and inform committee members when done	**D. Clerk**
32.5	A/20/17.1 Clerk to amend a spelling error on April Minutes **– Actioned**	
32.6	A/20/17.4 Clerk to add Chairs statement to April Amenities Minutes **– Actioned**	
32.7	A/20/17.5 26th May Draft Minutes agreement to be deferred for next meeting **- Actioned**	
32.8	A/20/18.1 Cllr Campbell's second statement to be appended to the draft Minutes **– Actioned**	
32.9	A/20/19.2 Second 1100 Litre waste bin service at MPF agreed **– Actioned**	
32.10	A/20/20.1 Playground PPM – Clerk to organise a walk around with prospective maintenance operative **- Actioned**	
32.11	A/20/7.6 Bin rationalisation; Clerk to organise meeting at MPF **– Actioned**	

ACTION

32.12 A/20/20.4 Allotment water supply – **See item 30.7**

32.13 A/20/20.5 Godstalls Lane remedial works: Clerk updated the hedgerow has been cut back to the fence line adjacent the path. Newham close - Branches overhanging car park and alleyway have been cut back. Clerk spoke with Tree warden and has determined that diseased Elm saplings that need removal ought to be dealt with by Saxon Weald as they are growing on their land (just over the border line). **Actioned**

32.14 A/20/21.1 Public rights of way designation – Cllr Young to extend working party if required – **Actioned**

32.15 A/20/21.2 Litter picking item deferred until next meeting – **See item 31.2**

32.16 A/20/21.3 Clerk to inform that Cllr Alexander will represent SPC on matters community parking related **- Actioned**

32.17 A/20/5.2.3 Hedgerow works on MPF: postponed to the Autumn **– Ongoing** **CLERK**

32.18 A/20/22.5 Clerk's office to extend the Street cleaning contract **- Actioned**

32.19 A/20/5.7 Clerk to take advice on final draft of 'Notice to quit' letter and then act on that advice. Clerk to send advice received from solicitors to Councillors. **CLERK**

32.20 A/20/22.8 Deputy Clerk to ensure ivy encroachment at George corner dealt with **- Actioned**

32.21 A/20/7.4 Clerks office to ensure memorial bench request processed **– Ongoing** **CLERK**

32.22 A/20/22.16 Concrete removals on MPF to progress subject to scope of works being approved by Clerk – Clerk updated that he is pursuing another quote and will act as per previous decision made by committee when quote received. **CLERK**

32.23 A/20/22.17 Normans way play area – working party to progress this item forward: Cllr Lloyd updated that land development is possible

32.24 A/20/7.12 Fletchers Croft WP– negotiations continuing with HDC: Cllr Campbell updated that HDC not interested in disposing of the Freehold. Refined proposals for a lease agreement are to be forthcoming. **Cllr Campbell/ Goldsmith**

32.25 A/20/7.13 Tree management strategy– working party to meet with tree surgeon – The Chair suggested to virtually meet in September or October **CLERK**

32.26 A/20/7.14 Memorial gardens signage – working party to meet via zoom **– Ongoing** **CLERK**

32.27 A/20/7.21 Electric charging points: Cllr Alexander updated no progress to date but that it will be put into infrastructure report **Cllr Alexander**

32.28 A/20/7.22 Potholes letter; Cllr Goldsmith waiting until new Highways Manager available to discuss on site **– Ongoing** **Cllr Goldsmith**

ACTION

32.29 A/20/22.28 Chandlers Way environmental enhancement proposals: Clerk updated Cllr Saunders had compiled draft letter and supporting documents and questionnaire. Clerk to distribute to committee members for information. **CLERK / Cllr Saunders**

A/20/33 INFORMATION / CORRESPONDENCE ITEMS

33.1 Open Space Society – Protection of local green space – for information

A/20/34 DATE OF NEXT MEETING – 29th September 2020 at 7.30pm

Meeting closed at 9:58pm

Signed: . . . . Date: 29th September 2020

Chair

Recordings of this meeting can be found using the following links: -
Video - https://archive.org/details/2020-07-23-steyning-parish-council-amenities-meeting-video

Steyning Parish Council

The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

Telephone: 01903 812042

www.steyningpc.gov.uk

THE MINUTES OF THE PREMISES COMMITTEE MEETING HELD VIA ZOOM VIDEO CONFRENCING ON TUESDAY 5TH MAY 2020 AT 7.30PM

Present Via Video: Cllrs Cree, Hanson, Rudkin, Norcross, G Sullivan, and Alexander

Members of the public attending the virtual meeting: 4 - including Cllr Campbell

Minutes: Deputy Clerk: Hazel Roxby also present - Clerk: John Fullbrook

Minutes

Chairman's opening statement.
The Chairman welcomed Cllrs and residents to the meeting and reiterated the information that he is standing down as chairman of the Premises Committee after this meeting. He informed that this is the 5th Zoom meeting for Steyning Parish Council since 7th April 2020. The Amenities meeting last week lasted 2.5 hours and shows how important these meetings are to be able to continue with Parish Council business.

PR19/108 **Apologies for absence**
108.1 There were no apologies for absence from Councillors

PR19/109 **Declarations of Interest**
109.1 There were declarations of Interest received from Cllr Cree as a social member of the Cricket Club but not of the Committee or Management team and Cllr Sullivan as a life member of the Cricket Club.

PR19/110. **Questions from the Floor**
110.1 Mr Barnes, member of the public, requested to speak at item 7.1-iii if there were any questions for him at that time

PR19/111 **Minutes of the previous meeting**
111.1 Cllr Cree **proposed, seconded by** Cllr G Sullivan that the minutes of the meeting of 7th April 2020 be accepted as a true record of the meeting. **Agreed.**

PR19/112 **Matters arising and Actions** – to consider matters arising and actions from the previous minutes

112.1-96.1 Barclays Meeting - Deputy Clerk to request a meeting with Barclays Representative and inform him of the questions at the last meeting. – Update from meeting of 4th February to be reported by Deputy Clerk. Barclays rep responded to Deputy Clerks emails of 7th and 20th February on 23rd March and stated *'In light of the current situation and travel restrictions we will not be able to visit Steyning. I will however continue to keep this close to me and progress once we are back to normal'*

112.2-96.2 LED Lighting Company – Scope of Works – deferred until after Covid-19 crisis

112.3-96.3 Bus Shelter and toilets gutter – Works Completed

112.4-96.4 MPF Gutter - Works Completed

PR/113 **Deputy Clerk's Report and Steyning Centre update** – to receive the day to day report on the Steyning Centre and discuss any issues.

113.1 **Report for film nights** – The film night held in March was Downton Abbey, there were 152 people attending. The net profit from the film was £301.37 The wine profit was £24.45.
The total net profit made from film nights from April 19 to March 20 was £2,763.97 which is up by £878.25 more than the previous year's total. The total wine profit for the year April 19 to March 20 was £404.25. this is £182.more than the previous year.
Cllr Cree thanked the Office staff for their continued work on making the film nights a success.

113.2 **Coffee Machine Report** - The income from the coffee machine in March was £51.00
The total coffee machine income for April 2019 to March 2020 was £730.00 This is down £200.00 on last year's total. The income fluctuates depending on the weather and usage by years 7 and 8 children of the Lower Grammar School

113.3 **Hall and Room Rentals** – Reports have been sent out in 3 sets. Set 1 shows the bookings that did come in March and gave a total room hire income including VAT at £8,789.54. Set 2 is the bookings that were planned from 20th March to 31st March that had to be cancelled therefore shows a loss income of £2,253.53. Set 3 shows the bookings that were planned for April, the Blood Donors were the only booking so there was an income of £255.40 from that hire and the rest of the bookings amounted to £5,087.94 in lost income.
It was noted that the Covid 19 crisis will have a huge impact on the parish council this year. Deputy Clerk will continue to report on the monthly losses.
Cllr Alexander suggested that once the Steyning Centre is able to reopen advertising should be considered. Clerk and Deputy Clerk stated that regular customers will be informed as soon as there is any news on the centre being able to open, notices will be put up and an advert will be placed in Your Steyning.

113.4 Blood Donor session 27th April – The Clerk reported that the Blood Donor session on 27th April from 12pm to 9pm went well. The organisers had provided their own risk assessment and met with the Clerk when they arrived. Each donor was triaged at the entrance to the Steyning Centre and a one in/one out system and social distancing regulations were adhered to.
Cllr Cree congratulated the staff of the centre for the well managed event.

113.5 Report on work being carried out by Caretakers during Covid 19 - Since the parish council meeting on 20th April the caretakers have been carrying out a deep clean procedure for the Steyning Centre. The first areas (coombe court, coombe court kitchen and all the toilets in the centre) had been deep cleaned in preparation for the Blood Donors session that took place on 27th April, and a repeat clean of the same areas has been carried out following the event. Week beginning 4th May it is planned that the caretakers will do the deep clean of the High Street Toilets, Changing rooms and the outside toilets at the Steyning Centre.
The Clerk informed that painting of the changing rooms and the toilets adjacent the Steyning Centre was also being started.

PR/114 **Cricket Pavilion, Bowling and Tennis Club Houses, Steyning Centre and High Street Toilets–** to discuss any issues arising

114.1 **<u>High Street toilets</u>**

I Deputy Clerk to investigate companies for professional opinion on special floor Paint for High Street Toilets – quote requested from Contractor – Deputy Clerk to continue chasing the contractor for the quote. It was suggested that the caretakers could be assigned to paint the floors, however deputy Clerk informed that the resin floors required specialist preparation and paint for the floors.

ii **Door locking of High Street Toilets** -Toilets Closed due to Covid-19. Deputy Clerk informed the resident that was due to start opening and closing the toilets that his services won't be required until further notice.

iii **Self Distancing and Resident Support signage** - to discuss and agree position on signage for the seats in the bus shelter. Cllr Cree reported that new style signs had been made by the Forum Group that now state the 2m distance requirement and several other Coronavirus advised regulations.
Cllr Rudkin requested the bus shelter be closed for safety concerns. It was noted that buses are still running, and the bus shelter is a welcomed seat and shelter from rain. Once the signage is in place informing of the 2m distance hopefully residents would comply.
Cllr Cree **proposed, seconded** by Cllr Alexander that the bus shelter remains open and signage is put on each seat. **Agreed** 5 for 1 against
Deputy Clerk to liaise with the Forum Group to organise the signage.

114.2 **<u>Memorial Playing Field</u>**

i **Changing Room plumbing issues –** There has been a report of a further leak at the changing rooms and the plumber has been notified –Deputy was requested to send the electricity and water meter readings for the changing rooms to committee members - the Changing rooms remain closed due to Covid -19.

114.3 **<u>Steyning Centre</u>**
To discuss issues related to the use of the Steyning Centre as a Community Hub during the current Coronavirus crisis including as an emergency building for HDC

i **Potential use of the Centre, particularly Coombe Court, for other uses such as an emergency ward, medical or other function**
Deputy Clerk spoke to one of the Drs at the Health Centre concerning use of Steyning Centre as a hospital ward – response was that they have not been involved with the Coronavirus arrangement. The government and NHS (above the level of health centres and Drs) have sorted out for letters to the elderly and vulnerable and if there was a requirement for use of the hall it would come from the Government or NHS.
Deputy Clerk has had no success in contacting the Grammar School.

ii **To discuss quotes/prices for video camera recording and microphone equipment for Parish Council and committee meetings at the Steyning Centre –**no further quotes have been sought since the last meeting and Covid 19 crisis.
Cllr Cree suggested that cameras could still be researched and report back to next meeting.
It was requested if updating the sound system could also be researched.
Deputy Clerk to put both on the agenda for the next meeting.

iii **Masonic Lodge Meetings –** Health and Safety Issues **-**
Cllr Cree reported on possible issues with Health and Safety concerning the setting up of the Masonic Lodge meetings and possible blocking of access to rooms and corridor. Clerk and Deputy Clerk reported that areas are not blocked, doors are not being locked and there are no Health and Safety regulations/requirements being breached. Once customers have booked and set up rooms ready for their event access by other persons is not permitted unless for an emergency.
Cllr Norcross reiterated that persons should not be given access to booked and set up rooms.

A member of the public was given permission to speak at this point. He congratulated the committee on working with the Forum Group to get the signs put up in the bus shelter.
He made further statements not relevant to items on the agenda.

PR/115 **Financial items** – to receive and discuss financial matters
115.1 To agree the Income and Expenditure report for March 2020
Cllr Cree requested further information concerning the over spent items such as the electricity and water rates bills. The Clerk informed that these budget heads are often varying and depend on weather, usage, leakage, whether meters are read or estimated, and when invoices are raised – as this might bridge different financial years. The budgets for electricity and water have been raised for this financial year due to the concerns expressed over for raising prices when the budgets were discussed.
Cllr Cree **proposed, seconded** by Cllr Hanson that the reports be accepted as a true record of the March 2020 income and expenditure for the premises committee. **Agreed.**

115.2 To discuss and agree cost of replacement of rotten wooden barrels at entrance of Steyning

Centre. The barrels are rotten and only being held together by the metal ring. Quotes for new barrels were sent to committee councillors.
Cllr Cree **proposed, seconded** by Cllr Sullivan to delegate to the Deputy Clerk and the Gardener to purchase the most suitable barrels from the quotes supplied. **Agreed**

PR/115 **Correspondence** – to discuss incoming correspondence
115.1 None at time of printing

PR/116 **Date of the next meeting – Tuesday 2nd June 2020**

Cllr Sullivan thanked Cllr Cree and the Deputy Clerk for their work for the committee throughout the year.

The meeting was closed at 8.35pm

Signed: . . . . Date: 2nd June 2020 Chairman

Video Link https://archive.org/details/2020-05-05-spc-premises-committee

Audio link https://archive.org/details/audio_only_1_20200505

Parish Clerk John Fullbrook Email:clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

Steyning Parish Council

Telephone: 01903 812042

The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

www.steyningpc.gov.uk

THE MINUTES OF THE PREMISES COMMITTEE MEETING HELD VIA ZOOM VIDEO CONFRENCING ON TUESDAY 2ND JUNE 2020 AT 7.30PM

Present Via Video: Cllrs Cree, Hanson, G Sullivan and Alexander

Members of the public attending the virtual meeting None

Minutes: Deputy Clerk: Hazel Roxby also present - Clerk: John Fullbrook

Minutes

PR20/01 **Apologies for absence**

1.1 There were apologies for absence from Councillor Trundle
Councillor Taylor was absent with no apologies.

PR20/02 **Declarations of Interest**

2.1 There were declarations of Interest received from Cllr Cree as a social member of the Cricket Club but not of the Committee or Management team and Cllr Sullivan as a life member of the Cricket Club.

PR20/03. **Questions from the Floor**

3.1 **None**

PR20/04 **Minutes of the previous meeting**

4.1 Cllr Cree **proposed, seconded by** Cllr Sullivan that the minutes of the meeting of 5th May 2020 be accepted as a true and fair record of the meeting. **Agreed.**

PR20/05 Matters Arising and Actions – to consider matters arising and actions from the previous Minutes

5.1-114.3 Wooden barrels for the entrance of Steyning Centre have been ordered and received. Planting will be done by the gardener in the next week.

5.2-115.2 Signage for each seat in the bus shelter – Action Complete

5.3 -112.2 LED Lighting - obtain quotes – see item 7.3.2

Actions to be returned to after COVID 19

5.4-112.1 Barclays Meeting to discuss possible ATM

5.5-114.3.ii Investigate video camera recording and microphone equipment for Parish Council and committee meetings at the Steyning Centre.

It was noted that the sound system equipment had been requested to be on the agenda to be discussed for upgrading. Cllr Alexander informed that the present system only allows for 3 microphones to be plugged in. He suggested that when meetings can be face to face again that the microphones are placed closer to those councillors that speak the quietest to see if it would help the situation. Councillors thought this was worth trying at the next face to face meetings.

PR20/06 **Deputy Clerk's Report and Steyning Centre update – to receive the day to day report on the Steyning Centre and discuss any issues**.

6.1 **Report for film nights** – there is no report for community film night. There have been 3 film nights missed, April, May and as of tomorrow, 3rd June, due the Covid 19 regulations. On average the profit for film nights is £220.00 per month therefore a communitive loss of £660.00 so far.

6.2 **Coffee Machine Report -** There is no income for the coffee machine due to Covid 19 regulations. The average income per month for the coffee machine is £67 per month, therefore a communitive loss of £200.00 so far.

6.3 **Report on Rates relief and other claims** - in a bid to recoup some of the losses that the Steyning centre is having, Deputy Clerk applied for small business rate rebate, however this was refused due to the fact that the council pays rates on 2 properties and the combined rateable value is over £20,000. The Small Business Grant is not applicable to precepting authorities. NALC and SALC are still pushing Government to help parish councils to claim back some of the losses they are experiencing. Deputy Clerk to continue to investigate possible grants for parish councils.

6.4 **Update on working party discussions concerning staff working during Covid 19** – a supporting paper was sent out to committee members detailing all the work being carried out by the caretakers to clean and maintained the Steyning centre, changing rooms and High Street toilets and play areas.. Other planned maintenance is for benches in and around the Steyning Centre and the MPF. The office staff have continued to work as usual during the pandemic.

PR/07 **Cricket Pavilion, Bowling and Tennis Club Houses, Steyning Centre and High Street Toilets– to discuss any issues arising**

7.1 **<u>High Street toilets</u>**

i A quote for undertaking the required work to the High Street toilet floors was requested from Contractor and the quoted cost was £3,497.41 plus VAT. It was noted that although the work to the floors is required it is not a priority project and therefore is not viable for this year with the current situation and losses of income, unless there is a carry over of money from last year's budget which could be utilised. Deputy Clerk requested to thank the contractor for his time with this quote.

To discuss toilets re-opening and arrangements.

7.2 I **(a) Door opening and closing latest relating to resident**. – The resident he is happy to start opening and closing the toilets, on a 3-month trial, as soon as opening is agreed.

ii (b) **Update on HDC or Coevid-19 position on toilet opening** – legislation on the opening of public toilets is '***Councils are responsible for public toilets and this decision is up to them. You should avoid using the public toilet where possible. If you need to use any of these facilities, you should practise social distancing and good hygiene (i.e. washing your hands thoroughly)'.*** HDC have informed that they have 1 set of public toilets open and 1 set closed. Appropriate PPE of overalls, shoe covers, gloves, masks and goggles have been ordered for the caretaker who will be carrying out the cleaning. It was discussed that signs on the doors to remind people to wash hands, remember to safe distance if having to queue outside – only one person at a time for the urinals would be necessary. Cllrs Alexander and Hanson voiced concerns for opening the toilets at the present time due to risk of further peaks of the virus. Cllr Cree **proposed, seconded** by Cllr Sullivan to open the three High Street toilets and the external toilets at the Steyning Centre be reopened to the public as soon as is practicable once PPE and signage is in place on the understanding that proper Covid 19 safeguards are in place for residents and SPC Staff. **Agreed 2 for** (TC,GS) **– 1 against** (SA**) and 1 abstention** (DH)

Iii (c) Investigate costs for professional toilet cleaning, opening/closing, maintenance.
A supporting paper with costs of two other local council cleaning costs for comparison purposes with Steyning Parish council was sent to committee members. A further request for prices was awaited from Healthmatic who had informed they would be in touch- this has been chased twice and still no response. Councillors suggested that a weekly steam clean be carried out by the caretaker with the steam cleaning machine.

7.3 <u>Memorial Playing Field</u>

i **Changing Room plumbing issues** –Deputy Clerk reported that the plumber had attended the changing rooms to carry out repairs on three occasions recently. The system at the changing room is old and has not had any work on for a long time. When parts are replaced to repair one issue it quite often puts pressure on another old part of the system and causes that part to fail which then needs replacing which required the plumber to return and carry out further work.
The total cost for materials and labour for these repairs is £810.00.

ii <u>Steyning Centre</u>

a) **Current level of interest expressed for room hire when circumstances allow**.
Three regular groups have informed that they will not be returning to their bookings until January due to their group members being vulnerable or in the elderly bracket wanting to stay isolating for as long as possible. All other groups are waiting to be contacted once the Government allow community centres to reopen. Many of the groups such as keep fit, yoga, Pilates, dance fit classes and small meetings would be able to return as long as social distancing is adhered to. Staff would work with these groups to ensure all risk assessments and regulations are adhered to. Larger groups and film club, jazz club etc would require more guidance from Government on how they could resume. The playgroup has restarted and

Parish Clerk John Fullbrook Email:clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

adhere to WSCC risk assessments and guidelines. Deputy Clerk and Clerk are working very closely with the play group leader to ensure all guidelines for using the Steyning centre are being followed. HDC building control, 1 officer, has returned to office this week.

(b) **Projected shortfall in Steyning Centre income by month based on equivalent monthly income in 2019/20 projected to September 2020**

The expected income from the recorded bookings that were on the booking system before the closure on 20th March has been sent to committee members. The losses are for March £2253.53, April £ 5087.94, May £5,677.41, and June £5,418.66 making a total in the region of £ 18,500.00 loss so far on bookings.

The Playgroup, Blood donor sessions and Building Control office rent income will be recorded and reported to the next meeting.

Projects

iii **(a) Discussion of delaying implementation of current Premises projects until the autumn apart from perhaps the Rampion funds for LED installation (not including SPC contribution**).

Councillors discussed getting electricians to provide quotes for getting retrofitted LED lighting enabling and agreement to be made for various rooms up to the value of the £5000.00 Rampion grant money. Clerk and Deputy Clerk were delegated to request electricians to quote for the work for LED Lighting.

PR/08 Financial items – to receive and discuss financial matters

8.1 To agree the Income and Expenditure report for April 2020

Cllr Cree **proposed, seconded** by Cllr Sullivan that the reports be accepted as a true record of the April 2020 income and expenditure for the premises committee . **Agreed**

PR/09 Correspondence – to discuss incoming correspondence

9.1 Deputy Clerk sent out details of screens that are required for the centre offices to be ready to open when Government allow. The offices will require desk screens for the protection of staff when dealing/meeting with customers and councillors and door screens to prevent customers/residents entering the office environment when seeking service, bookings, and any other interactions. It was suggested that contra flow barriers could be used instead of free-standing screens in the foyer to guide where public can and cannot enter. Councillors recommend to F&GP that desk screens, door screens and contra flow barriers are purchased as soon as possible to enable the centre to open once Government allows.

PR/10 Date of the next meeting – Tuesday 7th July 2020

The meeting was closed at 8.41pm

Signed: . . . . Date: 7th July 2020 Chairman

Video Link …https://archive.org/details/2020-06-02-premises-meeting
Audio Link https://archive.org/details/2020-06-02-steyning-parish-council-premises-meeting

Steyning Parish Council

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West Sussex, BN44 3XZ

Telephone: 01903 812042

www.steyningpc.gov.uk

THE MINUTES OF THE PREMISES COMMITTEE MEETING HELD VIA ZOOM VIDEO CONFRENCING ON TUESDAY 7TH JULY 2020 AT 7.30PM

Present Via Video: Cllrs Cree, Hanson, G Sullivan and Alexander

Members of the public attending the virtual meeting None

Minutes: Deputy Clerk: Hazel Roxby also present - Clerk: John Fullbrook

Minutes

PR20/11	**Apologies for absence**
11.1	There were no apologies for absence from Councillors. Councillor Trundle was absent
PR20/12	**Declarations of Interest**
12.1	There were declarations of Interest received from Cllr Cree as a social member of the Cricket Club but not of the Committee or Management team and Cllr Sullivan as a life member of the Cricket Club.
PR20/13.	**Questions from the Floor**
13.1	**None**
PR20/14	**Minutes of the previous meeting**
14.1	Cllr Cree **proposed, seconded by** Cllr Hanson that the minutes of the meeting of 2nd June 2020 be accepted as a true and fair record of the meeting subject to the change of the word average to accumulative at item 6.1 and 6.2. **Agreed.**
PR20/15	Matters Arising and Actions – to consider matters arising and actions from the previous Minutes
15.1	**7.3.iii** -LED Lighting - 3 x quotes – see item 7.3.2
15.2	7.1.i – Thank Contractor for his time for High Street Toilets quote - Actioned
15.3	7.2.ii- High Street Toilets See item 7.1.1

15.4.	9.1 – 2 desk screens and 1 door screen are ordered – expected delivery is 17th July 2020
	Actions to be returned to after COVID 19
15.5	Barclays Meeting to discuss possible ATM – It was noted that planning permission has been granted for retail where the Lloyds Bank was the High Street and therefore it might be possible to raise the possibility of having an ATM in the premises again.
15.6	Investigate video camera recording and microphone equipment for Parish Council and committee meetings at the Steyning Centre.
15.7	Sound system to be tested once face to face meetings restart.
PR20/16	**Deputy Clerk's Report and Steyning Centre update – to receive the day to day report on the Steyning Centre and discuss any issues**.
16.1	**Report for film nights** – The film nights will be resumed from 5th August 2020 and will be in line with government guidance. The hall can seat up to 90 persons at 1metre distancing depending on how the seating is arranged. Tickets will be sold in advance and refreshments will be as table service. A track and trace list will be created of the persons that will be attending and will be kept for 21 days to comply with government guidelines. A one-way entrance and exit system with a queue with be managed by the caretaker and Staff who will have masks and visors.
16.2	**Coffee Machine Report -** There is no income for the coffee machine due to Covid 19 regulations. The average income per month for the coffee machine is £67 per month, therefore communitive loss of £234.00 up to the end of June.
16.3	**Update on work undertaken by caretakers –** the report on work undertaken by caretakers was sent to all committee members. The Steyning Centre, High Street toilets, public toilets at Steyning centre and changing pavilion have been deep cleaned and cleaning has been maintained throughout the Covid lockdown. Maintenance to the Steyning Centre, allotments and all play areas has been carried out. Cllr Cree asked if the benches at the MPF could be
PR/17	**Cricket Pavilion, Bowling and Tennis Club Houses, Steyning Centre and High Street Toilets– to discuss any issues arising**
17.1	**High Street toilets** The toilets were re-opened 10th June 2020. – The cleaner is doing 3 cleans per day at present. He has informed that so far the toilets don't appear to be being used by many members of the public. The unlocking and locking has worked well so far and issues found are reported to the office to be dealt with.
17.2	**Memorial Playing Field** **Changing Room plumbing issues** – None to report
17.3	**Steyning Centre** a) Update on potential requirement for Steyning Centre usage as a Covid-19 distribution hub or other use. One of the organisers at the Hub has informed that the food banks have

quietened down and unless there is a second wave or local spike the use of the Steyning centre will not be required.

(b) Current level of interest expressed for room hire following government guidance.
Further to government guidance the office are contacting all groups that are able to restart their bookings. Most are preparing to return in September and Deputy Clerk and Admin Assistant are working with them to ensure that the arrangements will be in place for this to happen.
There have been 2 enquiries to have Singing tuition on the patio and one of these is gong to start this week. Many of the groups are unable to return at present due to guidelines stating no exercise or singing activities are allowed.

(c) Report on income and losses on the Steyning Centre for June 2020. The bookings diary that had been planned for June was sent out to committee members and showed that the income would have been in the region of £5,418.36. The income that has been received during June is £555.4. The total loss is for June is £4,862.96. Total losses from 20th March to 30th June for bookings is £17,881.84

PR/18 **Projects**

18.1 **Preliminary ideas for 2021/22 Premises projects including facility improvements**
It was suggested that double glazing repairs and replacements should be considered for next year's projects starting with the Saxon room windows and doors.
Phase 2 and 3 o the LED Lighting project needs to be completed, the Clerk informed that Rampion are considering more turbines out at sea and if this goes ahead they would be giving more grants and the Clerk is following this information.
Cllr Hanson reminded the committee that the re-decoration of the committee rooms and replacing the curtains with blinds was a previous project that should be returned to.
Cllr Alexander suggested vertical wind turbines to complement the solar panels on the roof.

PR/19 **Financial items** – to receive and discuss financial matters

19.1 To agree the Income and Expenditure report for May 2020
Cllr Cree **proposed, seconded** by Cllr Alexander that the reports be accepted as a true record of the May 2020 income and expenditure for the premises committee subject to the removal of item 4000 salaries and item 4250 Public toilets – opening and closing as these items had been mis-posted to Steyning Centre income. **Agreed**

19.2 **To discuss and agree the LED Lighting** - 3 quotes received for the phase 1 work. All contractors were sent the scope of works and the lighting requirements. The quotes are £2,200, £3,034.45 and £4,125.25. Following a through discussion of the quotes
Cllr Cree **proposed, seconded** by Cllr Hanson to accept the lowest quote of £2,200. **Agreed**
Deputy Clerk to inform the contractor and get a start date for the work to be done preferably to be completed by September 2020.

Parish Clerk John Fullbrook Email:clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

PR/20 **Correspondence**

None for this meeting.

PR/11 Date of the next meeting – Tuesday 8th September 2020

The meeting was closed at 8.20 pm

Signed: . . . . Date: 8th September 2020

Chairman

Parish Clerk John Fullbrook Email:clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

Steyning Parish Council

The Steyning Centre, Fletcher's Croft, Steyning, West Sussex, BN44 3XZ

Telephone: 01903 812042

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 10th MARCH 2020 AT 7.30PM
IN THE STEYNING CENTRE

Present: Cllrs Goldsmith, Campbell, G Sullivan, Cree, Hanson, Saunders, and S. Sullivan.

Clerk: John Fullbrook

Members of the Public in attendance: 2

Meeting commenced: 7:30pm

MINUTES

ACTIONS

F&GP/19/126 APOLOGIES FOR ABSENCE
There were apologies received from Cllr Lloyd and Cllr Taylor.

F&GP/19/127 DECLARATIONS OF INTEREST AND DISPENSATIONS
None

F&GP/19/128 QUESTIONS FROM THE FLOOR

128.1.1 **Q –** *'My representation pertains to the items that are up for discussion in tonight's confidential session in relation to amendments to conduct policies. I would like to clarify that I recently made a successful complaint to Horsham District Council standards committee against Councillor Steve Northam in response to his persistent bullying and harassment of me online to disclose my identity and reveal my personal details. The complaint was anonymised for good reasons which the standards committee respected and agreed with; therefore, I do not wish my name to be mentioned or put in the committee minutes. You are aware that the standards committee determined that Cllr Northam was behaving disrespectfully, that he was found to be in breach of the code of conduct for bullying and was deemed to be bringing the council into disrepute as a consequence of his postings on social media. I received a formal apology from Cllr Northam today and whilst I am grateful that he has apologised for behaving disrespectfully and removed those posts, he has refused to accept the standard committee's findings that his behaviour constituted bullying. I am not proud of the fact that I had to make a formal complaint about this, and I am not particularly pleased to be standing up here speaking now, but I am only doing so because of that refusal of admission and because there are a number of policies due to be discussed in this evening's confidential session that relate to bullying, harassment, dignity at work and overall conduct. I can only assume that these policies have been recently discussed and recommendations made on the basis of the outcome from previous complaints, including my own. I am presuming that these local policies, as with any public organisation, provide an alternative to the Code of Conduct process and are in place to provide guidance and direction for councillors as a means of protecting them, the reputation of the council and members of the public, and to minimise the risk of conduct breaches and complaints occurring in the first place. I would like to express my thanks that these policies are being reviewed and amendments are being suggested that can only serve to improve standards at a local parish council level. This is a very positive and reassuring development and I would like to ask, as someone who has been bullied by a councillor, that these amendments be taken very seriously by members of the F&GP so that other members of the public and other councillors, do not find themselves in similar situations. Bullying in any form is completely unacceptable and does very little to inspire others to become involved in local politics, nor does it encourage good councillors to remain in post. If councillors are provided with clear guidance at the start of their term (and I would hope that the recommended amendments add further clarity, transparency and rigour to the current policies), then hopefully the* *community they serve to represent will benefit from their willingness to abide by these policies, thereby helping to prevent disrespectful, bullying behaviour from becoming a prominent and extremely unsavoury recurring theme within this council.*

128.1.2 **A –** ***Cllr Goldsmith - Thanks very much***

A – ***Cllr Campbell - We are dealing with policy documents later this evening, though part of it will necessarily be within confidential session, but its no secret to say I had a conversation with the monitoring officer and her colleague today and though they have not seen the specific policies they are very much in favour of the aims of the policies.***

F&GP/19/129 MINUTES OF PREVIOUS MEETING

129.1 Cllr Goldsmith **proposed,** and Cllr G. Sullivan **seconded** that the Draft minutes for the meeting held on 11th February 2020 be accepted as a true record of the proceedings. **Agreed**

129.2 Cllr Goldsmith **proposed,** and Cllr S. Sullivan **seconded** that the Draft minutes for the extra ordinary meeting held on 25th February 2020 be accepted as a true record of the proceedings. **Agreed**

Note ***The Chairman had stated at the beginning of the meeting that the Agenda would be changed around leaving item 5 – 'Matters arising' until the end of the 'open session' but for continuity of Minutes it is placed here in original order***

F&GP/19/130 MATTERS ARISING AND ACTIONS

130.1 F&GP/19/19.3 Bus Shelter Lease to be reviewed by working party (Cllrs Campbell & Goldsmith) **– Ongoing** ***CLERK***

130.2 F&GP/19/43.17 Emergency plan to be reviewed by Clerk **- Actioned**

130.3 F&GP/19/44.3 Clerk to revisit Swimming pool payments on next Agenda – **See item 132.5**

130.4 F&GP/19/19.6 Financial Matters training for Councillors, further dates required – **Ongoing –** It was suggested this item could wait for a couple of months ***CLERK***

130.5 F&GP/19/25.1 Future Newsletter publication to be drafted – **See item 135.1**

130.6 F&GP/19/53.1 Clerk to organise FOI panel to convene **- Actioned**

130.7 F&GP/19/55.1 Clerk to obtain Newsletter quotes **– See item 135.2**

130.8 F&GP/19/67.1 Motion on code of conduct to be deferred – **See item 137.1**

130.9 F&GP/19/55.2 Cllr Saunders to write briefing note regards SPC Facebook page – **See item 135.1**

130.10 F&GP/19/108.15 Clerk to distribute details of licence agreement with WSCC which covers 'Welcome sign' **- Actioned**

130.11 F&GP/19/108.16 Clerk to contact Chamber of Trade regarding possible Christmas decoration upgrade – **See item 132.4**

130.12 F&GP/19/108.21 Potential defamation proceedings to be discussed at a future F&GP meeting **– Ongoing**

130.13 F&GP/19/109.4.1 Clerk to amend Bowls Lease to a six-year period. It being agreed subject to solicitor's confirmation – Cllr Campbell wanted to be copied into letter that goes out to solicitor. **– Ongoing** ***CLERK***

130.14 F&GP/19/109.4.2 Clerk to check other leases to prepare for questions including ownership be determined before renewal – **Ongoing** ***CLERK***

130.15	F&GP/19/109.7 £200 Festival grant to be sent to Steyning and District partnership – **Actioned** The Chair also mentioned that connected with this item, that the group passed on a draft possible SPC Logo. The committee asked the Clerk to place on next F&GP Agenda so that proper consideration be given to whether a new Logo required and by whom	***CLERK***
130.16	F&GP/19/109.8 Premises committee to receive monthly details of hiring's **– Actioned**	
130.17	F&GP/19/112.1 Conduct protocols meeting on the 19th Feb to be reported back to F&GP **– See item 141.1**	
130.18	F&GP/19/112.2 Clerk to report back on staffing vacancy position **– See item 134.1**	
130.19	F&GP/19/113.3 New requirements for the SPC website to be in place for September 2020 - **Ongoing**	
130.20	F&GP/19/114.1 Clerk to liaise with Vintage Years to organise payment preference – Clerk reported he had spoken with representative and agreed that two funding requests be sent in , one being at the end of March. Clerk had also asked for and received the Vintage Years accounts. **Actioned.** Clerk to distribute these to Councillors	***CLERK***
130.21	F&GP/19/114.2 Youth service contract and MOU to be taken to Full Council for approval **– Actioned**	
130.22	F&GP/19/114.3 Clerk to communicate support for the HALC letter reference HDC's housing allocation **- Actioned**	
130.23	F&GP/19/116.2.2 Clerk to send off AGAR to external Auditors including amended Governance statement - **Actioned**	
130.24	F&GP/19/117.2 Whether residents having option to remain anonymous when asking questions to be discussed by working practices group – **Actioned by Clerk** with advice received and to be discussed by WPG	***WP Group***
130.25	F&GP/19/118.1 Street cleaning contract tenders to be opened and a recommendation sought from working party **– See item 139.1**	
130.26	F&GP/19/119.1 CCTV system coverage to be taken to Full Council for further discussion - **Ongoing**	***CLERK***
F&GP/19/131	**FINANCE MATTERS**	
131.1	The Chairman proposed to defer approving list of payments for February 2020 until the next meeting.	***CLERK***
131.2	The Chairman proposed to defer agreeing the Income & expenditure report for February until the next meeting.	***CLERK***
132.3	Funding request from the 'Steyning for Trees' group. The Clerk had sent round supporting papers – The request was predominantly to cover insurance and leaflet promotion for forthcoming event. Cllr Goldsmith **proposed, seconded** by Cllr Hanson to give a grant of £300 to the 'Steyning for Trees' project subject to the committee agreeing the accounts to be sent around by the Clerk. **Agreed**	***CLERK***
132.4	High Street Christmas decorations. Cllr Hanson suggested the Business Chamber get in touch with Storrington Council to discuss. Cllr Campbell **proposed, seconded** by Cllr S. Sullivan to set up a working party with Cllr Hanson representing the committee to liaise with the Business Chamber to come back to F&GP with recommendations. Agreed. The Clerk to supply Cllr Hanson with email address to organise the meeting.	***Cllr Hanson*** ***CLERK***

132.5	To agree a way forward in consideration of the Steyning Swimming Pool. Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan that Cllr Campbell and the Clerk make up a working party and report back to this committee. **Agreed**	***CLERK /*** ***Cllr Campbell***
132.6	The Clerk reported on Earmarked reserves and General reserves status as per supporting papers. Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan to defer this item. **Not agreed, 3 For, 4 Against.** Cllr Campbell asked for a private tutorial with the Clerk in order to further understand Earmarked reserves	***CLERK /*** ***Cllr Campbell***
132.7	Clerk updated on current expenditure associated with HR Staff project As reported before – Two invoices in – totalling £2,597.69 Gross, £2164.74 Net With apparently another 4.05 hours having been used on our project since the invoices Therefore, current totals £2885.24 Gross, £2308.19 Net of the £5,000 budget.	
132.8	To discuss and agree the delegation of responsibility to the JPYC Team regarding the use (expenditure) of the £700 funds raised via the sale of the Bongo Bus Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan to delegate responsibility for Expenditure of the £700 funds to the two SPC councillor representatives acting jointly and in Agreement with each other. **Agreed**	***CLERK*** ***Cllrs Saunders & Taylor***
F&GP/19/133	**ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING FINANCIAL APPROVAL**	
133.1	**Premises Committee** – Meeting dated 3rd March – None reported	
133.2	**Amenities Committee** – Meeting dated 25th February – None reported	
F&GP/19/134	**STAFFING MATTERS**	
134.1	The Clerk reported on a successful selection process to appoint a Caretaker in regard to the previously vacant position at the Steyning centre.	
134.2	Cllr Campbell **proposed, seconded** by Cllr Goldsmith to set up of a working party to include Cllrs Young, Norcross and Campbell to look into the delegation arrangements for employing staff and other employment related decisions. **Agreed**	
F&GP/19/135	**SPC PROMOTION / PUBLICATIONS**	
135.1	Cllr Saunders updated on possible Facebook page development. Cllr Saunders happy to set it up but wanted other Cllrs to feed in information and help manage it. Cllr Goldsmith **proposed, seconded** by Cllr Campbell that Cllrs Cree and Saunders set up a working party to discuss and report back at the next meeting, and come up a dummy Face Book page. **Agreed**	***CLERK*** ***Cllrs Cree & Saunders***
135.2	Cllr Goldsmith to update on possible Newsletter publications. Clerk updated on alternative quotes. Cllr Goldsmith **proposed, seconded** by Cllr Hanson that the Clerk and Cllr Goldsmith charged with coming back with a developed proposal for what then can be signed off. **Agreed**	***CLERK &*** ***Cllr Goldsmith***
F&GP/19/136	**INFORMATION/CORRESPONDENCE ITEMS**	
136.1	HDC's communication ref. Body worn camera consultation. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that provided the cameras are for the protection of officers and not for recording alleged parking infringements SPC fully supports the proposals and instructs the Clerk to write to HDC to that effect forthwith and to copy in committee members. **Agreed**	***CLERK***
136.2	The Clerk raised the possible issues that could be involved concerning the Coronovirus Covid - 19 outbreak. Clerk to circulate updates to Councillors and to carry on managing the Steyning Centre in the light of developments with notices to be put on front doors etc.	***CLERK***
136.3	Cllr Goldsmith reported on the digital screens and that the contact details for the Wardens are now to be included	

F&GP/19/137 SPC's POLICY DOCUMENTS

137.1 Cllr Campbell stated by way of clarification as to why the six SPC policies under Agenda item 13 were proposed to be discussed in confidential session – and that they had been unanimously agreed by the working practices group on the 19th February. The group comprised Cllrs Lloyd, Campbell, Hanson, Norcross, and Young and with Cllrs Goldsmith and Cree having sent apologies for this meeting. He stated that all the six policies were interrelated and their aim was to provide an alternative to the SPC Code of Conduct and to litigation such as defamation proceedings or the protection from Harassment Act. One policy remaining uncontested, that being the complaints procedure and Cllr Campbell suggested therefore that the policy could be discussed and agreed by this committee in open session. Cllr Campbell therefore **proposed, seconded** by Cllr Goldsmith that the SPC Complaints scheme as recommended by the working practices group be put to Full Council with the recommendation that it be adopted forthwith. **Agreed** ***CLERK***

137.2 The Clerk advised amendments to the other five policies as per confidential supporting papers. Cllr Campbell reported that he had met with the Monitoring Officer and that she was minded to stop receiving anymore Code of Conduct complaints and that this system wasn't really working at the moment. The policies it was suggested would provide an alternative to the Code of Conduct but were not designed to replace it. The Dignity at Work policy was the over-arching policy which Cllr Campbell stated had always included to cover conduct between Councillors since 2015 and had been endorsed as such by Horsham in 2017. The Clerk advised it was a policy that had not previously covered conduct between Councillors and certainly should not include sanctions being imposed by Councillors on other Councillors as that was the role of the Standards Committee at Horsham. Cllr Campbell reported that the Monitoring Officer had said to him that alternatives to the Code of Conduct should be encouraged. He had forwarded to Committee members and the Clerk an email from the MO that advised that other Councils have policies as alternatives to, but not substitutes for, the Code of Conduct and that provided the suggested polices do not attempt to replace the Code of Conduct then anything that sets out an expectation of good behaviour should be encouraged

137.3 The Clerk stated that he believed that the SPC proposed policies ought not to be discussed in Confidential session but instead should be heard in open session. Cllr Campbell stated that committee would be discussing a history of poor conduct of members that would certainly be of a confidential nature.

F&GP/19/138 CONFIDENTIAL SESSION

138.1 **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 would be prejudicial to the public interest.** Cllr Goldsmith **proposed, seconded** by Cllr Cree that the meeting be taken into confidential session. **Agreed 5 For {PC, TC, RG, SS, G.Su}, 1 Against {GSa}, 1 Abstained {DH}**

Cllr Campbell suggested a change to running order to deal with the more urgent items first and the meeting was suspended for a 2-minute comfort break. Cllr Campbell declared a personal interest in the next item on the Agenda – Contracts - as he knows the contractor who's bid is being recommended for agreement.

F&GP/19/139 CONTRACTS

139.1 The Street cleaning contract tendering process **-** Tender documents were received from three interested parties / contractors . Cllrs Campbell and Goldsmith were the F&GP Working Party members who opened the tenders on the 2nd March with the Clerk and Deputy Clerk in attendance. Cllr Goldsmith reported on the process and the reasoning behind their recommendations. Cllr S. Sullivan **proposed, seconded** by Cllr Hanson to agree with the recommendation from the Working party to appoint the new contractor to complete the Steyning street cleaning contract. **Agreed** ***CLERK***

F&GP/19/140 **DATA PROTECTION AND FREEDOM OF INFORMATION**

140.1 The Clerk spoke of the recent progress made in terms of the Council getting back to FOI requesters in the last two weeks thanks to the FOI panel meeting for the first occasions in this Council's tenure. Two responses have gone out to requesters on Monday, with two others pending. One required the Clerk to complete a check on the tally of FOI's that have been received over the last few years, before a response to being sent. The other response required consensus from this F&GP meeting before it could be sent. Cllr Campbell **proposed, seconded** by Cllr G. Sullivan that the Clerk is instructed to forthwith serve on Cllr Northam the Decision Notice agreed by the FoI panel on 5 March 2020 and to simultaneously upload the same to SPC's FoI page on its website. **Agreed, 5 For {PC, TC, GSu, SSu, RG}, 1 Against {DH}, 1 Abstained {GSa}.** And for the Clerk to send round copy of the email to be sent. ***CLERK***

140.2 Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that the Clerk is instructed to within 7 days serve [on Mr Walsh] the Decision Notice unanimously agreed by the FoI panel on 25 February 2020, subject to the draft being approved by email vote of the FoI Panel if the numbers in Para.1 of the Decision Notice are changed by more than three in each case. **Agreed, {PC, TC, GSu5 For, SSu, RG}, 1 Abstained {DH, GSa}** ***CLERK***

F&GP/19/141 **SPC's POLICY DOCUMENTS** (Supporting papers)

141.1 To consider recommendations from the Working Practices Group at a meeting on the 19th February concerning the following policies and to recommend to Full Council:-

141.2 ***Dignity at Work Policy***. The Clerk advised amendments but these were not agreed by committee. Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that the F&GP committee recommends to Full Council that the Dignity at work policy as drafted on the 19th February is adopted forthwith. **Agreed** ***CLERK***

141.3 ***Email Policy.*** The Clerk advised amendments, but these were not agreed by committee. Cllr S. Sullivan **proposed, seconded** by Cllr Campbell that the F&GP committee recommends to Full Council that the Email policy as drafted on the 19th February is adopted forthwith. **Agreed 6 For, 1 Against** ***CLERK***

At this point the Chairman closed the meeting as time had run out so decisions on the other policies was deferred

F&GP/19/142 **DATE OF NEXT MEETING – 14th April 2020 @7.30pm.**

The Chairman closed the meeting at 10.02pm

Signed ……………………………………………………. Date 14th April 2020

Chairman of F&GP Committee

This meeting can be heard in audio at the following web site link:

https://archive.org/details/20200310steyningparishcouncilfinanceandgeneralpurposesmeeting

Steyning Parish Council

The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

Telephone: 01903 812042

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 14th APRIL 2020 AT 7.30PM
VIA ZOOM PLATFORM AND HOSTED BY CLLRS CREE & CAMPBELL

Present via video link: Cllrs Goldsmith, Campbell, G Sullivan, Cree, Hanson, Lloyd, Saunders, and S. Sullivan.

Clerk: John Fullbrook

Members of the Public in attendance: 3 plus Cllrs Young and Alexander and the Deputy Clerk, Hazel Roxby

Meeting commenced: 7:30pm

MINUTES

ACTIONS

F&GP/19/143 **APOLOGIES FOR ABSENCE**
143.1 Apologies given for Cllr Taylor via Cllr Goldsmith

F&GP/19/144 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
144.1 Cllr Campbell declared an interest as he knows the new street cleaning contractor, but he explained how it was not a prejudicial interest.

F&GP/19/145 **QUESTIONS FROM THE FLOOR**
145.1 None

F&GP/19/146 **MINUTES OF PREVIOUS MEETING**
146.1 Cllr Goldsmith **proposed,** and Cllr Campbell **seconded** that the draft minutes for the meeting held on 10th March 2020 be accepted as a true record of the proceedings. **Agreed - 7 For, 1 Abstain**

F&GP/19/147 **FINANCE MATTERS**
147.1.1 To approve list of payments for February and March 2020. Cllr Goldsmith suggested that the Premises Committee follow up on finding out more information regarding who was making payments on room hirings.

147.1.2 Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that within 14 days the Clerk is directed to provide all Committee members with a report containing the information requested regarding garden services as set out in the Vice-Chairman's email of the 1st April 2020. **Agreed. 7 For, 1 Abstain** ***CLERK***

147.1.3 The Clerk agreed to comply with the Chairman's request that the Clerk supply details of the TC Maintenance invoices to Committee members ***CLERK***

147.1.4 Cllr Goldsmith **proposed, seconded** by Cllr Cree that the list of payments for February and March 2020 be agreed as a true record. **Agreed**

147.2 Cllr Goldsmith **proposed, seconded** by Cllr Lloyd that the Income and Expenditure reports for February and March 2020 be agreed as a true record. **Agreed**

147.3 The Clerk reported on End of Year accounts for the year 2019/2020. Cllr Campbell **proposed, seconded** by Cllr Lloyd to convene a working party of all members of the Committee who wish to join it through Zoom, to be convened by the Clerk and to be set for a date as soon as possible to discuss possible strategies, in particular concerning appropriate levels of reserves and in which accounts they should be placed. **Agreed** ***CLERK***

147.4 Virtual meeting software package to be discussed and agreed. The Committee agreed that the package currently on trial (Zoom) following the email decision of 3 April 2020 was working very well. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Clerk be directed to apply for 2 licence subscriptions for the Zoom hosting package (which allow for unlimited meeting time) as soon as possible. **Agreed** ***CLERK***

147.5 Proposed purchase of a laptop for the Steyning Centre Office team. Cllr Goldsmith **proposed, seconded** by Cllr Lloyd that a purchase of a laptop (for SPC Office) be delegated to the Clerk, the cost up to a sum of £900 excluding VAT for as soon as possible. **Agreed** ***CLERK***

F&GP/19/148 INFORMATION/CORRESPONDENCE ITEMS

148.1 Letter from resident regarding Steyning Grammar School. Cllr Goldsmith **proposed, seconded** by Cllr Campbell that this council has no educational remit and that the letter could drag the Council into a dispute between the school staff unions and the employer and therefore that the letter ought to be noted but not discussed. **Agreed** ***CLERK***

The Chairman proposed that the next two items be discussed under confidential session – the Clerk pointed out there was no mention of this on the Agenda and that this was incorrect procedure

F&GP/19/149 CONFIDENTIAL SESSION

149.1 Cllr Goldsmith **proposed, seconded** by Cllr Campbell that for item 5.4 (street cleaning contract), under the Public Bodies (Admissions to Meetings) Act 1960 and in accordance with Standing Order 3d to exclude the press and public on the ground that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted because it concerns contractual matters. **Agreed**

149.2 Cllr Goldsmith **proposed, seconded** by Cllr S Sullivan that for item 6.1 (staffing matters), under the Public Bodies (Admissions to Meetings) Act 1960 and in accordance with Standing Order 3d to exclude the press and public on the ground that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted because it concerns staffing and contractual matters. **Agreed**

F&GP/19/150 CONTRACTS

150.1 Street cleaning contract. Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan that SPC resolves to reimburse the contractor for the extra premium for the current year and all future years of the contract which he reasonably incurs in order to insure a second operative to deputise for him during periods such as holidays and ill-health, provided the contractor agrees to reimburse any proportion which is recoverable in the event of either party terminating the contract. **Agreed 7 For, 1 Abstained** ***CLERK***

150.2 Cllr Goldsmith **proposed, seconded** by Cllr Campbell that SPC approves retrospectively the recent purchases of street cleaning hardware by the Clerk to enable the new street cleaning contract to commence; the Committee having indicated its approval in principle at its last meeting on 10 March 2020. **Agreed 7 For, 1 Abstained.** ***CLERK***

150.3 Cllr Lloyd wondered whether additional insurance cover was required for the dustcart while stored within the Cricket Club's locked compound. Cllr Campbell **proposed, seconded** by Cllr Lloyd to delegate to the Clerk to ensure appropriate insurance arrangements for the dust cart. **Agreed** ***CLERK***

150.4 Cllr Cree **proposed, seconded** by Cllr Goldsmith for the Clerk to send a letter of thanks to the street cleaning contractor to inform him of his excellent start**. Agreed** ***CLERK***

F&GP/19/151 STAFFING MATTERS

151.1 Committee discussed the level of payment to be received by the Steyning Centre's casual staff and contracted support staff whilst they were restricted from duties Government-enforced lock down due to the Coronavirus . Staff welfare and the Council's duty of care being the prime concerns. Cllr Goldsmith **proposed, seconded** by Cllr Lloyd that a working party be set up to include the Clerk and Cllrs Goldsmith and Lloyd to discuss the options and to then present to Full Council its recommendations. **Agreed** ***CLERK***

F&GP/19/142 DATE OF NEXT MEETING – 12th May 2020 @7.30pm.

The Chairman closed the meeting at 9.23pm

Signed ………………………………………………….. Date 12th May 2020

Chairman of F&GP Committee

Here are the links to the video and audio recording of this meeting – Non confidential only.

Part 1
https://archive.org/details/fgp14april2020
Part 2
https://archive.org/details/20200414steyningparishcouncilfandgppublic

Steyning Parish Council

The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

Telephone: 01903 812042

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 12th MAY 2020 AT 7.30PM
Via 'Zoom' platform and hosted by Deputy Clerk – Hazel Roxby

Present via video link: Cllrs Goldsmith, Campbell, G Sullivan, Cree, Hanson, Lloyd, and S. Sullivan.

Clerk: John Fullbrook

Members of the public in attendance: 2 plus Cllrs Young, Norcross and Alexander and the Deputy Clerk.

Meeting commenced: 7:30pm

Video recording at https://archive.org/details/2020-05-12-f-and-gp-committee-steyning-parish-council
Audio recording at https://archive.org/details/2020-05-12-steyning-parish-council-finance-and-general-purposes-meeting

DRAFT MINUTES

ACTIONS

F&GP/19/153 **APOLOGIES FOR ABSENCE**

153.1 Apologies given by Cllr Saunders. Cllr Taylor absent

F&GP/19/154 **DECLARATIONS OF INTEREST AND DISPENSATIONS**

154.1 None

F&GP/19/155 **QUESTIONS FROM THE FLOOR**

155.1.1 **Q** - *Cllr Alexander – Regarding agenda item 12.1, discussing new SPC policies – wanted assurance that all those involved in the discussions had sufficient integrity and that the HDC Monitoring Officer had been involved appropriately*

155.1.2 ***A – Assurance was given that the matters raised would be discussed under agenda item 12.1.***

F&GP/19/156 **MINUTES OF PREVIOUS MEETING**

156.1 Cllr Goldsmith **proposed,** and Cllr Campbell **seconded** that the draft minutes for the meeting held on 14th April 2020 be accepted as a true record of the proceedings. **Agreed**

F&GP/19/157 **PROGRESS STATEMENT – ITEMS ACTIONED AND ONGOING**

157.1 Some matters were taken as read and ongoing and others were for discussion via a proposal previously circulated from Cllr Goldsmith **seconded** by Cllr Lloyd. **Agreed**

157.2 F&GP/19/19.6 Financial matters training for Councillors – further dates required – **Ongoing** **CLERK**

157.3	F&GP/19/130.15 Consideration be given to a new Council logo – **Ongoing**	**CLERK**
157.4	F&GP/19/130.24 Whether residents having option to remain anonymous when asking questions to be discussed by Working Practices Group **– Ongoing**	**CLERK**
157.5	F&GP/19/130.26 CCTV coverage to be taken to Full Council for discussion **– Ongoing**	**CLERK**
157.6	F&GP/19/131.1 February 2020 list of payments to be discussed and agreed at the next meeting **– Actioned**	
157.7	F&GP/19/131.2 February 2020 Income and Expenditure Report to be discussed and agreed at next meeting **- Actioned**	
157..8	F&GP/19/132.3 'Steyning for Trees' Group to receive grant subject to Clerk distributing accounts **– Actioned**	
157.9	F&GP/19/132.4 High Street Christmas decorations contact details to be sent to Cllr Hanson from Clerk **– Actioned**	
157.10	F&GP/19/132.4 Cllr Hanson to organise and represent the Council at a working party to discuss Christmas decorations **- Ongoing**	**Clerk & Cllr Hanson**
157.11	F&GP/19/132.8 Two councillors responsible for delegated authority on expenditure of Youth Service £700 funds to be made aware **– Actioned**	
157.12	F&GP/19/136.2 Clerk to circulate updates and manage Steyning Centre notices in light of Covid-19 developments **- Actioned**	
157.13	F&GP/19/137.1 SPC Complaints Scheme to be taken to Full Council for agreement**– Ongoing**	**CLERK**
157.14	F&GP/19/139.1 New street cleaning contractor to be appointed through Clerk **– Actioned**	
157.15	F&GP/19/140.1 Clerk to send FOI Panel decision response to Cllr Northam **- Actioned**	
157.16	F&GP/19/140.2 Clerk to send FOI Panel decision response to member of the public **- Actioned**	
157.17	F&GP/19/141.2 SPC Dignity at Work Policy to be taken to Full Council for agreement **- Ongoing**	**CLERK**
157.18	F&GP/19/141.3 SPC Email Policy to be taken to Full Council for agreement **- Ongoing**	**CLERK**
157.19	F&GP/19/147.1.2 Clerk to supply garden services report to F and GP Committee **- Actioned**	
157.20	F&GP/19/147.1.3 Clerk to supply details of TC Maintenance invoices to F and GP Committee **- Actioned**	
157.21	F&GP/19/147.3 Clerk to convene an F and GP Committee all-member working party to discuss end of year **- Ongoing**	**CLERK**

157.22 F&GP/19/147.4 Clerk to organise purchase of two licence subscriptions for the Zoom hosting package **- Actioned**

157.23 F&GP/19/147.5 Clerk to have delegated authority to purchase a new laptop **– Actioned**

157.24 F&GP/19/148.1 Clerk to write back to resident regarding Steyning Grammar School response **- Actioned**

157.25 F&GP/19/150.1 Clerk to organise reimbursement for street cleaning contractor of higher level of insurance cover **– Ongoing** **CLERK**

157.26 F&GP/19/150.2 Street cleaning hardware/ dustcart approved for payment **- Actioned**

157.27 F&GP/19/150.3 Clerk to check insurance requirements regarding dust-cart storage **- Ongoing** **CLERK**

157.28 F&GP/19/150.4 Clerk to write letter of thanks to the street cleaning contractor **- Actioned**

157.29 F&GP/19/151.1 Clerk to set up working party to discuss staffing payments **- Actioned**

F&GP/19/148 MATTERS ARISING – those to be discussed

158.1 F&GP/19/19.3 Bus Shelter lease to be reviewed by working party.

Cllrs Campbell and Goldsmith wanted to come off the working party because this had always been subsidiary in importance to the Bowls Club lease which was still ongoing. Cllr Lloyd indicated he was willing to step in with any other councillor. Cllr Goldsmith suggested this be deferred until the new committee was established following the May Full Council meeting. In the meantime, Cllr Campbell **proposed, seconded** by Cllr Goldsmith that he and Cllr Goldsmith be discharged from the working party**. Agreed** **CLERK**

158.2 F&GP/19/130.13 Clerk to amend Bowls Club lease to a six-year period and send to solicitor **– Actioned.**

Cllr Campbell **proposed, seconded** by Cllr S. Sullivan an amendment to Cllr Goldsmiths proposal to provide that that the Clerk is required forthwith: - **CLERK**

1 To instruct Steyning Parish Council's (SPC's) solicitors to take over the conduct of this matter and to act for SPC in bringing this matter to a conclusion at the earliest opportunity after corresponding directly with the Bowls Club, or their advisors, and for the solicitors to provide such advice to SPC as may be necessary to facilitate the completion of the matter up to a budget of £1000;

2 In the meantime, the Clerk to write an apology to the Bowls Club for the unacceptable length of time this transaction has taken and to re-assure the Bowls Club that SPC is fully supportive of this sport continuing at this location indefinitely; and

3 To report to the Club,- Firstly, that we are not empowered to give the grant requested but would support any application for such a grant to any other funding body;

Secondly, we are not empowered to grant more than six years under section 123 of the Local Government Act without another complex and time-consuming procedure; and

Thirdly, to send them a copy of this resolution assuming it is passed. **Agreed**

158.3	F&GP/19/130.14 Clerk to check other leases and to prepare draft answers concerning ownership of the premises in readiness for future lease renewals **- Ongoing**	**CLERK**
158.4	F&GP/19/130.20 Clerk to distribute accounts following conditional grant approval for Vintage Years **– Actioned**. Clerk updated that the submission of a grant application had now been received and the Clerk's office could therefore pay the invoice.	
158.5	F&GP/19/132.5 Cllr Campbell and the Clerk work together on the Steyning Swimming Pool agreement **–** Cllr Campbell **proposed, seconded** by Cllr Goldsmith that Cllr Lloyd replaces Cllr Campbell on the Steyning Swimming Pool Working Party**. Agreed**	**CLERK & Cllr Lloyd**
158.6	F&GP/19/132.6 The Clerk to provide a private tutorial on earmarked reserves to Cllr Campbell – Cllr Campbell stated this was no longer required	
158.7	F&GP/19/135.1 Cllrs Cree and Saunders to report back to Committee regarding Facebook page development **–** Cllr Cree reported this was progressing and the Deputy Clerk reported that Cllr Saunders had set up a Facebook page but that now there was further discussion required with details to be added.	***Cllrs Cree / Saunders***
158.8	F&GP/19/135.2 Clerk and Cllr Goldsmith to come back to F&GP with progress concerning the newsletter proposal **- Ongoing**	**CLERK**
158.9	F&GP/19/136.1 Clerk to write to HDC regarding SPC support for body-worn cameras for traffic wardens **–** Reply sent but Cllr Campbell pointed out a major inaccuracy in that response - the agreed support was for it to be for the protection of the wardens, and not for traffic enforcement. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Clerk be instructed to write forthwith to HDC withdrawing the previous representation of the 13th March and substituting a representation which is in accordance with the resolution of the 10th March and also to copy in all members of the Committee plus the line managers. **Agreed**	**CLERK**
F&GP/19/159	**FINANCE MATTERS**	
159.1	To approve list of payments for April 2020. Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan to approve the April 2020 list of payments. **Agreed**	
159.2	Cllr Campbell **proposed, seconded** by Cllr Cree to agree the income and expenditure report for the month of April 2020. **Agreed 6 For, 1 Abstained**	**CLERK**
159.3	Youth Service invoice discussion. Cllr Campbell **proposed, seconded** by Cllr Lloyd that SPC pays the invoice now and sends a covering letter saying it is made on the basis that we will be looking for an extension of the term for any sessions missed because of Covid - as suggested by the Youth Service in their email dated 11 May 2020. **Agreed**	**CLERK**
159.4	Internal Audit Report – actions arising – Cllr Campbell referred to a paper he had prepared and sent round that day to try to summarise all the documents just received from the Office. Cllr Campbell referred councillors to item 6.4 of the agenda and the report from the internal auditors, Mulberry and Co, of 24 April 2020 which was an update to the interim report of 4	**CLERK**

November 2019. Cllr Campbell took colleagues through the five matters shown in bold type which needed to be addressed

1 That the 2018/19 AGAR needs to be submitted. However, that had been submitted on 14 February 2020 and reported to Full Council on 17 February 2020, so nothing now needed for this.

2 A recommendation for an organisational chart to be published with pay multiples. Cllr Campbell explained how the chart is already available on the web site, so only pay multiples need to be added.

3 The need for a three-year budget plan and to place it on the web site. Councillor Campbell suggested this could be for the next agenda of F and GP

4 Evidence of variations having been discussed and resolved (recommended on template provided but provided by different means). Cllr Campbell indicated that there are some matters which need to be come back to.

5 The exercise of public rights re 2018/19 AGAR which also relates to the 2019/2020 AGAR because on page 3 of that there is a tick in the "no" box L (that we have demonstrated that during Summer 2019 we correctly provided for exercise of public rights re the 18/19 AGAR). Cllr Campbell indicated that he had some suggested wording which he would come back to.

159.5 Cllr Campbell then turned to item 6.5 on the agenda which related to the external auditor's concerns over outstanding matters re the 2018/2019 AGAR as set out in an email of 3 March 2020 produced to members on 23 April 2020 and with the draft response provided to councillors on 12 May 2020. **CLERK**

On the basis of the complexity of the issues and the need to have time to consider these and the Clerk's draft response to the external auditor of 12 May 2020 and on the basis of the Clerk's undertaking that he would submit nothing of substance to the external and internal auditors in the meantime, Cllr Campbell **proposed, seconded** by Cllr Goldsmith that

> 1 This matter is adjourned for a working party formed from the whole of the F&GP Committee to be convened at the earliest opportunity to make recommendations about these agenda items; and **CLERK & All Cllrs**
>
> 2 The Clerk having today produced a first draft of a response to the external auditor's questions raised in an email dated 3 March 2020 concerning the 2018/2019 AGAR, he is directed before submitting any response to obtain the joint approval of the Chair and Vice-Chair of this Committee to whom this task is hereby delegated. In the event of a consensus view on the response not being achieved within seven days of the working party's recommendations, then an EoM of F and GP shall be called to discuss further, with no submission being authorised until approved. **Agreed** **Clerk, Chair & Vice Chair**

159.6 Working from home expenses. Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan that Committee agrees to pay £6 per week to cover working from home expenses for the Deputy Clerk, Hazel Roxby until further notice. **Agreed** **CLERK**

159.7	Payment of Iron Works silhouette invoice – Clerk to produce briefing paper for committee members on history of finances associated with this project and also to cover the licences involved.	**CLERK**
F&GP/19/160	**ANY ITEMS FROM COMMITTEE MEETINGS**	
160.1	Items requiring financial approval or actions from this Committee **Premises Committee** – Meetings dated 7th April and 5th May '20. – None reported	
160.2	**Amenities Committee** – Meeting dated 28th April '20. – None reported	
F&GP/19/161	**ASSET REGISTER**	
161.1	Cllr Goldsmith **proposed, seconded** by Cllr Lloyd that the Asset Register needs to be updated by the Clerk's office to include rent review and expiry dates and that it should be brought back to a future F&GP meeting**. Agreed**	**CLERK & Deputy**
F&GP/19/162	**INFORMATION/CORRESPONDENCE ITEMS**	
162.1	None	
F&GP/19/163	**CONFIDENTIAL SESSION**	
163.1	**To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Order 3d to exclude the press and public on the ground that the confidential matters to be discussed under agenda items 11,12 and 13 would be prejudicial to the public interest.** Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan that the meeting be taken into confidential session. **Agreed**	
163.2	The Chair asked Cllr Alexander to leave because of the nature of the matters to be discussed which fall outside Cllr Alexander's committee responsibilities. Cllrs Young and Norcross remained in attendance as although not members of the committee they were due to report on the last item on the agenda – staffing matters.	
F&GP/19/164	**DATA PROTECTION AND FREEDOM OF INFORMATION**	
164.1	To discuss and agree the recommendations from the FOI Panel. Cllr Lloyd had sent apologies and had not attended the Panel meeting but strongly disagreed with some of the expressed reasoning in the Panel's unanimous recommendations. The Clerk said that he thought the giving of reasons was inappropriate. Cllr Campbell explained that in providing reasons the Panel had been following ICO published guidance.	
164.2	Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Clerk is instructed, in accordance with the draft approved by the Panel, to grant the FOI request concerning correspondence exchanged with a member of the public which is to go out within seven days and be uploaded at the same time. **Agreed Unanimous**	**CLERK**
164.3	Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Clerk is instructed, in accordance with the draft approved by the Panel, to refuse the FOI request regarding how the Council dealt with a possible data breach and it is to go out within seven days and be uploaded at the same time. **Agreed 5 For {GS, PC, RC, TC, SS}, 2 Against {TL, DH}**	**CLERK**

F&GP/19/165	**SPC's POLICY DOCUMENTS**	
165.1	To consider unanimous recommendations from the Working Practices Group concerning the three outstanding policies and to recommend for adoption at Full Council. The Clerk had in the meantime suggested amendments so that policies would largely not apply to councillors. Cllr Campbell explained how the non-amended policies did not replace the Code of Conduct policy and how this principle had been supported by the HDC Monitoring Officer, while the Clerk's suggested amendments negated the purpose of the documents. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that this committee recommends to Full Council that the three policies ; Social Media Policy, Unacceptable Behaviour Policy and Overarching Policy as recommended by the Working Practices Group at their 19th February 2020 meeting be those that are agreed and taken forward. **Agreed. 5 For {GS, PC, RC, TC, SS}, 2 Abstained {TL, DH}**	**CLERK**
F&GP/19/166	**STAFFING MATTERS**	
166.1	Cllr Goldsmith **proposed, seconded** by Cllr Lloyd that the caretakers continue to be paid for ten hours work per week and that the caretaker/cleaner is paid for his additional twenty eight contracted hours as they will be completing other scheduled maintenance duties as per the Furlough Working Party recommendations. This relates to the month of May. **Agreed - Unanimous**	**CLERK**
166.2	Cllrs Young and Norcross gave a confidential report on the line management matters for which they are responsible and were asked at the next meeting of F and GP to give a report on their own aims, priorities and strategies	**Cllrs Young & Norcross**
F&GP/19/167	**DATE OF NEXT MEETING – 9th June 2020 @7.30pm.**	

The Chairman closed the meeting at 10.00pm

Signed ……………………………………………………. Date 9th June 2020

Chairman of F&GP Committee

Steyning Parish Council

The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

Telephone: 01903 812042

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 9th JUNE 2020 AT 7.30PM
Via 'Zoom' platform and hosted by Deputy Clerk – Hazel Roxby

Present via video link: Cllrs Goldsmith, Campbell, G Sullivan, Norcross, Young, Cree, Hanson, Lloyd, and Rudkin.

Clerk: John Fullbrook

Members of the Public in attendance: None, but Cllrs Northam and Alexander in attendance.

Meeting commenced: 7:30pm

DRAFT MINUTES

		ACTIONS
F&GP/20/1	**APOLOGIES FOR ABSENCE**	
1.1	None	
F&GP/20/2	**DECLARATIONS OF INTEREST AND DISPENSATIONS**	
2.1	Cllr Campbell wanted it noted that in regards Agenda item 6.7, that after due consideration, he thought it not necessary for him to declare an interest.	
F&GP/20/3	**CHAIRMANS ANNOUNCEMENT**	
3.1	The Chair stated given the importance of the items within the confidential session that he intended to move to those items at 8.45pm	
F&GP/20/4	**QUESTIONS FROM THE FLOOR**	
4.1	None	
F&GP/20/5	**MINUTES OF PREVIOUS MEETING**	
5.1	Cllr Goldsmith **proposed,** and Cllr Campbell **seconded** that the draft minutes for the meeting held on 12th May 2020 be accepted as a true and fair record of the proceedings. **Agreed**	
F&GP/20/6	**MATTERS ARISING**	
6.1	F&GP/19/19.6 Financial matters training for councillors; further dates required **- Ongoing**	***CLERK***
6.2	F&GP/19/130.15 Consideration be given to a new Council logo – **See item 8.3**	
6.3	F&GP/19/130.24 Whether residents having option to remain anonymous when asking questions at public meetings, to be discussed by Working Practices Group **- Ongoing**	***CLERK***
6.4	F&GP/19/130.26 CCTV coverage to be taken to Full Council for discussion **- Ongoing**	***CLERK***

6.5	F&GP/19/132.4 Cllr Hanson to organise and represent the Council at a working party to discuss Christmas decorations – Cllr Hanson reported that there had been meetings and progress was being made with the Steyning Business Chamber in favour of an investment in the Christmas lights. They are now to produce a proposal for Council to consider	***Cllr Hanson CLERK***
6.6	F&GP/19/130.14 Clerk to check other leases to prepare draft answers concerning ownership of the premises in readiness for future lease renewals **– Ongoing** – Target for next F&GP	***CLERK***
6.7	F&GP/19/137.1 SPC Complaints Policy to be taken to Full Council for agreement **- Actioned**	
6.8	F&GP/19/141.2 SPC Dignity at Work Policy to be taken to Full Council for agreement **- Actioned**	
6.9	F&GP/19/141.3 SPC Email Policy to be taken to Full Council for agreement **- Actioned**	
6.10	F&GP/19/147.3 Clerk to convene an all-committee member working party to discuss end of year **– Ongoing**	***CLERK***
6.11	F&GP/19/150.1 Clerk organises reimbursement for street cleaning contractor of higher level of insurance cover **– Actioned**	
6.12	F&GP/19/150.3 Clerk to check for insurance requirements regarding dust cart storage **- Ongoing**	***CLERK***
6.13	F&GP/19/158.1 Bus Shelter lease review working party to be deferred **- Ongoing**	***CLERK***
6.14	F&GP/19/158.2 Clerk to write to Bowls Club, and to instruct the solicitors and to conclude Bowls Club Lease arrangements **–** Cllr Campbell (Amended by Cllr Cree) **proposed, seconded** by Cllr Goldsmith that this action is done by the 16th June and that Committee Chair and Vice Chair and Chair of the Council receive copy of what is to go to the solicitor before it goes and a copy of what has already gone to the Bowls Club (Apology and minuted decision) so that Councillors know exactly what has been said. **Agreed**	***CLERK***
6.15	F&GP/19/158.5 Cllr Lloyd and Clerk to work together on the Steyning Swimming Pool agreement **–** Cllr Lloyd updated that after discussion with the Clerk they awaited communication from the HDC representative in regard to questions posed. **- Ongoing**	***CLERK / Cllr Lloyd***
6.16	F&GP/19/158.7 Cllrs Cree and Saunders report back to Committee regarding Facebook page development**–See item 8.2**	
6.17	F&GP/19/158.8 Clerk and Cllr Goldsmith to come back to F&GP with a developed newsletter proposal **- Ongoing**	***CLERK***
6.18	F&GP/19/158.9 Clerk to write to HDC regarding SPC support for body worn cameras **– Actioned**	
6.19	F&GP/19/159.2 Clerk to convene a working party for all F&GP members with regards to I&E Reports and finance reserves **- Ongoing**	***CLERK***
6.20	F&GP/19/159.3 Clerks office to pay invoice - Sussex Clubs for Young people Ltd and write to service provider to ensure extended service assured – **Actioned.** Cllr campbell **proposed, seconded** by Cllr Goldsmith that this email communication be sent to Committee members by the 11th June 2020. **Agreed 5 For, 3 Abstained (JN, CY, DN)**	***CLERK***
6.21	F&GP/19/159.4 Internal audit actions – Five actions identified and to be undertaken **– See item 7.3**	
6.22	F&GP/19/159.5 Clerk to organise working party to agree external auditors email reply **– Actioned**	

6.23 F&GP/19/159.5 Joint agreement obtained from Clerk, Chair and Vice Chair regarding External Auditors response – **Actioned.**

6.24 F&GP/19/159.6 Organise working from home expenses for employee **- Actioned**

6.25 F&GP/19/159.7 Payment of Iron Works invoice – 'Welcome' sign project briefing required – **See item 7.5**

6.26 F&GP/19/161.1 Asset register to be updated and brought back to future F&GP meeting – Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan that by the 24th June the Asset Register is updated by and circulated to the F&GP committee**. Agreed 8 For, 1 Abstained (CY)** ***CLERK***

6.27 F&GP/19/164.2 Clerk to respond to FOI requests as per agreement **- Actioned**

6.28 F&GP/19/165.1 Clerk to take recommendation for three policy adoptions to Full Council **- Actioned**

6.29 F&GP/19/166.1 Payment arrangements and work schedule for staff for the month of May to be undertaken **- Actioned**

6.30 F&GP/19/166.2 Cllrs Norcross and Young to report to next meeting re ongoing strategies – **See item 13.2**

F&GP/20/7 FINANCE MATTERS

7.1 To approve list of payments for May 2020. Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan to approve the May 2020 list of payments. **Agreed**

7.2 Cllr Goldsmith **proposed, seconded** by Cllr Lloyd to agree the income and expenditure report for the month of May 2020. **Agreed**

7.3.1 Internal Audit Actions as recommended by the F and GP working party. – Cllr Campbell reported that the following five motions were agreed unanimously by the Working Party. ***CLERK***
Cllr Campbell **proposed, seconded** by Cllr Cree that the Committee expresses its concern over errors and omissions in the Internal Audit Report of 24 April 2020 and directs the Clerk forthwith to write to Mulberry and Co giving appropriate information to ensure they can be rectified and to copy in all committee members. These relate to :-

- the correct position over the external auditors and the 2018/19 AGAR
- the date and other details concerning the lodging of the 2018/2019 AGAR
- the correct position over publication of draft minutes
- the correct position over the setting of the 2020/2021 budget and precept
- and the request that the Chairman of the Council and/or the chair of F and GP should be invited to attend future audit visits

Agreed.

7.3.2 Cllr Campbell **proposed, seconded** by Cllr Cree that the Committee directs the Office to update and upload the Staff Organisational Chart with pay multiples by a date to be agreed with the line managers but in any event before the next meeting of F and GP. **Agreed** ***CLERK***

7.3.3 Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Committee puts back consideration of a three-year budget to the next F and GP agenda. **Agreed** ***CLERK***

7.3.4 Cllr Campbell **proposed, seconded** by Cllr Cree that the Committee approves the Explanation as to Variance Document subject to the following amendments to remove emotive subjective value judgments ***CLERK***

Para 1 delete "… due to the extraordinary success of gaining grants and donations"

And substitute "… due to the gaining of grants and donations in 2018/2019…."
Para 4 delete "only"
Para 5 delete "large" - **Agreed**

7.3.5 Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Committee approves the 2019/2020 AGAR (all six pages) and the Notice of Public Rights and approves the following explanation for the "No" at box L on page 3 of the AGAR - ***CLERK***
"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 was delayed with the result that the 2018/2019 was not signed off until 11 February 2020. It was lodged on 14 February 2020. There were caveats. There remain questions raised by the external auditors on 3 March 2020 relating to those caveats with the first draft of the response prepared by the Clerk produced to the F and GP Committee on 12 May 2020."
A working party of the F&GP committee met on 3rd June 2020 to agree a final version which the Committee directed at its meeting of 9th June 2020; the Clerk should forthwith send to the external auditor. **Agreed**

7.4 External Audit Response from Clerk – Cllr Campbell **proposed, seconded** by Cllr Goldsmith that F&GP approves the draft response set out in the confidential briefing paper circulated in connection with 6.4 and 5.23 on the agenda of 9th June 2020 subject to the Clerk by Tuesday 16th June having produced and the Chair and Vice- Chair of this committee having approved the outstanding items which the working party of 3rd June 2020 asked the clerk to provide namely;- ***CLERK***

- a more detailed paragraph re the BACs payment;-
- cross references to the relevant minutes concerning where issues raised in internal and external audit reports had been considered by the Council; and
- cross references within the response to the supporting documents being sent to the auditor

and in case of defaulting that date being complied with an EOM of F&GP be convened for Wednesday 17th June at 11am on the basis that it can be cancelled if not required. **Agreed**

7.5 Payment of invoice to Sussex Iron Works regarding silhouette – Cllr Campbell questioned whether all permissions had been obtained from WSCC, why the invoice had no VAT number and whether the amount could be paid as the invoice was a 'draft invoice'. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the invoice of £1,320 be paid, subject to the Clerk first satisfying himself that it's a proper invoice with proper VAT details on it and the other matters be put back to the next F&GP meeting. **Agreed** ***CLERK***

7.6 Purchase of screens to enable social distancing at the Steyning Centre – The possible purchase had been discussed at the Staffing Working Party. Cllr Goldsmith **proposed, seconded** by Cllr Lloyd that the Committee approves the purchase of these items (two desk top screens and free-standing screen or screens as per supporting papers) up to a figure of £1500 excluding VAT and the Clerk to be delegated to proceed accordingly. **Agreed, 7 For, 1 Against (PC)** ***CLERK***

7.7 Councillor expenses policy. Cllr Campbell, **proposed, seconded** by Cllr Goldsmith that this is put back for a working party of two people (Chair and Vice Chair of this committee) to come back next month with a draft expenses policy for approval. **Agreed** ***Cllrs Campbell & Goldsmith***

7.8 To discuss - In light of the exceptional demand on bin emptying on the MPF that there are further bonus payments made to contractor in addition to the contractual amounts agreed for the bin empties themselves. Cllr Campbell **proposed, seconded** by Cllr G. Sullivan that the (Street cleaning) contractor receives an ex-gratia payment to reflect the extra unsocial hours he did at short notice outside the terms of his contract for £100. **Not Agreed**
4 For (PC, RG, GSu, TR), 5 Against (TL, JN, CY, TC, DH)

<table>
<tr><td>7.9</td><td>Dormant Assets – Deferred by the Chairman</td><td>CLERK</td></tr>
<tr><td>F&GP/20/8
8.1</td><td>PUBLICITY, PARKING AND GOVERNANCE ITEMS
Policies and Protocols – following recommendations to F&GP from the Working Practices Group. Cllr Campbell proposed, seconded by Cllr Lloyd that the Committee recommends the adoption by Full Council of the new and amended policies and terms of reference forming supporting papers for F and GP on 9 June 2020, namely:-
01 Email Policy dated 6 June
03 Unacceptable Behaviour Policy dated 4 June 2020
04 Dignity at Work Policy dated 4 June 2020
05 Social Media Policy dated 6 June 2020
06 Overarching Protocol dated 4 June 2020
Planning Committee Terms of Reference dated 4 June 2020
Agreed</td><td>CLERK</td></tr>
<tr><td>8.2</td><td>SPC Facebook development - Cllr Cree updated he and Cllr Saunders were working towards attempting to get the page up and live by the 1st July 2020</td><td>Cllrs Cree & Saunders</td></tr>
<tr><td>8.3</td><td>New Council Logo. Cllr Cree suggested the discussion on Council logo be deferred until after Covid -19 . Cllr Goldsmith proposed, seconded by Cllr Campbell that Council delegate the Clerk's office to purchase Hi Vis jackets with Steyning Parish Council on the back, up to a sum of £200, and the Staff Working Party can take this up at their working party meeting on Friday (12th June). Agreed</td><td>CLERK</td></tr>
<tr><td>8.4</td><td>Request from Upper Beeding Parish Clerk to use SPC for a case study as part of her 'Level 4 Local Governance course'. Cllr Campbell proposed the clerk write back to encourage her to attend.</td><td>CLERK</td></tr>
<tr><td>8.5 / 8.6</td><td>Parking at Steyning Library, and South Ash Play Area safety concerns – The Chairman who asked that these items be placed on the agenda because he wanted them logged because of possible liability, suggested that they be deferred to the Amenities meeting.</td><td>CLERK</td></tr>
<tr><td>8.7</td><td>To discuss and agree Zoom protocols – This item deferred to the next meeting</td><td>CLERK</td></tr>
<tr><td>F&GP/20/9
9.1</td><td>INFORMATION/CORRESPONDENCE ITEMS
Parking charges to recommence on Monday 15th June</td><td></td></tr>
<tr><td>9.2</td><td>Widening of the High Street or one-way pedestrian traffic management of the Steyning High Street – grant application by Steyning Partnership and the Steyning Business Chamber. This to be discussed at Full Council. Cllr Campbell proposed, seconded by Cllr Goldsmith that a working party consisting the whole F&GP Committee meet to discuss this item for as soon as possible. Agreed. Cllr Goldsmith agreed to convene the meeting</td><td>CLERK

Cllr Goldsmith</td></tr>
<tr><td>F&GP/20/10

10.1</td><td>ANY ITEMS FROM COMMITTEE MEETINGS
Items requiring financial approval or actions from this committee
Premises Committee – Meetings dated 7th April and 5th May '20. – None reported</td><td></td></tr>
<tr><td>10.2</td><td>Amenities Committee – Meeting dated 28th April '20. – Clerk pointed out the bin relocation item at this meeting</td><td></td></tr>
<tr><td>F&GP/20/11
11.1.1</td><td>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 Agenda items 11 and 12 would be prejudicial to the public interest. Cllr Goldsmith proposed, seconded by Cllr Campbell that the meeting be taken into confidential session.
Agreed 8 For, 1 Abstained (JN)</td><td></td></tr>
</table>

11.1.2 *Cllr Northam and Alexander were asked to leave the meeting. Cllr Northam challenged this request and wanted to know the reason. Cllr Campbell pointed out previous breaches of confidentiality by Cllr Alexander and neither councillor stood on this committee, and that the transaction of business would otherwise be obstructed. Cllr Northam stated that he would not leave of his own volition*

11.1.3 Cllr Goldsmith **proposed, seconded** by Cllr Campbell that both Cllrs Northam and Alexander be excluded from the meeting under Standing Order 2b. **Agreed. 5 For (GSu, PC, TC, RG, PC), 4 Against (JN, DH, TL, CY)**

F&GP/20/12 **DATA PROTECTION AND FREEDOM OF INFORMATION**

12.1 To discuss and agree the recommendations from the FOI panel that met on the 14th May 2020.

12.2 Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Clerk is instructed to respond within seven days from today (9th June) to the FOI review request from Mr Muggridge as per the draft letter agreed the on 14th May 2020 by the FOI Panel and that the letter is then uploaded onto the web site. **Agreed 7 For, 2 Abstained (JN, DH)** ***CLERK***

12.3 Cllr Campbell **proposed, seconded** by Cllr Cree that the Clerk is instructed to respond within seven days from today (9th June) to the FOI review request from Mr Whitchurch as per the draft letter agreed on 14th May 2020 by the FOI Panel and that the letter is then uploaded onto the web site. **Agreed 7 For, 2 Abstained (JN, DH)**

F&GP/20/13 **STAFFING MATTERS**

13.1 Cllr Goldsmith reported matters from the weekly meetings undertaken with himself, Cllr Lloyd and the Clerk and Deputy Clerk, and how the reopening process was being managed at the Steyning Centre, and also he relayed the task list being undertaken by the caretakers. Also, that the public toilets were being reopened on the 10th June with new safety measures and Personal Protective Equipment being in place and provided.

13.2 Report from Cllrs Norcross and Young - The line managers gave their report and received feedback from councillors.

F&GP/20/14 **DATE OF NEXT MEETING – 14th July 2020 @7.30pm.**

The Chair closed the meeting at 10.00pm

Signed ……………………………………………………. Date 14th July 2020

Chairman of F&GP Committee

Here is the link to the video and audio recording of this meeting – Non confidential only.

Audio - https://archive.org/details/2020-06-09-spc-fand-gp-audio

Video - https://archive.org/details/2020-06-09-spc-f-and-gp-video

Steyning Parish Council

The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

Telephone: 01903 812042

www.steyningpc.gov.uk

REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 14th JULY 2020 AT 7.30PM
Via 'Zoom' platform and hosted by Deputy Clerk – Hazel Roxby

Present via video link: Cllrs Goldsmith (Chairman), Campbell, G Sullivan, Norcross, Young, Cree, Hanson, Lloyd, and Rudkin.

Clerk: John Fullbrook

Members of the Public in attendance: Five, including Cllrs Northam and Alexander.

Meeting commenced: 7:30pm

DRAFT MINUTES

ACTIONS

F&GP/20/15 **APOLOGIES FOR ABSENCE**
15.1 None

F&GP/20/16 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
16.1 None

F&GP/20/17 **CHAIRMANS ANNOUNCEMENT**
17.1 The Chair stated that given the importance of the items within the confidential session that he intended to move to those items at 9pm, and to move Agenda 5 to after Agenda item 9.

F&GP/20/18 **QUESTIONS FROM THE FLOOR (Summary of questions and answers)**
18.1.1 *Russell Barnes – Why is the Public Right of Way item is on this Agenda when previous Rights of Way items have been discussed under the Amenities Committee?*

18.1.2 ***Chairman – This is a correspondence item, so can be dealt with at F&GP, rather than leave it to a busy Amenities meeting in a few weeks' time which might not have time to deal with it anyway.***

18.2.1 *Nick Muggridge – In these challenging times for all levels of local government and with the current precept set at 27% more than the previous year's figure why is Council considering Councillor Allowances as an extra non-budgeted cost, especially when previous councils did not seek allowances for Councillors.*

18.2.2 ***Chairman and Vice Chairman – It will be discussed under Agenda item 6.3, but the item is intended more to cover recent out of pocket expenses, rather than as a new Councillor allowance***

F&GP/20/19 **MINUTES OF PREVIOUS MEETING**
19.1 Cllr Goldsmith **proposed,** and Cllr G. Sullivan **seconded** that the draft minutes for the meeting held on 9th June 2020 be accepted as a true and fair record of the proceedings. **Agreed**

F&GP/20/20	**FINANCE MATTERS**	
20.1	To approve list of payments for June 2020. Cllr Goldsmith **proposed, seconded** by Cllr Cree to approve the June 2020 list of payments. **Agreed 8 For, 1 Abstained {PC}**	
	Clerk to confirm that VAT can be claimed back from Amazon	***CLERK***
	Clerk to check Business stream payments are in order and send out invoice details.	***CLERK***
	Deputy Clerk to check through Premises committee what new companies might be able to provide in terms of alternative service costings regards water supplies.	***D.CLERK***
20.2	Cllr Goldsmith **proposed, seconded** by Cllr Lloyd to agree the F&GP income and expenditure report for the month of June 2020. **Agreed 8 For, 1 Abstained {PC}**	
	Clerk asked to clarify 'budget' and 'actual income' figures for HDC Cleansing Grant	***CLERK***
	Clerk asked to send to Cllrs 'projects' budget details	***CLERK***
20.3	To discuss and agree Councillor expenses reimbursements. Cllr Goldsmith **proposed, seconded** by Cllr Hanson that this item is deferred until the September F&GP meeting. **Agreed**	***CLERK***
20.4	Dormant Assets. Clerk to send out details again to Councillors regarding the current position from NALC and SPC.	***CLERK***
20.5	Asset Register – Clerk to continue to revalue Playground and Adult exercise equipment to update the register and bring back to F&GP. Cllr Goldsmith proposed this matter be deferred to next F&GP and stated he didn't want to be involved. Cllr Lloyd **proposed an amendment, seconded** by Cllr Cree that the Asset register is not correct and so the chair of F&GP and the chair of the Council and the Clerk should be delegated to work on it and bring this back to F&GP in September in a correct format. **Agreed 8 For, 1 Against {RG}**	***CLERK***
20.6	Three-year budget discussions. Cllr Goldsmith **proposed, seconded** by Cllr Cree that this is deferred and a full F&GP working party be set up after the next F&GP meeting in September to discuss the three-year budget. **Agreed**	***CLERK***
20.7	Committee discussed bank balances as of 30th June 2020 and potential losses due to Covid-19.	
20.8	Committee informed - Two webinar courses were undertaken by clerk and deputy clerk – course cost per clerk £30	
20.9	Options were to be discussed regarding the SPC web site development, following distribution of supporting papers. Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan that a working party be set up consisting of Cllr Alexander and Cllr Cree to work on this matter and to bring it back to the next F&GP meeting in September. **Agreed 4 For {RG,TR, DH, GS}, 5 Abstained {TL, JN, CY, PC, TC}**	***Cllrs Cree & Alexander***
20.10	Playground opening and Caretaker cleaning arrangements due to Covid-19. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Caretakers are required to clean the play equipment at least twice a day and that the Clerk is delegated responsibility to ensure that happens within their existing job commitments. **Agreed**	***CLERK***
20.11	Cllr Cree **proposed, seconded** by Cllr Hanson that a budget of up to £600 be allocated for specialist input/mentoring from an independent council clerk for the SPC Clerk and advice to councillors in regard to their respective roles and responsibilities and in particular for the production of agenda and minutes. **Agreed 5 For {TL, JN, CY, TC, DH}, 4 Against {PC, GS, RG, TR}**	***CLERK***
	The Chairman then stated that he would not deal with items headed under committee meetings; publicity and governance ; information and correspondence and matters arising but moving straight to the confidential session items as there was less than an hour of the meeting remaining.	***CLERK***

F&GP/20/21 CONFIDENTIAL SESSION

21.1 **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 11 would be inappropriate to put in the public domain.** Cllr Goldsmith **proposed, seconded** by Cllr Cree that the meeting be taken into confidential session. **Agreed**

F&GP/20/22 STAFFING MATTERS

22.1 Staff payments working party. Cllr Lloyd reported on enhanced public toilet cleaning protocols being put in place; the two cleans per day of the playgrounds that was initiated; the delivery of retractable barriers to channel members of the public for events at the Steyning Centre to ensure social distancing maintained. Cllr Goldsmith stated that he no-longer wanted to be part of this working party. Cllr Norcross agreed to take his place. ***CLERK***

22.2 New staff contracts – templates for new contracts had been sent from HR services and Cllr Lloyd suggested they needed specific and in-depth scrutiny. Cllr Lloyd **proposed, amended** by Cllr Goldsmith**, seconded** by Cllr Campbell that a working party consisting of Cllrs Lloyd, Norcross and Hanson be set up to look at all staff contracts and make recommendations to F&GP at the September meeting or if not at the October F&GP committee meeting, and have delegated authority to instruct HR services up to the budget that has been agreed. **Agreed** ***Cllrs Lloyd / Hanson & Norcross***

22.3 Cllr Campbell **proposed, seconded** by Cllr Hanson that the Chair and Vice-Chair of the Council are delegated to take over the responsibility from Cllrs. Goldsmith and Campbell of instructing and liaising with HR Services on any employment related questions. This delegation is limited to obtaining advice and reporting that advice to the Committee and/or Full Council and does not permit any substantive decision-making which remains with the Committee and/or Full Council as per the decision made by the F&GP committee in November 2019. **Agreed** ***Cllrs Cree & Young***

22.4 Line Managers report. Cllrs Young and Norcross gave a verbal update on their strategy. They answered questions from councillors

F&GP/20/23 DATE OF NEXT MEETING – 15th September 2020 @7.30pm.

The Chair closed the meeting at 10.00pm

Signed ………………………………………………….. Date 14th September 2020

Chairman of F&GP Committee

Here is the link to the video recording of this meeting – Non confidential only.

Video - **https://archive.org/details/2020-07-14-steyning-parish-council-f-gp-meeting-1**

Draft Steyning Scheme of Delegation V.9

To avoid Full Council having to make every decision the Council Scheme of Delegation is an essential policy to enable the Council to function efficiently and effectively, with decision making powers being given to both Committees and officers to enable the Council to react to circumstances and operate effectively.

Powers cannot be legally delegated to individual Councillors or Working Groups.

Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Council with its findings which may include recommendations.

1 Council Functions

The following matters are to be dealt with by the Full Council:

1.1 Approval of Budget and setting the Precept.

1.2 Approval of the Annual Return and Audit of Accounts.

1.3 Authorisation of borrowing.

1.4 Adoption of or, changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation.

1.5 Making of Orders under any statutory powers.

1.6 Appointment of Standing Committees, their Chairs and Vice-Chairs.

1.7 Appointment of Council representatives to outside bodies.

1.8 Appointment of the Clerk of the Council.

1.9 Receive and adopt the minutes of committees and to consider and approve any recommendations.

1.10 Approval of payments by committees over £5,000.

1.11 Consider and monitor the Neighbourhood Plan, once approved, and any local development plans, for example regional, district or local plans.

1.12 All other matters which must, by law, be reserved to the Full Council.

2 Delegation to Committees

The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. Committees are delegated plenary decision making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may only 'resolve' those matters within their delegated powers, making 'recommendations' to Council on all other matters. Committees may decide not to exercise delegated responsibilities and may instead make a 'recommendation' to the

Council. Similarly, where a Committee has no delegated power to make a decision it makes a 'recommendation' to Council.

2.1 All Committees

2.1.1 Creation and of, and Appointment to Working Groups.

2.1.2 Appointment of Councillors to Working Groups by the Chair and Vice-Chair of the committee and the appointment of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of Councillors.

2.2 Finance, General Purposes Committee

All matters (except for creating Council Policy) relating to:

2.2.1 Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.2.1

2.2.2 Review of budget position

2.2.3 Consideration of annual budget request from all standing Committees for recommendation to Council and to recommend to Council the precept for next financial year

2.2.4 Approval and award of grants and donations.

2.2.5 Ensure the Council meets its obligations to HMRC

2.2.6 Approval of expenditure within the budget set for the committee up to a limit of £5,000 and any expenditure beyond the limit to be recommended to Council for approval

2.2.7 Consider and agree recommendations to Council on action to all Internal & External Audit reports

2.2.8 Approval of Risk management strategy and review annual insurance policies.

2.2.9 Review and agree all contractual matters regarding leases on the buildings owned by the Council or, land owned by the Council on which buildings are situated.

2.2.10 Review annually the Council's Fixed Asset Register and ensure that insurance cover is adequate.

2.2.11 Monitor the availability of section 106 and CIL funds and make recommendations to Council on non-Council applications for S.106 and CIL funding.

2.2.12 To manage the provision of training of Councillors.

2.2.13 Review and make recommendations to Council on Standing Orders, all policies and protocols and other legal, administration or accounting matters.

2.2.14 To recommend and oversee the Council's Reserves policy.

2.2.15 Oversee all maintenance contracts.

2.2.16 Oversee the Council's media

2.2.17 Neighbourhood wardens

2.2.18 To delegate authority to the Proper Officer actions as it deems necessary to ensure that the Council's decisions are carried out efficiently and expediently and to ensure that the Proper officer reports back to the Council on what actions have been taken on its behalf.

2.2.19 Matters specifically delegated by Council or, any other committee.

2.2.20 The maximum membership of the committee shall be 9, the quorum 5

2.3 Community Committee

All matters (except for creating Council Policy) relating to:

2.3.1 Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.2.1

2.3.1 Review and submit an annual budget to the F&GP committee

2.3.2 Oversee the committee's annual budget

2.3.3 Review and make recommendations to Council on contracts pertaining to the grass cutting of the playing fields and open spaces, the street cleaning and bin emptying in the High Street and the Memorial Playing Field.

2.3.4 Oversee the recruitment and remuneration of caretaking staff and make recommendations to F&GP committee.

2.3.5 Oversee the maintenance and opening/closing of the High Street public toilets.

2.3.6 Oversee the maintenance of all play areas.

2.3.7 Oversee the management and maintenance of the playing fields, allotments, open spaces and under the ownership of the Council and oversee the Public Rights of Way

2.3.8 Approval of expenditure within the budget set for the committee up to a limit of £5,000 and any expenditure beyond the limit to be recommended to Council for approval

2.3.9 Liaise with WSCC on local highway matters and flooding

2.3.10 CCTV

2.3.11 Tree wardens and oversee the management and maintenance of all trees and hedgerows on Council land

2.3.12 Council owned street lighting

2.3.13 To liaise with HDC over the operation of all HDC owned car parks and to oversee all other parking issues.

2.3.14 Oversee the management of land, buildings and other resources.

2.3.15 Oversee maintenance contracts relevant to the committee and make any recommendations to F&GP.

2.3.16 Oversee all matters concerning premises owned by Steyning Parish Council including letting, maintenance, Health & Safety, staffing and cleaning.

2.3.17 Matters specifically delegated by Council or, any other committee.

2.3.18 The maximum membership of the committee shall be 7, the quorum 3

2.4 Planning

All matters (except for creating Council Policy) relating to:

2.4.1 Planning applications, making representations on all planning consultations, and making representations on all applications for public entertainment licences or liquor licences.

2.4.2 Tree works applications.

2.4.3 All other planning or highway matters the Parish Council is consulted on.

2.4.4 Review of the Steyning Area Conservation Character Appraisal; ensuring that development is in accordance with national or, local Conservation Area Requirements, and seeking additional protection as appropriate.

2.4.5 The maximum membership of the committee shall be 7, the quorum 3

2.5 Personnel Committee

All matters (except for creating Council Policy) relating to:

2.5.1 Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.1.2.

2.5.2 All personnel matters not delegated to officers or Sub-Committees.

2.5.3 Make recommendations to Council on all staffing matters.

2.5.4 Oversee the recruitment and appointment of staff.

2.5.5 To support and appraise the Clerk of the Council and ensure that as the Proper Officer and Financial Officer the Clerk is complying with the job description and delegated authority and make recommendations to Council as necessary.

2.5.6 Amend staff structure to reflect the Council's performance needs so long as within budget. Any changes requiring additional budget require Council approval.

2.5.7 To manage the provision of training of all staff.

2.5.8 Consider and deal with all potential disciplinary matters relating to the Parish Clerk including the commissioning of external advisors and/or investigation in accordance with the provisions of the Council's complaints and disciplinary procedures.

2.5.9 Consider and resolve all staff appeals concerning grievance or disciplinary matters.

2.5.10 Consider and resolve appeals to decisions relating to a complaint, where this is unable to be dealt with by Officers.

2.5.11 Consider all appeals against decisions where this is available within a policy.

2.5.12 Manage the provision of training of officers.

2.5.13 Matters specifically delegated by Council or, any other committee.

2.5.14 Legal responsibility for the decisions and actions of the Committee remains with the Council as a whole.

2.5.15 The maximum membership of the committee shall be 7, the quorum 3

3 Delegation to Officers

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly where Officers have no delegated power to make a decision they report the matter to Committee or the Council for a decision.

3.1 Parish Clerk – Proper Officer & Responsible Financial Officer

3.1.1 The Parish Clerk shall be the Proper Officer and Responsible Financial Officer of the Council as defined in law.

3.1.2 See the table below for delegated responsibilities and the individuals to cover these in the absence of the Parish Clerk:

3.1.3 Proper administration of the Council's financial affairs.

3.1.4 Report to External Auditor matters under Local Government Finance Act 1988 s114.

3.1.5 Ensure compliance with Financial Regulations.

3.1.6 Ensure compliance with all financial procedures.

3.1.7 Determine accounting policies, records and control systems.

3.1.8 Manage risk management of the Council.

3.1.9 Overall responsibility, and the day to day management of all council employees.

3.1.10 Arrange and manage the Council's insurance arrangements.

3.1.11 Day to day management of land, buildings and other resources.

3.1.12 Management of maintenance contracts.

3.1.13 Overall responsibility for Health & Safety across all Council owned sites

3.1.14 Developing income generating activities for the Steyning Centre with the Deputy Parish Clerk.

3.1.15 Responsible for the management of the budget in accordance with Council Policy.

3.1.16 Ensure that employees and councillors follow the policies and protocols of the Council.

3.1.17 Dealing with all FOI/SAR requests as per the FOI Policy and report these to F&GP.

3.1.18 Dealing with all complaints as per the Complaints Policy.

3.1.19 Management of salaries of Council employees in accordance with contracts of employment.

3.1.20 Consider and resolve all staff grievances in accordance with Grievance Policy.

3.1.21 Consider and deal with all staff disciplinary matters in accordance with Disciplinary policy.

3.1.22 Consider potential disciplinary matters relating to the Deputy Parish Clerk and make recommendations to the Personnel Committee in accordance with the provisions of the Council's complaints and disciplinary procedures

3.1.23 Matters specifically delegated by Council or, any other committee.

Delegated responsibilities in the absence of the Parish Clerk:

	Delegated Responsibility	**Responsible in Absence**
a.	The responsibilities and duties of the role of Proper Officer as set out within law and Council policies.	Deputy Parish Clerk
b.	Issue all statutory notifications.	Deputy Parish Clerk
c.	Receive Declarations of Acceptance of Office.	Deputy Parish Clerk
d.	Receive and record notices disclosing pecuniary interests.	Deputy Parish Clerk
e.	Receive and retain documents and plans.	Deputy Parish Clerk
f.	Hold the Council's Seal and apply it to documents as approved.	Deputy Parish Clerk
g.	Sign notices or other documents on behalf of the Council.	Deputy Parish Clerk
h.	Receive copies of By-laws made by principal authority.	Deputy Parish Clerk
i.	Prepare agendas and minutes for all committee meetings	Deputy Parish Clerk
j.	Sign summons to attend meetings.	Deputy Parish Clerk
k.	Ensure compliance with Standing Orders.	Deputy Parish Clerk
l.	Manage all Parish Council staff, either directly or indirectly.	Deputy Parish Clerk
m.	Manage the provision of Council services, buildings, land and resources.	Deputy Parish Clerk
n.	Incur expenditure in an emergency up to £1,000 whether budgeted or not.	Deputy Parish Clerk
o.	Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.	Deputy Parish Clerk
p.	Deal with dispensation requests from Members under the Code of Conduct.	Deputy Parish Clerk
q.	Deal with matters specifically delegated by Council or Committee.	Deputy Parish Clerk
r.	Take all decisions relating to the training of Councillors & staff.	Council/Personnel Committee/Deputy Parish Clerk
s.	Appoint all employees in accordance with the Council's staff structure.	Council/Personnel Committee/D. Parish Clerk

t.	Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.	Council/Personnel Committee/Deputy Parish Clerk
u.	Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets.	Council/Personnel Committee/Deputy Parish Clerk
v.	Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.	Council/Personnel Committee/Deputy Parish Clerk
w.	Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary.	Council/Personnel Committee/Deputy Parish Clerk
x.	Responsible for the overall management of all budgets in accordance with Council policies.	Council/FGPP Committee/Deputy Parish Clerk
y.	Authorised to issue press releases on any Council activity exercised in accordance with Council policy.	Deputy Parish Clerk
z..	Overall responsibility for Health & Safety across all Council owned sites.	Council/FGPP Committee/Deputy Parish Clerk
aa.	Matters specifically delegated within Council policies.	(broadly speaking) Financial Policies – Council/FGPP Committee/Deputy Parish Clerk Personnel Policies – Council/Personnel Committee Freedom of Information/Consultation Policies – Council/FOI Panel/Deputy Parish Clerk To be assessed individually by Council as and when required.

3.2 Deputy Parish Clerk

3.2.1 Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.1.2.

3.2.2 Dealing with and resolving complaints received by the Council (except those regarding the actions or conduct of Councillors or Council employees), in accordance with the Complaints Procedure.

3.2.3 Day to day management of the Steyning Centre.

3.2.4 Day to day management of the Council's website and social media activities.

3.2.5 Day to day management of caretakers.

3.2.6 Authorising expenditure within budgeted levels in areas of responsibility and those delegated by the Parish Clerk.

3.2.7 Developing income generating activities for the Steyning Centre with the Parish Clerk.

3.2.8 Matters specifically delegated by Council or Committee.

Steyning PC September 2020

SPC Committees Item 14.1.2

– Draft Outline of Delegated and Other Responsibilities

FINANCE AND GENERAL PURPOSES COMMITTEE

To oversee and make decisions upon Steyning Parish Council financial matters and to oversee the administration of the Council's affairs with specific attention to resource allocation, governance, and financial well-being. To make annual budget recommendation of all the committees and the precept to Council and make any other recommendations to Council on matters it deems necessary. For full details of the responsibilities of this committee please see the Steyning Parish Council Scheme of delegation – following the link {Add when available}

COMMUNITY COMMITTEE

To oversee and make decisions on the management of the following Steyning Parish Council owned or leased property: playing fields, open spaces and Village Greens including their grass, tree and hedge maintenance; the provision and maintenance of playgrounds, exercise areas and allotments; all highways and lighting issues in liaison with West Sussex County Council; the upkeep and repair of the town clock, bus shelter / public toilets, street sweeping, litter-picking and litter-bin emptying; to liaise with HDC over the operation of the HDC owned public car parks and other parking issues in the town; the efficient management of the Steyning Community Centre, the changing rooms at the Memorial Playing Field, and the leasing and the maintenance of other premises such as sports facilities. To make recommendations to the Council on any matters it deems necessary. For full details of the responsibilities of this committee please see the Steyning Parish Council Scheme of delegation – following the link {Add when available}

PERSONNEL COMMITTEE

To oversee and make recommendations to Full Council on all staff related matters including the recruitment of staff; staff related policies; conditions of employment and training provision; and to ensure that the Council complies with all legislative requirements relating to the employment of staff. For full details of the responsibilities of this committee please see the Steyning Parish Council Scheme of delegation – following the link {Add when available}

PLANNING COMMITTEE

To respond to all planning applications and make representations on all applications for public entertainment licences or liquor licences, tree work applications and all other planning or highway matters the Parish Council is consulted on. For full details of the responsibilities of this committee please see the Steyning Parish Council Scheme of delegation – following the link {Add when available}

2020/21 Steyning Parish Council Meetings

7.30pm Start	Community (Tuesdays)	Finance and General Purpose (Tuesdays)	Parish Council (Mondays)	Planning (Mondays)
Sep-20	29th	15th	21st	28th
Oct-20	27th	13th	19th	26th
Nov-20	24th	10th	16th	23rd
Dec-20	No Meeting	8th	14th	15th (Tuesday)
Jan-21	5th	12th	18th	25th
Feb-21	2nd	9th	15th	22nd
Mar-21	2nd	9th	15th APM	22nd
Apr-21	6th	13th	19th	26th
May-21	4th	11th	17th APCM	24th

APM = Annual Parish Meeting

APCM = Annual Parish Council meeting

 # - September '20 to January '21 dates inclusive for all committees and Full Council are recommended to Full Council for approval

 # - February '21 to May '21 dates inclusive for all committees and Full Council are subject to review by Council at the 14th December meeting